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### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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### Introduction

### Qualifications Pack- Driving Assistant

**SECTOR:** AUTOMOTIVE

**SUB-SECTOR:**ROAD TRANSPORTATION

**OCCUPATION:** DRIVING

**REFERENCE ID:** ASC/Q9701

**Brief Job Description:** Driving Assistant is often called Cleaner or Helper. Individuals at this job need to assist the driver by doing the washing and cleaning of the external/internal structure of vehicle, up keeping of tool box, assisting in minor repairs and running miscellaneous errands.

**Personal Attributes:** This job requires the individual to have continuous mobility as he would have to perform the job on the move for long hours. Individual must be reliable. The individual should preferably be able to speak in working Hindi since during trips, often he will have to be dealing with people across several states. The individual must also be medically fit and physically strong and should maintain personal hygiene.

|             |                                     |                     |                  |          |
|-------------|-------------------------------------|---------------------|------------------|----------|
| Job Details | Qualifications Pack Code            | ASC/Q9701           |                  |          |
|             | Job Role                            | Driving Assistant   |                  |          |
|             | Credits(NVEQF/NVQF/NSQF) [OPTIONAL] | TBD                 | Version number   | 1.0      |
|             | Sector                              | Automotive          | Drafted on       | 30/05/13 |
|             | Sub-sector                          | Road Transportation | Last reviewed on | 15/06/13 |
|             | Occupation                          | Driving             | Next review date | 30/07/15 |

|   |  |
|---|--|
| <b>Job Role</b>   | <b>Driving Assistant</b>   |
| <b>Role Description</b>                                 | Routine cleaning and checking of vehicle before and during trips.  |
| <b>NVEQF/NVQF level</b>                                 | 2  |
| <b>Minimum Educational Qualifications*</b>              | Preferably 5 <sup>th</sup> std   |
| <b>Maximum Educational Qualifications*</b>              | Not Applicable   |
| <b>Training</b><br>(Suggested but not mandatory)        | <ul style="list-style-type: none"> <li>ASDC Service Technician Level 1 Certificate Or</li> <li>Training on cleaning process for vehicle</li> <li>Familiarity with titles of various documents required as per regulations of RTO and other agencies.</li> </ul>  |
| <b>Experience</b>                                       | <ul style="list-style-type: none"> <li>0 years if ASDC Service Technician Certificate or</li> <li>Preferably up to 6 months of cleaning a Light Motor Vehicle (LMV)</li> </ul>   |
| <b>Applicable National Occupational Standards (NOS)</b> | <p><b>Compulsory:</b></p> <p>ASC/N9702. <a href="#">Cleaning of vehicle</a></p> <p>ASC/N9708. <a href="#">Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repair</a></p> <p>ASC/N0002. <a href="#">Work effectively in a team</a></p> <p>ASC/N0012. <a href="#">Practice HSE and security related guidelines</a></p> <p><b>Optional:</b> N.A.</p> |
| <b>Performance Criteria</b>                             | As described in the relevant OS units  |

