

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AUTOMOTIVE INDUSTRY

### 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-Welding Assistant

**SECTOR:** AUTOMOTIVE

**SUB-SECTOR:** MANUFACTURING

**OCCUPATION:** WELDING

**JOB ROLE:** WELDING HELPER

**REFERENCE ID:** ASC/Q3101

**ALIGNED TO:** NCO-2004/7212.90

**Welding Helper:** An assistant to the operator and the entire team, the helper supports peripheral activities/ non-core activities in the manufacturing process

**Brief Job Description:** The Helper role will be involved in performing small time routine jobs like cleaning, washing, fetching and holding tool for the operators, loading and unloading of work pieces on the welding assembly, bringing raw material and spare parts from the stores etc.

**Personal Attributes:** Basic understanding of the welding and housekeeping process, Basic reading, writing and communication skills, safety orientation, ability to do physical tasks like lifting, holding etc.- Ability to lift objects required during the operations – either manually or using lifts, chains without displaying fatigue, hands and feet dexterity, good vision

Job Details	Qualifications Pack Code	ASC/Q3101		
	Job Role	Welding Helper		
	Credits(NSQF)	TBD	Version number	1.1
	Industry	Automotive	Drafted on	15/7/2013
	Sub-sector	Manufacturing	Last reviewed on	24/7/2013
	Occupation	Welding	Next review date	1/8/2015

Job Role	Welding Helper
Role Description	Responsible for small time routine jobs like cleaning, washing, fetching and holding tool for the operators, loading and unloading of work pieces on the welding assembly , bringing raw material and spare parts from the stores etc.
NSQF level	2
Minimum Educational Qualifications	Class 8
Maximum Educational Qualifications	ITI
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> <li>Basic welding skills</li> <li>5S and Safety</li> <li>Reading and writing skills</li> </ul>
Experience	0-2 years
Occupational Standards (OS)	<a href="#">ASC/N3101:Support the operator in routine welding activities</a> <a href="#">ASC/N3102: Support the welding team in the post welding process</a> <a href="#">ASC/N0006: Maintain a safe and healthy working environment</a> <a href="#">ASC/N0021: Maintaining 5S at the work premises</a>
Performance Criteria	As described in the relevant NOS units

## Definitions

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or 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 NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational 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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the 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 the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualifications Framework
OEM	Original Equipment Manufacturer
OS	Occupational Standard(s)
QP	Qualifications Pack

ASC/ N3101: Support the operator in routine welding activities

# National Occupational Standards



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## Overview

This unit is about supporting the operator and the team in day to day routine tasks as part of the welding process like fetching and holding tools, loading work pieces, maintenance of machine parts

## ASC/ N3101: Support the operator in routine welding activities

National Occupational Standard	Unit Code	ASC/N3101
	Unit Title (Task)	Support the operator in routine welding activities
	Description	This NOS is about supporting the operator and the team in day to day routine tasks as part of the welding process like fetching and holding tools, loading work pieces, maintenance of machine parts
	Scope	<p>The Welding Helper will be responsible for</p> <ul style="list-style-type: none"> <li>Understanding the process and equipment requirements</li> <li>Fetching tools and loading work pieces on the welding block</li> <li>Escalations of any queries regarding the job</li> </ul> <p>The role holder will interact with the Assembly line, Paint shop, maintenance team and material management team</p>
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	A. Fetching and holding tools for the operator	<p>PC1. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors</p> <p>PC2. Bring right toolkits for the operator and check whether all required tools are available in the tool kit</p> <p>PC3. Hold the tools during operations in the correct manner as specified by the operator and the Standard Operating Procedures so that the operator can easily complete the assigned job</p>
	B. Loading work pieces on the machines	<p>PC4. Support the assistant Operator in arranging the work pieces in the specified manner as given in the setting document</p> <p>PC5. Ensure that there is no damage done to the work pieces while loading them on the welding apparatus using pulleys, chains and other hoisting mechanisms</p> <p>PC6. Clamp the work pieces and arrange all equipment in a proper order as indicated in the equipment Manual and Standard Operating Procedures</p>
	C. Maintenance and cleaning of machine and workplace	<p>PC7. Store equipment auxiliaries and spare parts in proper designated areas</p> <p>PC8. Regularly clean the equipment and process auxiliaries (Welding Gun, Electrodes, Filler Wires, Gas Cylinders, Welding Transformers) to remove any dust, moisture, waste material which would have got collected on the equipment</p> <p>PC9. Regularly clean the working area in the weld shop and create a healthy, clean and safe working environment</p>
	Knowledge and Understanding (K) w.r.t. the scope	
	Element	Knowledge and Understanding
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant standards and procedures followed in the company</p> <p>KA2. different types of products manufactured by the company</p>

