



# Automotive Material Handling Assistant

QP Code: ASC/Q6101

Version: 2.0

NSQF Level: 2

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building  
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## ASC/Q6101: Automotive Material Handling Assistant

### Brief Job Description

The individuals at this job perform loading and unloading of raw material, different vehicles, parts, assemblies, components etc. and transfer them to the stores and transport vehicles based on the requirement.

### Personal Attributes

The person should be patient, organised, team-oriented and have the ability to work for long hours in adverse conditions.

### 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/N6101: Safely load/unload material from stores](#)

### Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Supply Chain Management
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9333.0101
Minimum Educational Qualification & Experience	8th Class
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years

Last Reviewed On	29/07/2021
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## 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

<b>NOS Code</b>	ASC/N9803
<b>NOS Name</b>	Organize work and resources (Manufacturing)
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	1.0
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## 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>	2
<b>Credits</b>	TBD
<b>Version</b>	1.0
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## ASC/N6101: Safely load/unload material from stores

### Description

This NOS is about to safely unload material received from vendors and transfer it to and similarly load the finished goods from stores and transfer them near to the transport vehicle for despatch to the customer.

### Scope

The scope covers the following :

- Preparing for loading/unloading work
- Unloading of raw material
- Loading of finished goods

### Elements and Performance Criteria

#### *Preparing for loading/unloading work*

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

- PC1. coordinate with the supervisor for confirming loading/unloading tasks
- PC2. identify and report supervisor about the requirements of packing material i.e. boxes, trolleys, strapping etc. as per the SOP/WI
- PC3. carry out tasks such as applying protective plug, covers, anti-rust oil etc. on material, counting of material, stock collection, tagging etc. as per the supervisor instructions

#### *Unloading of raw material*

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

- PC4. follow safety practices during loading/unloading of material as per organisational SOP
- PC5. use trolley/forklift truck to safely unload the raw material/parts received from vendor's vehicle
- PC6. ensure loading of appropriate numbers/quantity of material to avoid overloading
- PC7. move the trolley/forklift truck on designated paths to avoid any obstruction in manufacturing process area, or people and vehicle movement and transfer the material to stores
- PC8. collect the documents related to material received from the delivery person and handover them to stores for verification
- PC9. check the empty trolleys for defects or damages after completion of unloading work and return them to stores as per the organisational guidelines

#### *Loading of finished goods*

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

- PC10. select the loading method i.e. manually or by material handling equipment based on the weight of goods
- PC11. take the trolley/forklift truck to stores and load the finished goods that are to be dispatched
- PC12. move the trolley /forklift truck along with the goods and transfer them near to the transport vehicle
- PC13. check that appropriate rain/dust protective protection is used with suitable tying- up arrangement in trolley /forklift in case of component specific trolleys (items being shipped in without packing boxes)

- PC14. ensure that no damage is done to the parts/vehicles' paint, finish etc. during loading and unloading work
- PC15. report to supervisor about the requirement of specific material handling equipment like crane etc. for loading/unloading of big consignments
- PC16. handover the documents (dispatch, insurance etc.) to the vehicle driver and jointly tally the details of material and shipment as per the organisational guidelines

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. location of stores and dispatch departments in organisation
- KU2. SOP recommended by the manufacturer for using material handling equipment such as trolley, forklift etc.
- KU3. how to safely lift the material manually
- KU4. how to load and unload the material properly
- KU5. safety requirements during the material loading/unloading work
- KU6. SOP recommended by the organisation for checking defects and damages in the trolley, forklift
- KU7. various documents related to material received or material delivered
- KU8. reporting procedure of queries and requirements

## Generic Skills (GS)

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

- GS1. read and interpret safety symbols, equipment manuals, documents related to material received and delivered
- GS2. communicate the loading/unloading requirements and issues during the work to the supervisor
- GS3. attentively listen and comprehend the information given by the supervisor/team members
- GS4. write any 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 within specified timeline and schedule



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for loading/unloading work</i>	6	10	-	4
PC1. coordinate with the supervisor for confirming loading/unloading tasks	1	2	-	-
PC2. identify and report supervisor about the requirements of packing material i.e. boxes, trolleys, strapping etc. as per the SOP/WI	4	4	-	2
PC3. carry out tasks such as applying protective plug, covers, anti-rust oil etc. on material, counting of material, stock collection, tagging etc. as per the supervisor instructions	1	4	-	2
<i>Unloading of raw material</i>	8	25	-	8
PC4. follow safety practices during loading/unloading of material as per organisational SOP	1	4	-	1
PC5. use trolley/forklift truck to safely unload the raw material/parts received from vendor's vehicle	2	7	-	2
PC6. ensure loading of appropriate numbers/quantity of material to avoid overloading	1	-	-	1
PC7. move the trolley/forklift truck on designated paths to avoid any obstruction in manufacturing process area, or people and vehicle movement and transfer the material to stores	2	5	-	2
PC8. collect the documents related to material received from the delivery person and handover them to stores for verification	1	5	-	1
PC9. check the empty trolleys for defects or damages after completion of unloading work and return them to stores as per the organisational guidelines	1	4	-	1
<i>Loading of finished goods</i>	6	25	-	8
PC10. select the loading method i.e. manually or by material handling equipment based on the weight of goods	1	3	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. take the trolley/forklift truck to stores and load the finished goods that are to be dispatched	1	5	-	1
PC12. move the trolley /forklift truck along with the goods and transfer them near to the transport vehicle	1	4	-	1
PC13. check that appropriate rain/dust protective protection is used with suitable tying- up arrangement in trolley /forklift in case of component specific trolleys (items being shipped in without packing boxes)	1	4	-	2
PC14. ensure that no damage is done to the parts/vehicles' paint, finish etc. during loading and unloading work	-	3	-	1
PC15. report to supervisor about the requirement of specific material handling equipment like crane etc. for loading/unloading of big consignments	1	3	-	1
PC16. handover the documents (dispatch, insurance etc.) to the vehicle driver and jointly tally the details of material and shipment as per the organisational guidelines	1	3	-	1
<b>NOS Total</b>	<b>20</b>	<b>60</b>	<b>-</b>	<b>20</b>

## National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6101
NOS Name	Safely load/unload material from stores
Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Supply Chain Management
NSQF Level	2
Credits	TBD
Version	2.0
Last Reviewed Date	29/07/2021
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NSQC Clearance Date	29/07/2021

## 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) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

**Minimum Aggregate Passing % at QP Level : 60**

(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/N6101.Safely load/unload material from stores	20	60	-	20	100	75
<b>Total</b>	<b>120</b>	<b>120</b>	<b>-</b>	<b>60</b>	<b>300</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

## 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.