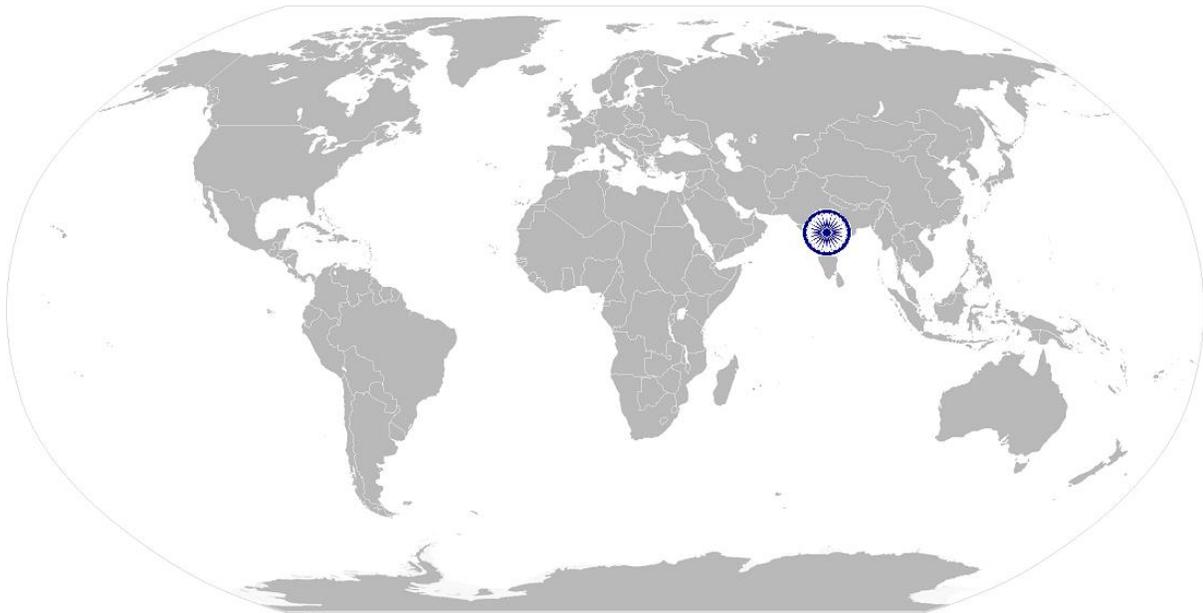
Acronyms

| Keywords /Terms                      | Description   |
|--------------------------------------|---|
| Sector                               | Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.   |
| Sub-sector                           | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.  |
| Occupation                           | Occupation is a set of job roles, which perform similar/ related set of functions in an industry.   |
| Function                             | Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.                                   |
| Sub-function                         | Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.   |
| Job role                             | Job role defines a unique set of functions that together form a unique employment opportunity in an organization.   |
| Occupational Standards (OS)          | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria                 | Performance criteria are statements that together specify the standard of performance required when carrying out a task.  |
| National Occupational Standards (OS) | NOS are occupational standards which apply uniquely in the Indian context.  |
| Qualifications Pack (QP)             | QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.  |
| Unit Code                            | Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'   |
| Unit Title                           | Unit title gives a clear overall statement about what the incumbent should be able to do.   |
| Description                          | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.  |
| Scope                                | Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.   |
| Knowledge and Understanding          | Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.   |
| Organizational Context               | Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.  |
| Technical Knowledge                  | Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.  |

| Core Skills/ Generic Skills | Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles. |
|-----------------------------|---|
| Keywords /Terms             | Description   |
| NOS                         | National Occupational Standard(s)   |
| NVQF                        | National Vocational Qualifications Framework  |
| NSQF                        | National Qualifications Framework   |
| NVEQF                       | National Vocational Education Qualifications Framework  |
| QP                          | Qualifications Pack   |

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# National Occupational Standards



## Overview

This unit is about performing the daily washing and cleaning activities of the external/internal structure of the vehicle before the start as well as during a trip for maintaining the basic cleanliness of the vehicle.

ASC/N9702

### Cleaning of vehicle

National Occupational Standard

|  |   |
|--|---|
| <b>Unit Code</b>                                 | ASC/N9702   |
| <b>Unit Title (Task)</b>                         | Cleaning of a vehicle   |
| <b>Description</b>                               | This OS unit is about carrying out routine daily washing and cleaning of the vehicle before the start of the trip as well as during trip  |
| <b>Scope</b>                                     | The unit/ task covers the following: <ul style="list-style-type: none"> <li>washing the vehicle with running water</li> <li>cleaning the vehicle with a surfactant</li> <li>re-washing the vehicle and wiping with cloth</li> </ul>   |
| <b>Performance Criteria(PC) w.r.t. the Scope</b> |   |
| <b>Element</b>                                   | <b>Performance Criteria</b>   |
| <b>Washing of vehicle</b>                        | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. start the water pump and check for water supply in the pipe</li> <li>PC2. thoroughly wash the external structure of the vehicle like the body, tyres, windshield , rear view mirrors etc. from the running water in pipe in order to clean the settled loose dust and dirt</li> <li>PC3. while washing the vehicle with running water, to ensure that water does not enter into components like starter motor, alternator and horn.</li> </ul>   |
| <b>Cleaning of vehicle</b>                       | <ul style="list-style-type: none"> <li>PC4. rub the surfactant on the previously washed external structure properly using a spongy cloth in order to clean the hard-to-remove stains</li> <li>PC5. ensure that the stains are not visible on the vehicle after rubbing.</li> <li>PC6. while cleaning the vehicle, to observe and report any loose/broken/missing parts like mountings,seals,chassisfastners.</li> </ul>   |
| <b>Re-washing and wiping</b>                     | <ul style="list-style-type: none"> <li>PC7. after cleaning the vehicle, spray a jet of running water on the surfactant applied parts of vehicle in order to completely wash out the residue deposited on the vehicle.</li> <li>PC8. While re - washing the vehicle with running water, to ensure that water does not enter into components like starter motor, alternator and horn.</li> <li>PC9. take a clean wiping cloth and thoroughly wipe the whole vehicle including parts like dashboard , instrument panel , seats , steering wheel , driver console that cannot be surfactant cleaned as it would lead to malfunctioning</li> </ul> |
| <b>Knowledge and Understanding (K)</b>           |   |