**ASC/ N3101: Support the operator in routine welding activities**

<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of welding processes</p> <p>KB2. different types of tools used in the welding process</p> <p>KB3. basic principles of 5 S in manufacturing – Cleaning, sorting</p> <p>KB4. the usage of cleaning tools like brooms, dusters, chemical solvents</p> <p>KB5. basic Arithmetic and calculation methods</p>
<b>Skills (S) w.r.t. the scope</b>	
<b>Element</b>	<b>Skills</b>
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write basic level notes and observations</p> <p>SA2. draw basic level drawings and charts</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read documents and notes</p> <p>SA4. interpret/ Comprehend the information given in the documents and notes</p> <p>SA5. read and interpret symbols given on equipment and work area</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. discuss task lists and job requirements with co-workers</p> <p>SA7. effectively communicate information to team members</p> <p>SA8. question operator/ supervisor in order to understand the nature of the problem</p> <p>SA9. attentively listen with full attention and comprehend the information given by the speaker</p>
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB1. plan and organize the activities/ work allocated by supervisor and operator</p> <p>SB2. organize all equipment and kits so that sorting is easy on a day to day basis</p>
	<b>Judgmental Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. use common sense and make judgments during day to day basis</p> <p>SB4. use reasoning skills to identify and resolve basic problems</p>
	<b>Desire to learn and take initiatives</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. follow instructions and work on areas of improvement identified</p> <p>SB6. complete the assigned tasks with minimum supervision</p> <p>SB7. complete the job defined by the supervisor within the timelines and quality norms</p>
<b>Problem solving</b>	



**ASC/ N3101: Support the operator in routine welding activities**

	The user/individual on the job needs to know and understand how to: SB8. refer problems outside area of responsibility to appropriate person
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**NOS Version Control**

NOS Code	ASC/N3101		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	15/7/2013
Industry Sub-sector	Manufacturing	Last reviewed on	24/7/2013
Occupation	Welding	Next review date	1/8/2015



ASC/N3102: Support the welding team in the post welding process

# National Occupational Standards



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## Overview

This unit is about supporting the operator and the manufacturing team in post-production process - Unload work pieces using various tools, help the assistant operator in basic quality checks of welded parts and count the good quality and bad qualities and help the assistant operator in maintaining records

## ASC/N3102: Support the welding team in the post welding process

National Occupational Standard	Unit Code	ASC/N3102
	Unit Title (Task)	Support the welding team in the post welding process
	Description	This NOS is about supporting the operator and the manufacturing team in post-production process - Unload work pieces using various tools, help the assistant operator in basic quality checks of welded parts and count the good quality and bad qualities and help the assistant operator in maintaining records.
	Scope	<p>The Welding Helper will be responsible for</p> <ul style="list-style-type: none"> <li>• Unloading the welded work pieces and checking the quality of the output</li> <li>• Escalations of any queries regarding the job</li> </ul> <p>The role holder will interact with the Assembly line, Paint shop, maintenance team and material management team</p>
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	A. Unloading work pieces on the machines	<p>PC1. Support the assistant Operator in removing the output products from the welding apparatus in the specified manner as given in the setting document</p> <p>PC2. Use lifting tools like lifts, pulleys, chains, hoists and ensure that there is no damage done to the welded pieces while un loading them</p>
	B. Check quality of the welded pieces	<p>PC3. Support the assistant Operator in measuring the specifications of the finished product using devices like micrometers, vernier calipers, gauges, rulers, weighing scales and any other inspection equipment</p> <p>PC4. Bring right inspection tools for the operator and check whether all required tools are available near the inspection platform</p> <p>PC5. Support the Operator/ Asst. Operator in noting down the observations of the basic inspection process and identify pieces which are OK and also not meeting the specified standards</p> <p>PC6. Separate the defective pieces into two categories – pieces which can be repaired/ modified and pieces which are beyond repair and maintain records of each category</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant standards and procedures followed in the company</p> <p>KA2. different types of products manufactured by the company</p> <p>KA3. basic norms for Quality in Production process</p>
	B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of welding processes</p> <p>KB2. different types of tools used in the measurement and inspection process</p> <p>KB3. different tools used for lifting objects</p> <p>KB4. basic principles of 5 S in manufacturing – Cleaning, sorting</p> <p>KB5. basic Arithmetic and calculation methods</p>
	Skills (S) w.r.t. the scope	

