



Automotive Maintenance Lead Technician- Mechanical

QP Code: ASC/Q6808

Version: 1.0

NSQF Level: 5

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

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ASC/Q6808: Automotive Maintenance Lead Technician- Mechanical

Brief Job Description

The individual in this job plan and perform maintenance of the mechanical parts (including hydraulic & pneumatic parts) of equipment.

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/N9810: Manage work and resources \(Manufacturing\)](#)
2. [ASC/N9812: Interact effectively with team, customers and others](#)
3. [ASC/N6814: Plan and conduct maintenance of mechanical equipment](#)

Qualification Pack (QP) Parameters

| | |
|---|--|
| Sector | Automotive |
| Sub-Sector | Manufacturing |
| Occupation | Plant and Equipment Maintenance |
| Country | India |
| NSQF Level | 5 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/3115.0501 |
| Minimum Educational Qualification & Experience | 10th Class + I.T.I (Fitter/Turner) with 2 Years of experience OR 12th Class with 4 years relevant experience OR 3 years Diploma (Mechanical/Automobile) from a recognized body (after class 12th) OR Certificate-NSQF (Automotive Maintenance Technician- Mechanical) with 2 Years of experience |

| | |
|---|------------|
| Minimum Level of Education for Training in School | |
| Pre-Requisite License or Training | NA |
| Minimum Job Entry Age | 20 Years |
| Last Reviewed On | 29/07/2021 |
| Next Review Date | 29/07/2026 |
| NSQC Approval Date | 29/07/2021 |
| Version | 1.0 |

ASC/N9810: Manage work and resources (Manufacturing)

Description

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

Scope

The scope covers the following :

- Maintain safe and secure working environment
- Maintain Health and Hygiene
- 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. implement safe working practices for dealing with hazards to ensure safety of self and others
- PC3. conduct regular checks of the machines with support of the maintenance team to identify potential hazards
- PC4. ensure that all the tools/equipment/fasteners/spare parts are arranged as per specifications/utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/work instructions
- PC5. organise safety drills or training sessions to create awareness amongst others on the identified risks and safety practices
- PC6. fill daily check sheet to report improvements done and risks identified
- PC7. ensure that relevant safety boards/signs are placed on the shop floor for the safety of self and others
- PC8. report any identified breaches in health, safety and security policies and procedures to the designated person

Maintain Health and Hygiene

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

- PC9. ensure workplace, equipment, restrooms etc. are sanitized regularly
- PC10. ensure team is aware about hygiene and sanitation regulations and following them on the shop floor
- PC11. ensure availability of running water, hand wash and alcohol-based sanitizers at the workplace
- PC12. report advanced hygiene and sanitation issues to appropriate authority
- PC13. follow stress and anxiety management techniques and support employees to cope with stress, anxiety etc
- PC14. wear and dispose PPEs regularly and appropriately

Effective waste management practices

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

PC15. ensure recyclable, non-recyclable and hazardous wastes are segregated as per SOP

PC16. ensure proper mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste

Material/energy conservation practices

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

PC17. ensure malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment are resolved effectively

PC18. prepare and analyze material and energy audit reports to decipher excessive consumption of material and water

PC19. identify possibilities of using renewable energy and environment friendly fuels

PC20. identify processes where material and energy/electricity utilization can be optimized

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. various types of fire extinguisher

KU7. various types of safety signs and their meaning

KU8. appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.

KU9. relevant standards, procedures and policies related to 5S followed in the company

KU10. the various materials used and their storage norms

KU11. importance of efficient utilisation of material and water

KU12. basics of electricity and prevalent energy efficient devices

KU13. common practices of conserving electricity

KU14. common sources and ways to minimize pollution

KU15. categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics

KU16. waste management techniques

KU17. 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. work with supervisors/team members to carry out work related tasks
- GS4. complete tasks efficiently and accurately within stipulated time
- GS5. inform/report to concerned person in case of any problem
- GS6. make timely decisions for efficient utilization of resources
- GS7. write reports such as accident report, in at least English/regional language