**ASC/N9702**

**Cleaning of vehicle**

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|---|---|
| <b>A. Organizational Context</b><br>(Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand:<br>KA1. point of contact in case of unavailability of surfactant/cloth<br>KA2. any applicable rules and employee code of conduct stated by the organization    |
| <b>B. Technical Knowledge</b>   | KB1. vehicle model and its appearance features which will aid him in cleaning<br>KB2. type of surfactant and cloth to be used for the cleaning process  |
| <b>Skills (S) [Optional]</b>  |   |
| <b>A. Core Skills/ Generic Skills</b>   | <b>Communication skills</b>   |
|   | The user/individual on the job needs to know and understand how to:<br>SA1. convey messages between Driver and passengers/other public. He should also be able to escalate and convey areas of concern to driver/supervisor |
|   | <b>Teamwork and multitasking</b>  |
| <b>B. Professional Skills</b>   | <b>Plan and Organize</b>  |
|   | The user/individual on the job needs to know and understand how:<br>SB1. plan the cleaning activity so as to complete it in scheduled time  |



ASC/N9702

Cleaning of vehicle

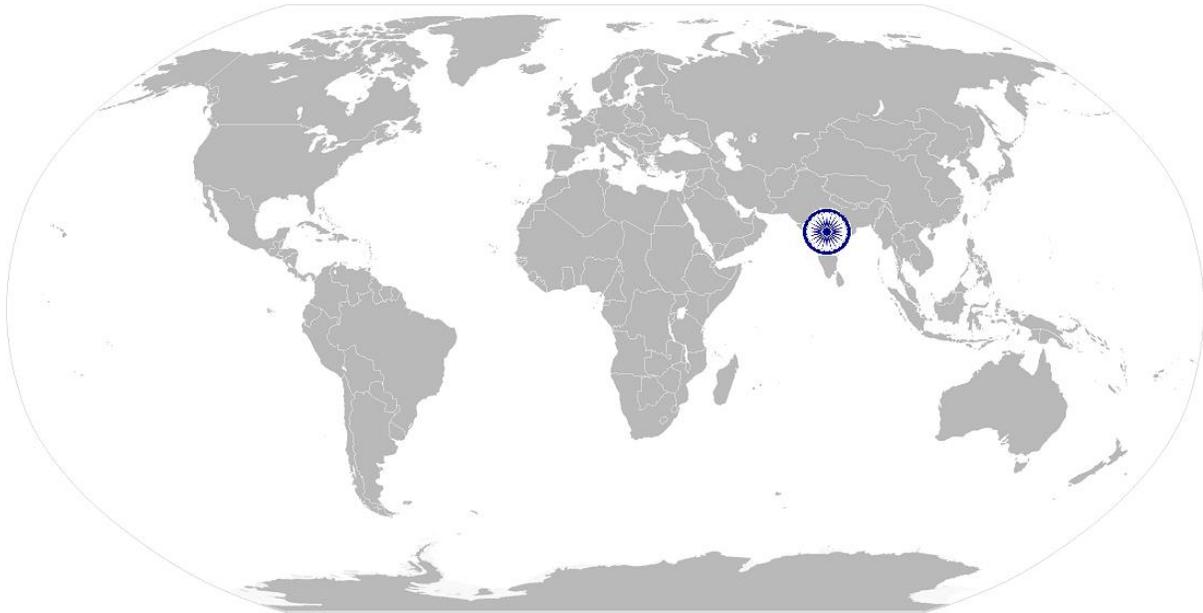
## NOS Version Control

|  |                     |                         |          |
|--|---------------------|-------------------------|----------|
| <b>NOS Code</b>                                | ASC/N9702           |                         |          |
| <b>Credits(NVEQF/NVQF/NSQF)<br/>[OPTIONAL]</b> | TBD                 | <b>Version number</b>   | 1.0      |
| <b>Industry</b>                                | Automotive          | <b>Drafted on</b>       | 30/05/13 |
| <b>Industry Sub-sector</b>                     | Road Transportation | <b>Last reviewed on</b> | 15/06/13 |
| <b>Occupation</b>                              | Driving             | <b>Next review date</b> | 30/07/15 |

ASC/N9708 Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repair

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# National Occupational Standards

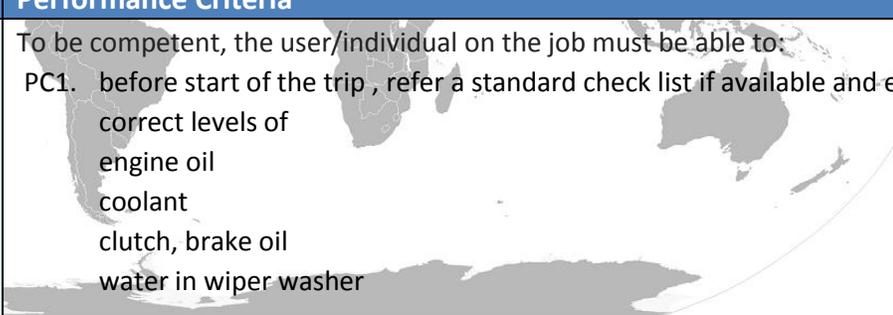


## Overview

This unit is about performing basic technical checks before the start and during a trip and assisting driver in carrying out servicing or minor repairs.

