



# Automotive Press Shop Technician

QP Code: ASC/Q3402

Version: 2.0

NSQF Level: 4

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building  
New Delhi - 110020

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## ASC/Q3402: Automotive Press Shop Technician

### Brief Job Description

The individual is involved in operating the press machine and performing various pressing and post-pressing operations.

### Personal Attributes

The person should be patient, organised, team-oriented and have the ability to work for long hours in adverse conditions. They should be keen observers and have an eye for detail and quality.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [ASC/N9803: Organize work and resources \(Manufacturing\)](#)
2. [ASC/N9802: Interact effectively with colleagues, customers and others](#)
3. [ASC/N3402: Prepare for press shop operations](#)
4. [ASC/N3404: Perform press shop operations](#)

### Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Sheet Metal Forming
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7211.0101
Minimum Educational Qualification & Experience	8th Class + 2 years ITI with 2 years of relevant experience OR 10th Class pass with 2 years of relevant experience OR 10th Class + 2 years ITI

	<p>OR</p> <p>12th Class with 1 Year of experience</p> <p>OR</p> <p>Certificate- NSQF (Automotive Press Shop Operator Level 3) with 2 years of experience</p>
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	31/08/2021
<b>Next Review Date</b>	31/08/2024
<b>NSQC Approval Date</b>	31/08/2021
<b>Version</b>	2.0

## ASC/N9803: Organize work and resources (Manufacturing)

### Description

This NOS unit is about implementing safety, planning work, adopting sustainable practices for optimising use of resources

### Scope

The scope covers the following :

- Maintain safe and secure working environment
- Health and hygiene
- Perform work as per quality standards
- Effective waste management practices
- Material/energy conservation practices

### Elements and Performance Criteria

#### *Maintain safe and secure working environment*

To be competent, the user/individual on the job must be able to:

- PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC2. follow safe working practices while dealing with hazards to ensure safety of self and others
- PC3. carry out routine check of the machine for identifying potential hazards
- PC4. use appropriate protective clothing/equipment for specific tasks and work
- PC5. follow safety hazards and preventive techniques during fire drill
- PC6. report any identified breaches in health, safety and security policies and procedures to the designated person

#### *Health and hygiene*

To be competent, the user/individual on the job must be able to:

- PC7. ensure workstation and equipment are regularly clean and sanitized
- PC8. clean hands with soap, alcohol-based sanitizer regularly
- PC9. avoid contact with ill people and self-isolate in a similar situation
- PC10. wear and dispose PPEs regularly and appropriately
- PC11. report advanced hygiene and sanitation issues to appropriate authority
- PC12. follow stress and anxiety management techniques

#### *Perform work as per quality standards*

To be competent, the user/individual on the job must be able to:

- PC13. ensure that work is accomplished as per the requirements within the specified timeline
- PC14. ensure team goals are given preference over individual goals

#### *Effective waste management practices*

To be competent, the user/individual on the job must be able to:

- PC15. follow the fundamentals of 5S for waste management
- PC16. segregate waste into different categories

- PC17. follow processes specified for disposal of hazardous waste
- PC18. identify recyclable, non-recyclable and hazardous waste
- PC19. dispose non-recyclable, recyclable and reusable waste appropriately at identified location

*Material/energy conservation practices*

To be competent, the user/individual on the job must be able to:

- PC20. identify ways to optimize usage of material in various tasks/activities/processes
- PC21. check for spills/leakages in various tasks/activities/processes
- PC22. plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC24. report malfunctioning (fumes/ sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC25. ensure electrical equipment and appliances are properly connected and turned off when not in use