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Maintain safe and secure working environment</i> | 20 | 13 | - | 8 |
| PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace | 4 | 2 | - | 2 |
| PC2. implement safe working practices for dealing with hazards to ensure safety of self and others | 3 | 1 | - | 2 |
| PC3. conduct regular checks of the machines with support of the maintenance team to identify potential hazards | 2 | 2 | - | 1 |
| PC4. ensure that all the tools/equipment/fasteners/spare parts are arranged as per specifications/utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/work instructions | 3 | 2 | - | 1 |
| PC5. organise safety drills or training sessions to create awareness amongst others on the identified risks and safety practices | 2 | - | - | - |
| PC6. fill daily check sheet to report improvements done and risks identified | 2 | 2 | - | - |
| PC7. ensure that relevant safety boards/signs are placed on the shop floor for the safety of self and others | 2 | 2 | - | 1 |
| PC8. report any identified breaches in health, safety and security policies and procedures to the designated person | 2 | 2 | - | 1 |
| <i>Maintain Health and Hygiene</i> | 13 | 7 | - | 5 |
| PC9. ensure workplace, equipment, restrooms etc. are sanitized regularly | 3 | 2 | - | 1 |
| PC10. ensure team is aware about hygiene and sanitation regulations and following them on the shop floor | 2 | 1 | - | - |
| PC11. ensure availability of running water, hand wash and alcohol-based sanitizers at the workplace | 2 | 2 | - | 1 |
| PC12. report advanced hygiene and sanitation issues to appropriate authority | 1 | 1 | - | 1 |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| PC13. follow stress and anxiety management techniques and support employees to cope with stress, anxiety etc | 2 | 1 | - | 1 |
| PC14. wear and dispose PPEs regularly and appropriately | 3 | - | - | 1 |
| <i>Effective waste management practices</i> | 6 | 4 | - | 1 |
| PC15. ensure recyclable, non-recyclable and hazardous wastes are segregated as per SOP | 3 | 2 | - | - |
| PC16. ensure proper mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste | 3 | 2 | - | 1 |
| <i>Material/energy conservation practices</i> | 11 | 6 | - | 6 |
| PC17. ensure malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment are resolved effectively | 2 | 2 | - | 1 |
| PC18. prepare and analyze material and energy audit reports to decipher excessive consumption of material and water | 3 | 2 | - | 1 |
| PC19. identify possibilities of using renewable energy and environment friendly fuels | 3 | 1 | - | 2 |
| PC20. identify processes where material and energy/electricity utilization can be optimized | 3 | 1 | - | 2 |
| NOS Total | 50 | 30 | - | 20 |

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | ASC/N9810 |
| NOS Name | Manage work and resources (Manufacturing) |
| Sector | Automotive |
| Sub-Sector | Generic |
| Occupation | Generic |
| NSQF Level | 5 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 29/07/2021 |
| Next Review Date | 29/07/2026 |
| NSQC Clearance Date | 29/07/2021 |

ASC/N9812: Interact effectively with team, customers and others

Description

This unit is about communicating with team members, superior and others.

Scope

The scope covers the following :

- Communicate effectively with team members
- Interact with superiors
- Respect gender and ability differences

Elements and Performance Criteria

Communicate effectively with team members

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

- PC1. implement ways to share information with team members in line with organisational requirements
- PC2. ensure that work requirements are clearly communicated to the team members through all means including face-to-face, telephonic and written
- PC3. manage and co-ordinate with team members to integrate work as per requirements
- PC4. work in a way that show respect for all team members and customers
- PC5. carry out commitments made to team members and let them know in good time if there is any discrepancy with reasons
- PC6. resolve conflicts within the team members at work to achieve smooth workflow
- PC7. guide the team members to follow the organisation's policies and procedures
- PC8. ensure team goals are given preference over individual goals
- PC9. respect personal space of colleagues and customers

Interact with superiors

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

- PC10. report progress on job allocated and team performance to the superiors
- PC11. escalate problems to superiors that cannot be handled
- PC12. train the team members to report completed work and receive feedback on work done
- PC13. encourage team members to rectify errors as per feedback and minimize mistakes in future