**ASC/N9708 Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repairs**

National Occupational Standard

|   |  |
|---|--|
| <b>Unit Code</b>  | <b>ASC/N9708</b>   |
| <b>Unit Title (Task)</b>                                      | <b>Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repairs</b>  |
| <b>Description</b>  | This OS unit is about carrying out basic technical checks on a vehicle .   |
| <b>Scope</b>  | <p>This unit/ task covers the following:</p> <p>Basic technical checks for</p> <ul style="list-style-type: none"> <li>• fluid levels in various systems</li> <li>• condition of tyres and spare tyre</li> <li>• working of lights &amp; other equipment (Wipers, Indicators etc.)</li> <li>• availability and functioning of basic equipments like jack and other spares in the toolkit</li> <li>• physical damages</li> </ul> <p>Assisting Driver in servicing or minor repairs</p>   |
| <b>Performance Criteria(PC) w.r.t. the Scope</b>              |  |
| <b>Element</b>  | <b>Performance Criteria</b>  |
| <b>Basic technical check before the trip</b>                  | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. before start of the trip , refer a standard check list if available and ensure correct levels of<br/>engine oil<br/>coolant<br/>clutch, brake oil<br/>water in wiper washer</p> <p>PC2. check all the tyres including spare tyre for inflation with a pressure gauge and ensure correct levels by deflating or inflating suitably</p> <p>PC3. check that all lights, wiper and horn are working and report to the Driver/supervisor in case of any malfunctioning</p> <p>PC4. check the tool box and ensure availability of all the hand tools including jack,props,wheel choke etc</p> <p>PC5. observe allexterior and interior parts of the vehicle for any damages to body panels, lights and wind shield , other glass parts and mirrors.</p>  |
| <b>Escalation and assistance in case of technical problem</b> | <p>PC6. in case of any problem observed in any of the checkpoints, immediately inform the driver/supervisor</p> <p>PC7. assist the driver in resolution of problem by providing him the required tools</p>   |

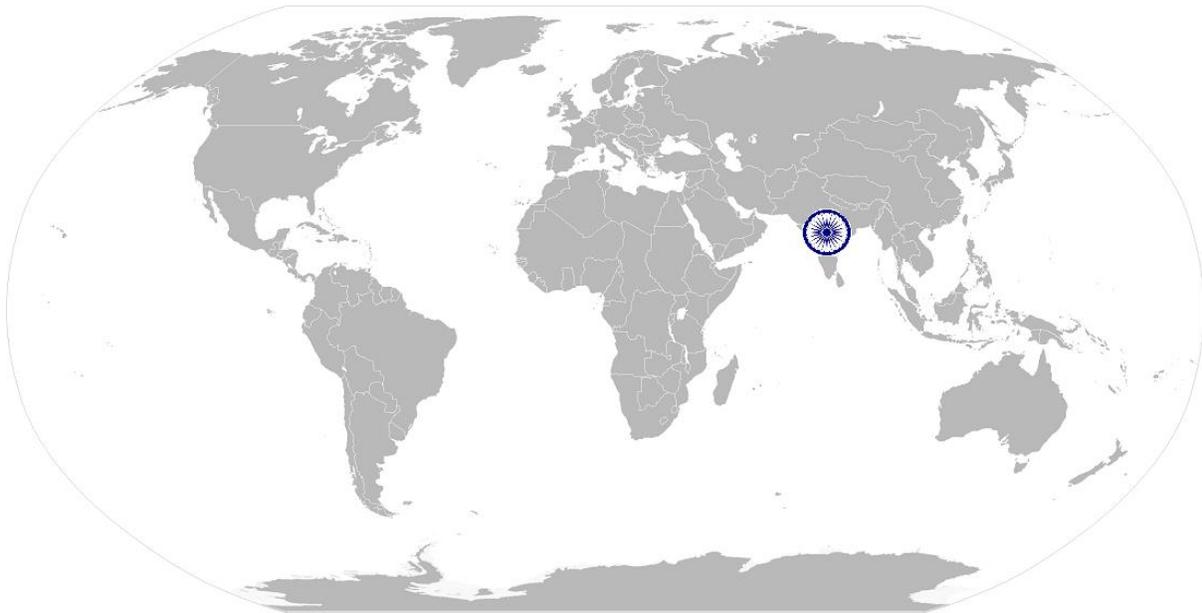
**ASC/N9708 Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repairs**