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. organisation procedures for health, safety and security, individual role and responsibilities in this context
- KU2. the organisation's emergency procedures for different emergency situations and the importance of following the same
- KU3. evacuation procedures for workers and visitors
- KU4. how and when to report hazards as well as the limits of responsibility for dealing with hazards
- KU5. potential hazards, risks and threats based on the nature of work
- KU6. preventative and remedial actions to be taken in case of exposure to toxic material
- KU7. various types of fire extinguisher
- KU8. various types of safety signs and their meaning
- KU9. appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.
- KU10. relevant standards, procedures and policies related to 5S followed in the company
- KU11. the various materials used and their storage norms
- KU12. efficient utilisation of material and water
- KU13. basics of electricity and prevalent energy efficient devices
- KU14. common practices of conserving electricity
- KU15. common sources and ways to minimize pollution
- KU16. categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU17. usage of different colors of dustbins
- KU18. waste management techniques
- KU19. significance of greening

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read safety instructions/guidelines
- GS2. modify work practices to improve them
- GS3. ask for clarifications from superior about the job requirement
- GS4. work with supervisors/team members to carry out work related tasks
- GS5. complete tasks efficiently and accurately within stipulated time
- GS6. inform/report to concerned person in case of any problem
- GS7. make timely decisions for efficient utilization of resources
- GS8. write reports such as accident report, in at least English/regional language
- GS9. be punctual and utilize time efficiently

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and secure working environment</i>	11	5	-	7
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	1	-	2
PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	-	-	1
PC3. carry out routine check of the machine for identifying potential hazards	2	1	-	1
PC4. use appropriate protective clothing/equipment for specific tasks and work	2	1	-	1
PC5. follow safety hazards and preventive techniques during fire drill	2	1	-	1
PC6. report any identified breaches in health, safety and security policies and procedures to the designated person	1	1	-	1
<i>Health and hygiene</i>	7	5	-	2
PC7. ensure workstation and equipment are regularly clean and sanitized	2	2	-	1
PC8. clean hands with soap, alcohol-based sanitizer regularly	1	1	-	1
PC9. avoid contact with ill people and self-isolate in a similar situation	1	-	-	-
PC10. wear and dispose PPEs regularly and appropriately	1	-	-	-
PC11. report advanced hygiene and sanitation issues to appropriate authority	1	1	-	-
PC12. follow stress and anxiety management techniques	1	1	-	-
<i>Perform work as per quality standards</i>	5	3	-	2
PC13. ensure that work is accomplished as per the requirements within the specified timeline	2	2	-	1



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure team goals are given preference over individual goals	3	1	-	1
<i>Effective waste management practices</i>	<b>15</b>	<b>10</b>	-	<b>4</b>
PC15. follow the fundamentals of 5S for waste management	3	2	-	1
PC16. segregate waste into different categories	2	1	-	-
PC17. follow processes specified for disposal of hazardous waste	2	2	-	1
PC18. identify recyclable, non-recyclable and hazardous waste	4	2	-	1
PC19. dispose non-recyclable, recyclable and reusable waste appropriately at identified location	4	3	-	1
<i>Material/energy conservation practices</i>	<b>12</b>	<b>7</b>	-	<b>5</b>
PC20. identify ways to optimize usage of material in various tasks/activities/processes	2	1	-	1
PC21. check for spills/leakages in various tasks/activities/processes	2	1	-	1
PC22. plug spills/leakages and escalate to appropriate authority if unable to rectify	2	1	-	-
PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	1
PC24. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	1
PC25. ensure electrical equipment and appliances are properly connected and turned off when not in use	2	1	-	1
<b>NOS Total</b>	<b>50</b>	<b>30</b>	-	<b>20</b>

## National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9803
NOS Name	Organize work and resources (Manufacturing)
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	31/08/2021
Next Review Date	31/08/2024
NSQC Clearance Date	31/08/2021

## ASC/N9802: Interact effectively with colleagues, customers and others

### Description

This NOS unit is about communicating with customers and colleagues/superiors, either in own work group or in other work groups within organisation.