**ASC/N3102: Support the welding team in the post welding process**

Element	Skills
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations SA2. draw basic level drawings and charts
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read documents and notes SA4. interpret/ Comprehend the information given in the documents and notes SA5. read and interpret symbols given on equipment and work area
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA6. discuss task lists and job requirements with co-workers SA7. effectively communicate information to team members SA8. question operator/ supervisor in order to understand the nature of the problem SA9. attentively listen with full attention and comprehend the information given by the speaker
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/individual on the job needs to understand how to : SB1. organize the activities/ work allocated by supervisor and operator SB2. organize all equipment and kits so that sorting is easy on daily basis
	<b>Judgmental Thinking</b>
	The user/individual on the job needs to know and understand how to: SB3. use common sense and make judgments during day to day basis SB4. use reasoning skills to identify and resolve basic problems
	<b>Desire to learn and take initiatives</b>
	The user/individual on the job needs to know and understand how to: SB5. follow instructions and work on areas of improvement identified SB6. complete the assigned tasks with minimum supervision SB7. complete the job defined by the supervisor within the timelines and quality norms
	<b>Quality Consciousness</b>
	SB8. Ability to identify defective parts in the manufacturing line by comparing manufactured pieces with the work standard

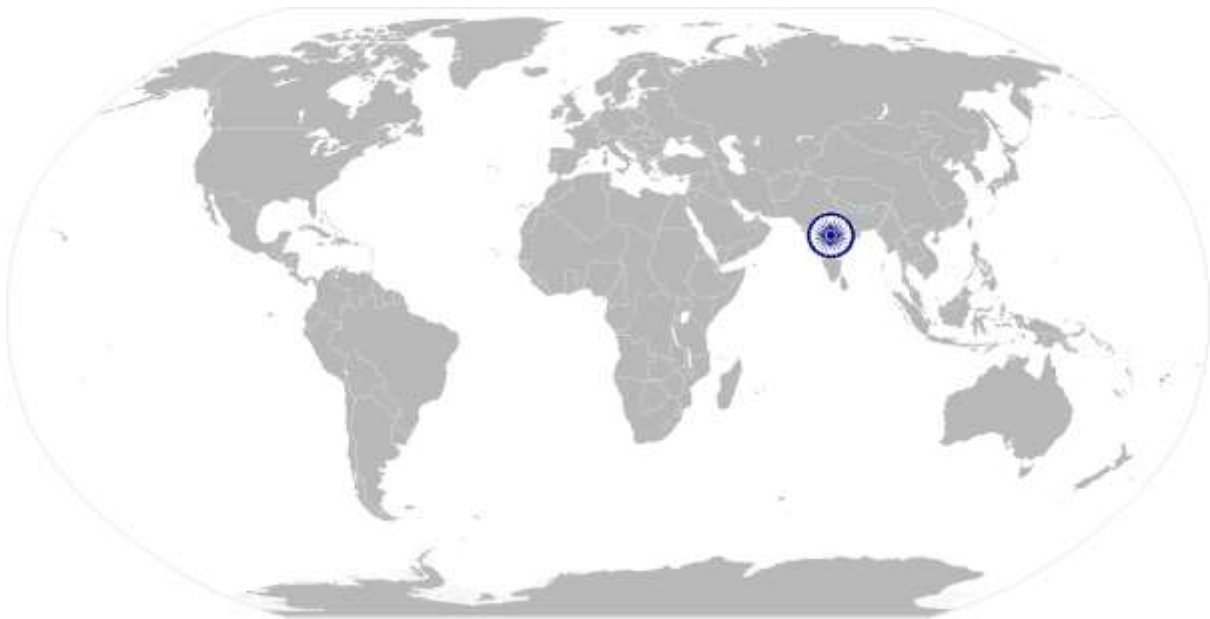
ASC/N3102: Support the welding team in the post welding process

## NOS Version Control

NOS Code	ASC/N3102		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	15/7/2013
Industry Sub-sector	Manufacturing	Last reviewed on	24/7/2013
Occupation	Welding	Next review date	1/8/2015