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|  | and equipments on the spot and physically lend him a helping hand in doing the strenuous jobs like lifting of vehicle by jack in case of punctured tyre replacement , opening of screws and fixtures for lights , wiper, tyres etc. while repairing and filling the engine/brake/coolant oil and other fluids to ensure optimum levels |
| <b>Knowledge and Understanding (K)</b>   |  |
| <b>A. Organizational Context</b> (Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand:<br>KA1. point of contact to inform in case of any technical deficiencies<br>KA2. documents required for inspection as per government regulations (only familiarization with titles of various documents)  |
| <b>B. Technical Knowledge</b>  | KB1. vehicle model and its various technical features<br>KB2. operating criteria for all the points mentioned in the checklist   |
| <b>Skills (S) [Optional]</b>   |  |
| <b>A. Core Skills/ Generic Skills</b>  | <b>Basic reading and writing skills</b>  |
|  | The user/ individual on the job needs to know and understand :<br>SA1.technical standards of vehicle operation in terms of level of engine oil , illumination of various lights, air pressure in tyres etc.  |
|  | <b>Communication skills</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SA2.follow driver instructions about the rectification guidelines   |
| <b>B. Professional Skills</b>  | <b>Reflective thinking</b>   |
|  | The user/individual on the job needs to know and understand:<br>SB1. how to learn from past mistakes and identify potential problems   |

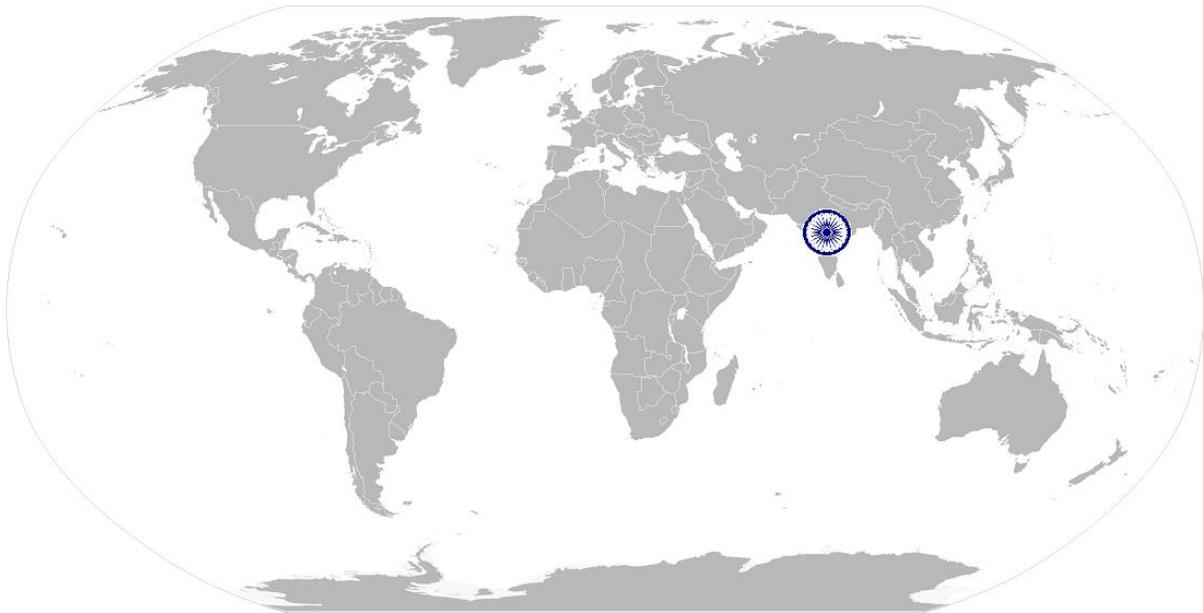
**ASC/N9708** Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repairs

**NOS Version Control**

|  |                     |                         |          |
|--|---------------------|-------------------------|----------|
| <b>NOS Code</b>                                | ASC/N9708           |                         |          |
| <b>Credits(NVEQF/NVQF/NSQF)<br/>[OPTIONAL]</b> | TBD                 | <b>Version number</b>   | 1.0      |
| <b>Industry</b>                                | Automotive          | <b>Drafted on</b>       | 30/05/13 |
| <b>Industry Sub-sector</b>                     | Road Transportation | <b>Last reviewed on</b> | 15/07/13 |
| <b>Occupation</b>                              | Driving             | <b>Next review date</b> | 30/07/15 |



# National Occupational Standards



## Overview

This NOS unit is about working effectively within a team, either in individual's own work group or in other work groups outside the organization..