### Scope

The scope covers the following :

- Communicate effectively with colleagues, customers and others
- Interact with supervisor or superior

### Elements and Performance Criteria

#### *Communicate effectively with colleagues, customers and others*

To be competent, the user/individual on the job must be able to:

- PC1. maintain clear communication with colleagues, customers and others, wherever needed, through all means i.e. face-to-face, telephonic or written
- PC2. adjust communication styles to reflect gender and persons with disability (PWD) sensitivity
- PC3. work in a way that shows respect for colleagues and others
- PC4. follow the organisation's policies and procedures while working in a team
- PC5. respect personal space of colleagues and customers

#### *Interact with supervisor or superior*

To be competent, the user/individual on the job must be able to:

- PC6. identify work requirements by receiving instructions from reporting supervisor
- PC7. escalate problems to supervisors that cannot be handled including repairs and maintenance of machine
- PC8. report the completed work
- PC9. rectify errors as per feedback

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. the importance of effective communication and establishing good working relationships with colleagues and supervisor
- KU2. different methods of communication as per the circumstances
- KU3. gender based concepts, issues and legislation

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read instructions/guidelines/procedures

- GS2. listen effectively and orally communicate information
- GS3. ask for clarification and advice from the concerned person
- GS4. maintain positive and effective relationships with colleagues and customers
- GS5. evaluate the possible solution(s) to the problem
- GS6. deliver consistent and reliable service to customers
- GS7. complete written work with attention to detail
- GS8. check that the work meets customer requirements

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively with colleagues, customers and others</i>	36	11	-	14
PC1. maintain clear communication with colleagues, customers and others, wherever needed, through all means i.e. face-to-face, telephonic or written	8	-	-	4
PC2. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity	8	-	-	-
PC3. work in a way that shows respect for colleagues and others	7	4	-	3
PC4. follow the organisation's policies and procedures while working in a team	7	4	-	3
PC5. respect personal space of colleagues and customers	6	3	-	4
<i>Interact with supervisor or superior</i>	14	19	-	6
PC6. identify work requirements by receiving instructions from reporting supervisor	7	4	-	-
PC7. escalate problems to supervisors that cannot be handled including repairs and maintenance of machine	-	5	-	3
PC8. report the completed work	7	5	-	-
PC9. rectify errors as per feedback	-	5	-	3
<b>NOS Total</b>	<b>50</b>	<b>30</b>	<b>-</b>	<b>20</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N9802
<b>NOS Name</b>	Interact effectively with colleagues, customers and others
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2021
<b>Next Review Date</b>	31/08/2024
<b>NSQC Clearance Date</b>	31/08/2021

## ASC/N3402: Prepare for press shop operations

### Description

This NOS is about preparing for press shop operations as per the given work order and the standards specified by the organization.

### Scope

The scope covers the following :

- Identify work requirements
- Prepare for press shop operations

### Elements and Performance Criteria

#### *Identify work requirements*

To be competent, the user/individual on the job must be able to:

- PC1. identify the work to be done by interpreting the engineering drawings/work order/SOPs and instructions from supervisor
- PC2. identify the tools, equipment, consumables and input materials required for the job
- PC3. select and arrange the right material, tools, equipment and consumables as per the SOP and job requirements

#### *Prepare for press shop operations*

To be competent, the user/individual on the job must be able to:

- PC4. use appropriate Personal Protective Equipment (PPE) for safe working in Press shop
- PC5. check the input material, tools and equipment for any defects and that they are as per the required quality standards
- PC6. check the air pressure, Filter Regulator Lubrication (FRL) unit, hydraulic oil tank, lubrication oil tank, etc. of machine
- PC7. set the pressing machine and its parameters as per the job requirements and SOP
- PC8. check the machine while feeding data and ensure accuracy of the same as per product specifications
- PC9. load/unload the workpieces on press shop line and place the same securely on the designated slot/space as indicated in the work instructions
- PC10. coordinate with the Die Setter during die-setting operation
- PC11. monitor the die setting to ensure loading/ unloading of dies and program setting on presses is as per the product specifications required

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. relevant standards and procedures followed in the company
- KU2. different types of pressing processes