Respect gender and ability differences

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

- PC14. ensure team shows sensitivity towards all genders and PwD
- PC15. adjust communication styles to reflect gender sensitivity and sensitivity towards person with disability
- PC16. help PwD team members to overcome the challenges, if asked

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 team members and superiors
- KU2. different methods of communication as per the circumstances
- KU3. gender based concepts, issues and legislation
- KU4. organisation standards and guidelines to be followed for PwD
- KU5. rights and duties at workplace with respect to PwD
- KU6. organisation policies and procedures pertaining to written and verbal communication

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. work with supervisors/team members to carry out work related tasks
- GS4. complete tasks efficiently and accurately within stipulated time
- GS5. make timely decisions for efficient utilization of resources
- GS6. read instructions/guidelines/procedures
- GS7. write in English/any one language

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Communicate effectively with team members</i> | 20 | 14 | - | 8 |
| PC1. implement ways to share information with team members in line with organisational requirements | 2 | 2 | - | - |
| PC2. ensure that work requirements are clearly communicated to the team members through all means including face-to-face, telephonic and written | 2 | 2 | - | 2 |
| PC3. manage and co-ordinate with team members to integrate work as per requirements | 2 | 1 | - | 2 |
| PC4. work in a way that show respect for all team members and customers | 3 | 1 | - | 2 |
| PC5. carry out commitments made to team members and let them know in good time if there is any discrepancy with reasons | 2 | 2 | - | - |
| PC6. resolve conflicts within the team members at work to achieve smooth workflow | 3 | 2 | - | - |
| PC7. guide the team members to follow the organisation's policies and procedures | 2 | 1 | - | - |
| PC8. ensure team goals are given preference over individual goals | 2 | 1 | - | - |
| PC9. respect personal space of colleagues and customers | 2 | 2 | - | 2 |
| <i>Interact with superiors</i> | 18 | 10 | - | 7 |
| PC10. report progress on job allocated and team performance to the superiors | 4 | 3 | - | 2 |
| PC11. escalate problems to superiors that cannot be handled | 4 | 2 | - | 1 |
| PC12. train the team members to report completed work and receive feedback on work done | 5 | 2 | - | 2 |
| PC13. encourage team members to rectify errors as per feedback and minimize mistakes in future | 5 | 3 | - | 2 |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Respect gender and ability differences</i> | 12 | 6 | - | 5 |
| PC14. ensure team shows sensitivity towards all genders and PwD | 4 | 2 | - | 2 |
| PC15. adjust communication styles to reflect gender sensitivity and sensitivity towards person with disability | 4 | 2 | - | 2 |
| PC16. help PwD team members to overcome the challenges, if asked | 4 | 2 | - | 1 |
| NOS Total | 50 | 30 | - | 20 |

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | ASC/N9812 |
| NOS Name | Interact effectively with team, customers and others |
| Sector | Automotive |
| Sub-Sector | Generic |
| Occupation | Generic |
| NSQF Level | 5 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 29/07/2021 |
| Next Review Date | 29/07/2026 |
| NSQC Clearance Date | 29/07/2021 |

ASC/N6814: Plan and conduct maintenance of mechanical equipment

Description

This NOS unit is about planning and carrying out activities during the preventive and breakdown maintenance of mechanical equipment and documenting the operations carried out.

Scope

The scope covers the following :

- Plan for the maintenance activities
- Carrying out the maintenance of the equipment
- Conducting trials and documentation

Elements and Performance Criteria

Plan for the maintenance activities

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

- PC1. identify the equipment, its manufacturer's specifications and functioning from the user manual
- PC2. read the corrective maintenance schedule and plan the time and schedule for maintenance of equipment based on the manufacturer's recommendations and history of similar equipment handled
- PC3. select and arrange the tools, consumables, spare parts required during the task
- PC4. verify that the drawings and other information matches with the current status of the special purpose equipment made for the organization
- PC5. plan the installation/ shifting activity of the equipment for the maintenance activities
- PC6. study the process cycle, standard working and running schedule of equipment to completely understand its duty conditions and working principles etc.
- PC7. study the critical areas to find out possibilities of impending breakdowns, leakages, failures etc.
- PC8. enquire with the user/operator about any problems/unusual conditions noticed and routine checklist activities done on the equipment