ASC/N0002

**Work effectively in a team**

National Occupational Standard

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| <b>Unit Code</b>   | ASC/ N 0002  |
| <b>Unit Title (Task)</b>   | <b>Work effectively in a team</b>  |
| <b>Description</b>   | This NOS unit is about working effectively within a team, either in individual's own work group or in other work groups outside the organization.  |
| <b>Scope</b>   | <p>This unit/task covers the following:</p> <p>colleagues:</p> <ul style="list-style-type: none"> <li>• superiors</li> <li>• members of own work group</li> <li>• people in other work groups within or outside the organisation</li> </ul> <p>communicate:</p> <ul style="list-style-type: none"> <li>• face-to-face</li> <li>• by telephone</li> <li>• in writing</li> </ul>   |
| <b>Performance Criteria (PC) w.r.t. the Scope</b>  |  |
| <b>Element</b>   | <b>Performance Criteria</b>  |
| <b>A. Compulsory</b>   | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain clear communication with colleagues</p> <p>PC2. work with colleagues</p> <p>PC3. pass on information to colleagues in line with organisational requirements</p> <p>PC4. work in ways that show respect for colleagues</p> <p>PC5. carry out commitments made to colleagues</p> <p>PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons</p> <p>PC7. identify problems in working with colleagues and take the initiative to solve these problems</p> <p>PC8. follow the organisation's policies and procedures for working with colleagues</p> <p>PC9. ability to share resources with other members as per priority of tasks</p> |
| <b>B. Optional</b>   | N.A.   |
| <b>Knowledge and Understanding (K) w.r.t. the scope</b>                                    |  |
| <b>Element</b>   | <b>Knowledge and Understanding</b>   |
| <b>A. Organisational Context (Knowledge of the Company/Organisation and its processes)</b> | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organization's policies and procedures for working with colleagues, role and responsibilities in relation to this</p> <p>KA2. the importance of effective communication and establishing good working relationships with colleagues</p> <p>KA3. different methods of communication and the circumstances in</p>  |

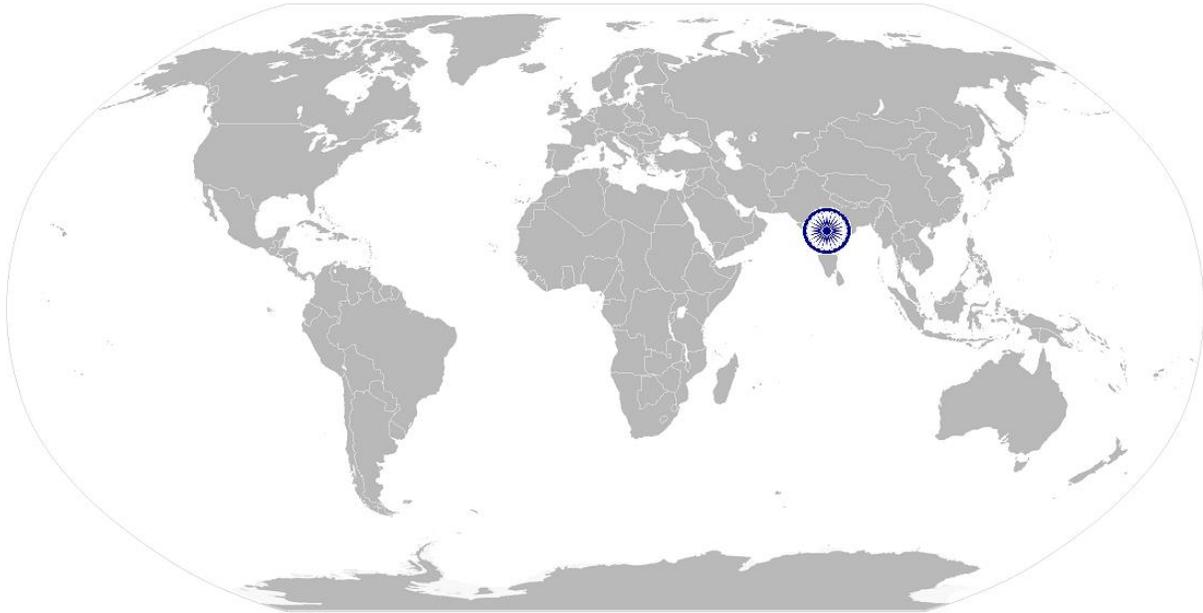
ASC/N0002

**Work effectively in a team**

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|   | <p>which it is appropriate to use these</p> <p>KA4. the importance of creating an environment of trust and mutual respect</p> <p>KA5. the implications of own work on the work and schedule of others</p>  |
| <b>B. Technical Knowledge</b>   | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of information that colleagues might need and the importance of providing this information when it is required</p> <p>KB2. the importance of helping colleagues with problems, in order to meet quality and time standards as a team</p> |
| <b>Skills (S)w.r.t. the scope</b>                                       |  |
| <b>Element</b>  | <b>Skills</b>  |
| <b>A. Core Skills/<br/>Generic Skills</b>                               | <b>Writing Skills</b>  |
|   | The user/individual on the job needs to know and understand how to:  |
|   | SA1. complete written work with attention to detail  |
|   | <b>Reading Skills</b>  |
|   | SA2. read instructions, guidelines/procedures  |
|   | <b>Oral Communication (Listening and Speaking skills)</b>  |
|   | The user/individual on the job needs to know and understand how to:  |
|   | SA3. listen effectively and orally communicate information   |
|   | SA4. ask for clarification and advice from the concerned person  |
|   | <b>B. Professional Skills</b>  |
| The user/individual on the job needs to know and understand how to:     |  |
| SB1. Decide a suitable course of action in emergency situations on road |  |
| <b>Plan and Organize</b>  |  |
| The user/individual on the job needs to know and understand how to:     |  |
| SB2. plan and organize work to achieve targets and deadlines            |  |
| <b>Customer Centricity</b>  |  |
| SB3. check that the work meets customer requirements                    |  |
| SB4. deliver consistent and reliable service to customers               |  |
| <b>Problem Solving</b>  |  |
| SB5. apply problem solving approaches in different situations           |  |
| <b>Critical Thinking</b>  |  |
| SB6. apply balanced judgments to different situations                   |  |