ASC/N0006: Maintain a safe and healthy working environment

# National Occupational Standards



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## Overview

This unit is about establishing a Safe, Healthy and Environment friendly workplace

## ASC/N0006: Maintain a safe and healthy working environment

National Occupational Standard	Unit Code	ASC/N0006
	Unit Title (Task)	Maintain a safe and healthy working environment
	Description	This NOS is about creating a Safe and Healthy work place, adhering to the safety guidelines in the working area, following practices which are not impacting the environment in a negative manner
	Scope	<p>The role holder will be responsible for</p> <ul style="list-style-type: none"> <li>identifying and reporting of risks</li> <li>creating and sustaining a safe, clean and environment friendly work place</li> </ul> <p>This NOS will be applicable to all Automotive sector manufacturing job roles</p>
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	A. Identify and report the risks identified	<p>PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise</p> <p>PC2. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc.</p> <p>PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations</p> <p>PC4. Create awareness amongst other by sharing information on the identified risks</p>
	B. Create and sustain a Safe, clean and environment friendly work place	<p>PC5. Follow the instructions given on the equipment manual describing the operating process of the equipment</p> <p>PC6. Follow the Safety, Health and Environment related practices developed by the organization</p> <p>PC7. Operate the machine using the recommended Personal Protective Equipment (PPE)</p> <p>PC8. Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc.</p> <p>PC9. Maintain high standards of personal hygiene at the work place</p> <p>PC10. Ensure that the waste disposal is done in the designated area and manner as per organization SOP.</p> <p>PC11. Inform appropriately the medical officer/ HR in case of self or an employee's illness of contagious nature so that preventive actions can be planned for others</p>
	Knowledge and Understanding (K)w.r.t. the scope	
	Element	Knowledge and Understanding
	A. Organizational Context (Knowledge of	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant standards, procedures and policies related to Health,</p>

**ASC/N0006: Maintain a safe and healthy working environment**

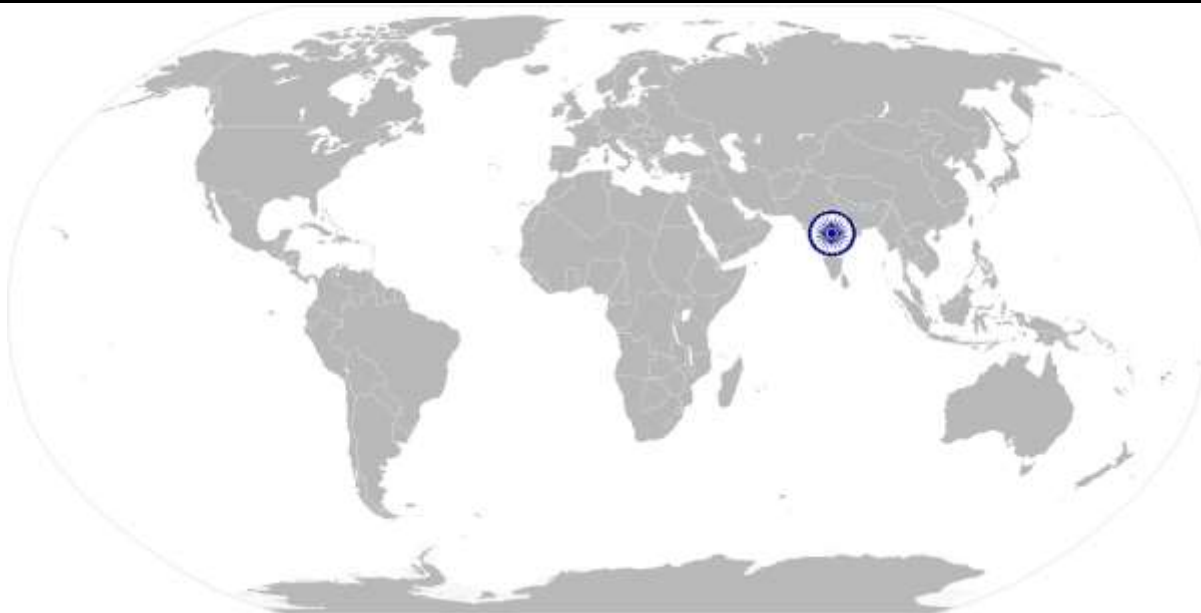
the company / organization and its processes)	Safety and Environment followed in the company KA2. emergency handling procedures & hierarchy for escalation
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. basic knowledge of Safety procedures( firefighting, first aid) within the organization KB2. basic knowledge of various types of PPEs and their usage KB3. basic knowledge of risks/hazards associated with each occupation in the organization KB4. knowledge of personal hygiene and how an individual can contribute towards creating a highly safe and clean working environment
<b>Skills (S)w.r.t. the scope</b>	
<b>Element</b>	<b>Skills</b>
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read safety instructions put up across the plant premises SA3. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated with the equipment
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. effectively communicate information to team members SA5. inform employees in the plant and concerned functions about events, incidents & potential risks observed related to Safety, Health and Environment. SA6. question operator/ supervisor in order to understand the safety related issues SA7. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs
<b>B. Professional Skills</b>	<b>Judgmental Thinking</b>
	The user/individual on the job needs to know and understand how to: SB1. use common sense and make judgments during day to day basis SB2. use reasoning skills to identify and resolve basic problems