Carrying out the maintenance of the equipment

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

- PC9. perform periodic health check-up of equipment for defined standard parameters (vibration, current, temperature, etc) and estimate the time period when the parameters will become un-acceptable
- PC10. guide the maintenance technician in dismantling of the equipment and replace/change the spare parts and consumables as per the schedule
- PC11. guide the maintenance technician in checking of the equipment for any geometric inaccuracies or internal conditions to test its working status and expected conditions
- PC12. conduct breakdown maintenance and check the equipment to find out the root cause of the problems
- PC13. change or repair the equipment components as per requirement

- PC14. ensure that recommended consumables, tools and equipment are utilised for service and repair of equipment as per Standard Operating Procedures (SOP)
- PC15. give feedback and suggestions to maintenance/production in-charge for appropriate action to ensure that such breakdown will not repeat
- PC16. guide the maintenance technician in assembling back the covers, guards, clamps, insulation etc. of the equipment and prepare it for conducting the trials
- PC17. record all repairs carried out, time taken and unplanned tasks encountered during the shifting/installation activity

Conducting trials and documentation

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

- PC18. conduct trials of the equipment by increasing duty conditions gradually and verify that specified parameters are attained with no abnormalities
- PC19. run few cycles of equipment and observe its functioning in the presence of the operator
- PC20. ensure that maintenance technician changed the maintenance due/status sticker on the equipment and handover it to the operator as per organisational guidelines
- PC21. ensure that any items/consumables that has been replaced/has to be taken back to the department for further action
- PC22. update the history sheet of equipment with the replacement details
- PC23. incorporate new points and update the troubleshooting/maintenance check sheets available with the manual.
- PC24. report about maintenance activity done on the equipment and suggest modifications in the maintenance schedule, if required to the superiors (manufacturing and maintenance department)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. company's maintenance standards and processes
- KU2. how to read maintenance schedules and checklists recommended by the equipment manufacturer
- KU3. how to read equipment layout or drawing to understand its structure
- KU4. operation of machinery and equipment being used for the process
- KU5. Standard Operating Procedures (SOP) recommended by OEM for using tools and equipment related to aggregates/components (including electrical and mechanical aggregates)
- KU6. about equipment control systems (mechanical, Pneumatic, Hydraulic)
- KU7. how to collect and store consumables, spare parts, tools etc. as per organisational procedures
- KU8. use of appropriate PPE, material handling equipment and tools for completing the maintenance tasks
- KU9. corrective actions for common faults and failures in machine and its components
- KU10. documentation required regarding repair, maintenance and service performed

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 maintenance activities requirements to the supervisor and co-workers
- GS3. record operation and maintenance information related to equipment in English/regional language
- GS4. recognise a workplace problem and take suitable action
- GS5. analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS6. plan and organise work as per the work requirements
- GS7. complete the assigned tasks as per schedule