ASC/N0002

Work effectively in a team

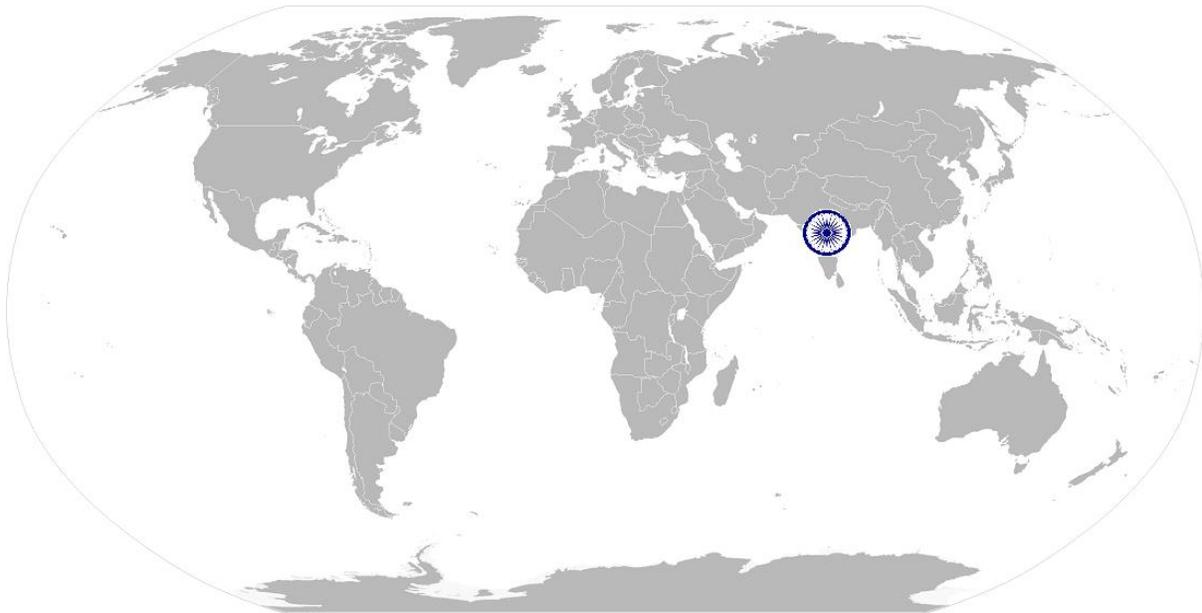


ASC/N0002

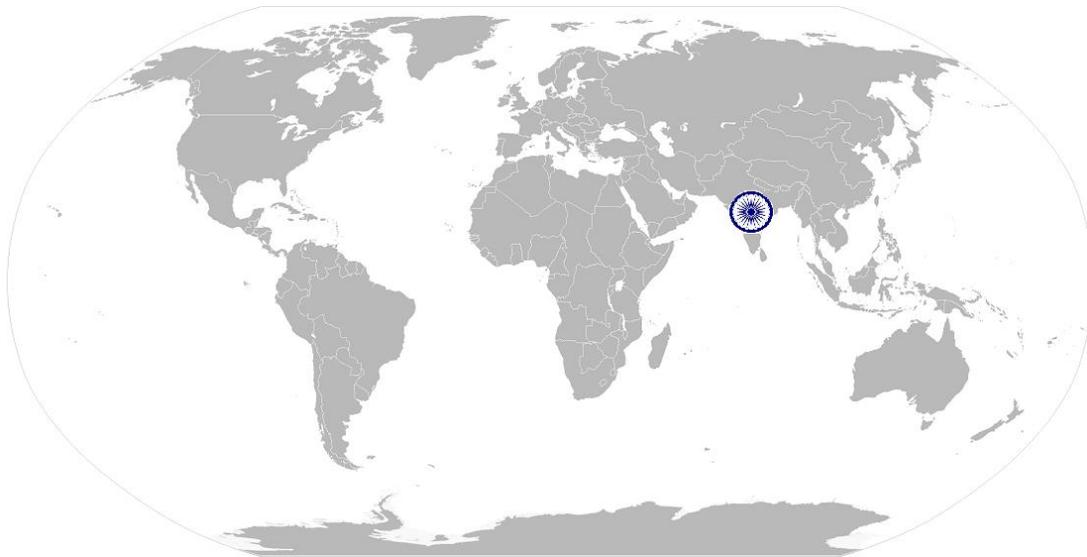
Work effectively in a team

## NOS Version Control

|                          |                     |                  |          |
|--------------------------|---------------------|------------------|----------|
| Credits(NVEQF/NVQF/NSQF) | TBD                 | Version number   | 1.0      |
| Industry                 | Automotive          | Drafted on       | 10/05/13 |
| Industry Sub-sector      | Road Transportation | Last reviewed on | 10/06/13 |
| Occupation               | Driving             | Next review date | 30/07/15 |



# National Occupational Standards



## Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self, colleagues, clients and public and maintain a clean working environment.