- KU3. press line, different types of presses that are used in the pressing process, including their designs, uses and basic repair and maintenance
- KU4. operation of press shop machine being used for the process
- KU5. Standard Operating Procedures (SOP) recommended by OEM for using tools and equipment required during press shop operations
- KU6. how to collect and store consumables, tools etc. as per organisational procedures
- KU7. use of appropriate PPE, material handling equipment and tools for completing the tasks
- KU8. process parameters of pressing machine and their impact on final output
- KU9. how to do cushion setting, clearance height settings, etc. as per output specifications
- KU10. how to check defects in defects in the pressing machine and tools
- KU11. safety requirements during the press shop work

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read and interpret drawings, work instructions, equipment manuals and process documents
- GS2. communicate the process requirements to the supervisor and co-workers
- GS3. attentively listen and comprehend the information given by the lead technician/team members
- GS4. write work related information in English/regional language
- GS5. recognise a workplace problem and take suitable action
- GS6. analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS7. plan and organise work according to the work requirements
- GS8. complete the assigned tasks with minimum supervision
- GS9. report to the supervisor or deal with a colleague individually, depending on the type of concern



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify work requirements</i>	12	13	-	6
PC1. identify the work to be done by interpreting the engineering drawings/work order/SOPs and instructions from supervisor	3	3	-	1
PC2. identify the tools, equipment, consumables and input materials required for the job	5	5	-	3
PC3. select and arrange the right material, tools, equipment and consumables as per the SOP and job requirements	4	5	-	2
<i>Prepare for press shop operations</i>	18	37	-	14
PC4. use appropriate Personal Protective Equipment (PPE) for safe working in Press shop	2	2	-	1
PC5. check the input material, tools and equipment for any defects and that they are as per the required quality standards	3	6	-	2
PC6. check the air pressure, Filter Regulator Lubrication (FRL) unit, hydraulic oil tank, lubrication oil tank, etc. of machine	3	6	-	3
PC7. set the pressing machine and its parameters as per the job requirements and SOP	3	6	-	3
PC8. check the machine while feeding data and ensure accuracy of the same as per product specifications	2	6	-	2
PC9. load/unload the workpieces on press shop line and place the same securely on the designated slot/space as indicated in the work instructions	2	5	-	2
PC10. coordinate with the Die Setter during die-setting operation	1	3	-	-
PC11. monitor the die setting to ensure loading/unloading of dies and program setting on presses is as per the product specifications required	2	3	-	1
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N3402
<b>NOS Name</b>	Prepare for press shop operations
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing
<b>Occupation</b>	Sheet Metal Forming
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/08/2021
<b>Next Review Date</b>	31/08/2024
<b>NSQC Clearance Date</b>	31/08/2021

## ASC/N3404: Perform press shop operations

### Description

This NOS is about performing all pressing and post-pressing operations as per the given work order and the standards specified by the organization.

### Scope

The scope covers the following :

- Perform pressing operations
- Perform post-pressing operations

### Elements and Performance Criteria

#### *Perform pressing operations*

To be competent, the user/individual on the job must be able to:

- PC1. start the press machine for pressing operations
- PC2. perform various pressing operations i.e. blanking, piercing, bending, forming, drawing, etc. on the workpiece
- PC3. follow the Process Flow Chart/ Process Sheet/ SOPs/ Work Instructions and ensure conformance to output/ product specifications
- PC4. maintain Stroke Per Minute (SPM) of the machine
- PC5. monitor the process parameters by reading the various gauges and correct them if not within standards
- PC6. monitor the press operations and record the operational data as per the frequency in the control plan
- PC7. use emergency switch to hold the process /stop the machine in any abnormal situations
- PC8. measure the final work piece and compare with the dimensions as prescribed in the work order and engineering drawing
- PC9. follow up with the Die Setter in case of problems/ inability of die to meet the required specifications

#### *Perform post-pressing operations*

To be competent, the user/individual on the job must be able to:

- PC10. check the work pieces as per the work instructions for product quality
- PC11. segregate the completed pieces into Ok pieces, defective pieces which can be repaired/reworked and pieces that are beyond repair and maintain records of each category
- PC12. tag and store the right quality pieces by following organisational policies and procedures
- PC13. remove the die from machine and co-ordinate with the Die Setter for preservation of die
- PC14. check the machine operations for any malfunctions/defects in the component and inform the supervisor/ maintenance team for correction
- PC15. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. relevant standards and procedures followed in the company
- KU2. different types of pressing processes
- KU3. operation of pressing machine being used for the process
- KU4. Standard Operating Procedures (SOP) recommended by OEM for using tools and equipment required during press shop operations
- KU5. how to collect and store consumables, tools etc. as per organisational procedures
- KU6. how to read dials/indicators of press machine to ensure machine is working properly
- KU7. relevance of first and last piece observations to co-ordinate die-maintenance
- KU8. the post-pressing processes like inspection, cleaning, maintenance etc
- KU9. how to check defects in the completed workpiece
- KU10. methods of storage and tagging of final product
- KU11. safety requirements during the press shop work

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read and interpret drawings, work instructions, equipment manuals and process documents
- GS2. communicate the process requirements to the supervisor and co-workers
- GS3. attentively listen and comprehend the information given by the lead technician/team members
- GS4. write work related information in English/regional language
- GS5. recognise a workplace problem and take suitable action
- GS6. analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS7. plan and organise work according to the work requirements
- GS8. complete the assigned tasks with minimum supervision
- GS9. report to the supervisor or deal with a colleague individually, depending on the type of concern

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform pressing operations</i>	17	29	-	13
PC1. start the press machine for pressing operations	1	2	-	1
PC2. perform various pressing operations i.e. blanking, piercing, bending, forming, drawing, etc. on the workpiece	6	10	-	4
PC3. follow the Process Flow Chart/ Process Sheet/ SOPs/ Work Instructions and ensure conformance to output/ product specifications	2	1	-	2
PC4. maintain Stroke Per Minute (SPM) of the machine	1	1	-	-
PC5. monitor the process parameters by reading the various gauges and correct them if not within standards	2	4	-	2
PC6. monitor the press operations and record the operational data as per the frequency in the control plan	2	4	-	2
PC7. use emergency switch to hold the process /stop the machine in any abnormal situations	-	1	-	-
PC8. measure the final work piece and compare with the dimensions as prescribed in the work order and engineering drawing	2	4	-	1
PC9. follow up with the Die Setter in case of problems/ inability of die to meet the required specifications	1	2	-	1
<i>Perform post-pressing operations</i>	13	21	-	7
PC10. check the work pieces as per the work instructions for product quality	4	5	-	2
PC11. segregate the completed pieces into Ok pieces, defective pieces which can be repaired/reworked and pieces that are beyond repair and maintain records of each category	2	4	-	1
PC12. tag and store the right quality pieces by following organisational policies and procedures	2	3	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. remove the die from machine and co-ordinate with the Die Setter for preservation of die	2	3	-	1
PC14. check the machine operations for any malfunctions/defects in the component and inform the supervisor/ maintenance team for correction	2	4	-	1
PC15. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	1	2	-	1
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>

## National Occupational Standards (NOS) Parameters

NOS Code	ASC/N3404
NOS Name	Perform press shop operations
Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Sheet Metal Forming
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	31/08/2021
Next Review Date	31/08/2024
NSQC Clearance Date	31/08/2021

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

**Minimum Aggregate Passing % at QP Level : 70**

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

### Assessment Weightage

#### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N9803.Organize work and resources (Manufacturing)	50	30	-	20	100	15
ASC/N9802.Interact effectively with colleagues, customers and others	50	30	-	20	100	10
ASC/N3402.Prepare for press shop operations	30	50	-	20	100	40
ASC/N3404.Perform press shop operations	30	50	-	20	100	35
<b>Total</b>	<b>160</b>	<b>160</b>	<b>-</b>	<b>80</b>	<b>400</b>	<b>100</b>



## Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment
PwD	Person with Disability
SOP	Standard Operating Practices
PwD	Persons with Disability
PPE	Personal Protective Equipment
FRL	Filter Regulator Lubrication
SPM	Stroke Per Minute

## Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) 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.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.