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Plan for the maintenance activities</i> | 11 | 16 | - | 8 |
| PC1. identify the equipment, its manufacturer's specifications and functioning from the user manual | 2 | 2 | - | 1 |
| PC2. read the corrective maintenance schedule and plan the time and schedule for maintenance of equipment based on the manufacturer's recommendations and history of similar equipment handled | 2 | 2 | - | 1 |
| PC3. select and arrange the tools, consumables, spare parts required during the task | 2 | 2 | - | 1 |
| PC4. verify that the drawings and other information matches with the current status of the special purpose equipment made for the organization | 1 | 2 | - | 1 |
| PC5. plan the installation/ shifting activity of the equipment for the maintenance activities | 1 | 2 | - | 1 |
| PC6. study the process cycle, standard working and running schedule of equipment to completely understand its duty conditions and working principles etc. | 1 | 2 | - | 1 |
| PC7. study the critical areas to find out possibilities of impending breakdowns, leakages, failures etc. | 1 | 2 | - | 1 |
| PC8. enquire with the user/operator about any problems/unusual conditions noticed and routine checklist activities done on the equipment | 1 | 2 | - | 1 |
| <i>Carrying out the maintenance of the equipment</i> | 12 | 19 | - | 7 |
| PC9. perform periodic health check-up of equipment for defined standard parameters (vibration, current, temperature, etc) and estimate the time period when the parameters will become un-acceptable | 1 | 2 | - | 1 |
| PC10. guide the maintenance technician in dismantling of the equipment and replace/change the spare parts and consumables as per the schedule | 2 | 2 | - | 1 |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| PC11. guide the maintenance technician in checking of the equipment for any geometric inaccuracies or internal conditions to test its working status and expected conditions | 2 | 2 | - | 1 |
| PC12. conduct breakdown maintenance and check the equipment to find out the root cause of the problems | 2 | 2 | - | - |
| PC13. change or repair the equipment components as per requirement | 1 | 2 | - | 1 |
| PC14. ensure that recommended consumables, tools and equipment are utilised for service and repair of equipment as per Standard Operating Procedures (SOP) | 1 | 2 | - | 1 |
| PC15. give feedback and suggestions to maintenance/production in-charge for appropriate action to ensure that such breakdown will not repeat | 1 | 2 | - | 1 |
| PC16. guide the maintenance technician in assembling back the covers, guards, clamps, insulation etc. of the equipment and prepare it for conducting the trials | 1 | 3 | - | 1 |
| PC17. record all repairs carried out, time taken and unplanned tasks encountered during the shifting/installation activity | 1 | 2 | - | - |
| <i>Conducting trials and documentation</i> | 7 | 15 | - | 5 |
| PC18. conduct trials of the equipment by increasing duty conditions gradually and verify that specified parameters are attained with no abnormalities | 1 | 3 | - | 1 |
| PC19. run few cycles of equipment and observe its functioning in the presence of the operator | 1 | 2 | - | 1 |
| PC20. ensure that maintenance technician changed the maintenance due/status sticker on the equipment and handover it to the operator as per organisational guidelines | 1 | 2 | - | 1 |
| PC21. ensure that any items/consumables that has been replaced/has to be taken back to the department for further action | 1 | 2 | - | 1 |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| PC22. update the history sheet of equipment with the replacement details | 1 | 2 | - | - |
| PC23. incorporate new points and update the troubleshooting/maintenance check sheets available with the manual. | 1 | 2 | - | - |
| PC24. report about maintenance activity done on the equipment and suggest modifications in the maintenance schedule, if required to the superiors (manufacturing and maintenance department) | 1 | 2 | - | 1 |
| NOS Total | 30 | 50 | - | 20 |

National Occupational Standards (NOS) Parameters

| | |
|---------------------|--|
| NOS Code | ASC/N6814 |
| NOS Name | Plan and conduct maintenance of mechanical equipment |
| Sector | Automotive |
| Sub-Sector | Manufacturing |
| Occupation | Plant and Equipment Maintenance |
| NSQF Level | 5 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 29/07/2021 |
| Next Review Date | 29/07/2026 |
| 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 : 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/N9810.Manage work and resources (Manufacturing) | 50 | 30 | - | 20 | 100 | 15 |
| ASC/N9812.Interact effectively with team, customers and others | 50 | 30 | - | 20 | 100 | 10 |
| ASC/N6814.Plan and conduct maintenance of mechanical equipment | 30 | 50 | - | 20 | 100 | 75 |
| Total | 130 | 110 | - | 60 | 300 | 100 |

Acronyms

| | |
|------|---|
| NOS | National Occupational Standard(s) |
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |

Glossary

| | |
|--|--|
| 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. |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation. |
| 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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria (PC) | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task. |
| National Occupational Standards (NOS) | 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 (KU) | 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. |

| | |
|---|--|
| Organisational Context | 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. |
| Technical Knowledge | Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |
| Core Skills/ Generic Skills (GS) | 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. |
| Electives | 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. |
| Options | 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. |