**ASC/N0012**

**Practice HSE and security related guidelines**

National Occupational Standard

|  |   |
|--|---|
| <b>Unit Code</b>                                 | <b>ASC/N0012</b>  |
| <b>Unit Title (Task)</b>                         | <b>Practice HSE and security related guidelines</b>   |
| <b>Description</b>                               | This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment.   |
| <b>Scope</b>                                     | <p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>▪ identification of potential sources of safety issues in driving</li> <li>▪ follow standard safety standards</li> <li>▪ keep the work environment clean and organized</li> <li>▪ communicate to reporting supervisor about safety issues</li> <li>▪ handling of emergency situations such as accident, fire, passenger, client related issues</li> </ul>   |
| <b>Performance Criteria(PC) w.r.t. the Scope</b> |   |
| <b>Element</b>                                   | <b>Performance Criteria</b>   |
| <b>Communicating potential accident points</b>   | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot and report potential safety issues while driving</p> <p>PC2. follow rules and regulations laid down by transport authorities</p> <p>PC3. follow company policy and rules to avoid safety, health and environmental problems</p>  |
| <b>Cleanliness and hygiene</b>                   | <p>PC4. ensure cleanliness of vehicle</p> <p>PC5. escalate issues related to cleanliness and hygiene issues to concern department</p> <p>PC6. escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external</p>   |
| <b>Limit damage to people/client and public</b>  | <p>PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others</p> <p>PC8. follow instructions or guidelines for limiting danger or damage</p> <p>PC9. escalate the issue immediately if you cannot deal effectively with the danger</p> <p>PC10. give clear information or instructions to others to allow them to take appropriate action</p> <p>PC11. record and report details of the danger in line with operator guidelines</p> <p>PC12. report any difficulties you have keeping to your organization’s health and</p> |

**ASC/N0012**

**Practice HSE and security related guidelines**

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|---|---|
|   | <p>safety instructions or guidelines, giving full and accurate details</p> <p>PC13. Check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/ adjusted.</p> <p>PC14. Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.</p>  |
| <b>Knowledge and Understanding (K)</b>  |   |
| <p><b>A. Organizational Context</b><br/>(Knowledge of the company / organization and its processes)</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues</p> <p>KA2. what action you can take, and are authorized to take, to limit danger</p> <p>KA3. methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations</p> <p>KA4. where and how to get help in dealing with safety and emergency situations</p> |
| <p><b>B. Technical Knowledge</b></p>  | <p>KA5. how to use appropriate equipment and alarm systems to limit danger</p> <p>KA6. alternate routes in case of natural calamity, road construction work etc.</p>  |
| <b>Skills (S) [Optional]</b>  |   |
| <p><b>A. Core Skills/ Generic Skills</b></p>  | <p><b>Communication skills</b></p>  |
|   | <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. to effectively communicate the safety, cleanliness and emergency issues</p>   |
|   | <p><b>Organizing skills</b></p>   |
|   | <p>SA2. keep all the safety equipments in an organized manner so that there is no difficulty to find them</p> <p>SA3. keep the work environment clean</p>   |
| <p><b>B. Professional Skills</b></p>  | <p><b>Decision making</b></p>   |
|   | <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. report potential sources of danger</p> <p>SB2. follow prescribed procedure to address safety and emergency issues</p>   |
|   | <p><b>Reflective thinking</b></p>   |
|   | <p>SB3. learn from past mistakes regarding use of safety and emergency issues</p>   |
|   | <p><b>Critical thinking</b></p>   |
|   | <p>SB4. spot safety and cleanliness issues</p>  |

ASC/N0012

Practice HSE and security related guidelines

## NOS Version Control

|  |                     |                         |          |
|--|---------------------|-------------------------|----------|
| <b>NOS Code</b>                                | ASC/N0012           |                         |          |
| <b>Credits(NVEQF/NVQF/NSQF)<br/>[OPTIONAL]</b> | TBD                 | <b>Version number</b>   | 1.0      |
| <b>Industry</b>                                | Automotive          | <b>Drafted on</b>       | 30/05/13 |
| <b>Industry Sub-sector</b>                     | Road Transportation | <b>Last reviewed on</b> | 15/07/13 |
| <b>Occupation</b>                              | Driving             | <b>Next review date</b> | 30/07/15 |