**ASC/N0006: Maintain a safe and healthy working environment**

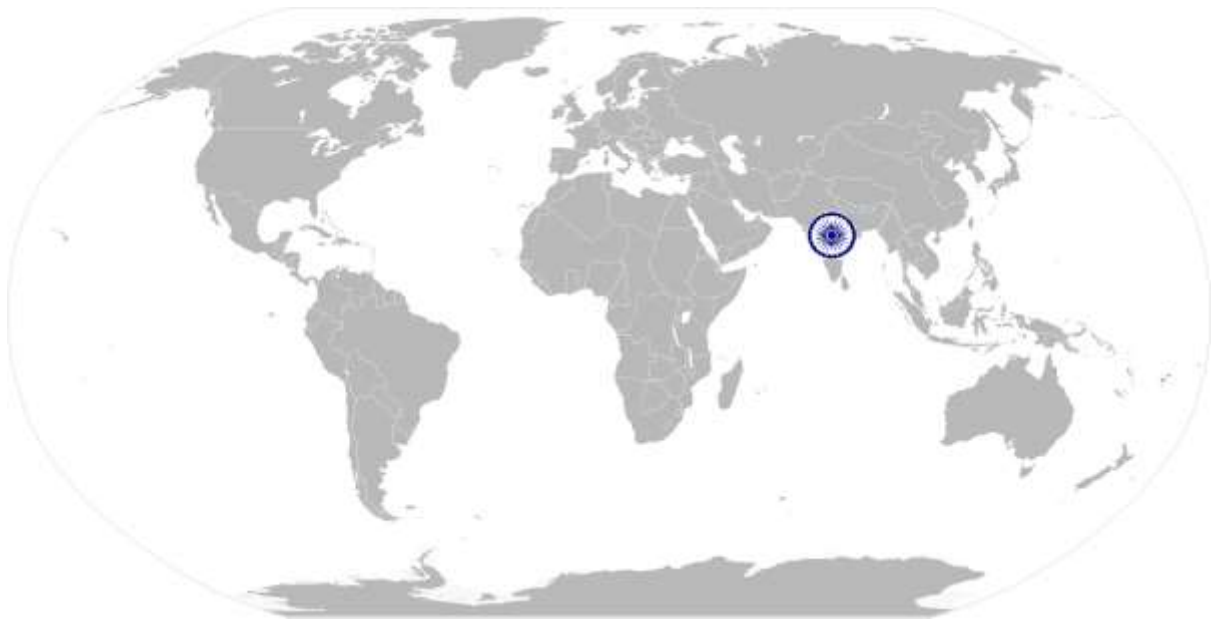
**NOS Version Control**

NOS Code	ASC/N0006		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	15/7/2013
Industry Sub-sector	Manufacturing	Last reviewed on	24/7/2013
Occupation	All	Next review date	1/8/2015



ASC/N0021: Maintaining 5S at the work premises

# National Occupational Standard



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## Overview

This unit is about the understanding all principles of 5S and follow the given guidelines to ensure a clean and efficient working environment in the organization

### ASC/N0021: Maintaining 5S at the work premises

Unit Code	ASC/N0021
Unit Title (Task)	Maintaining 5S in the work premises
Description	This NOS is about ensuring all 5 S activities both at the shop floor and the office area to facilitate increase in work productivity
Scope	<p>The individual needs to</p> <ul style="list-style-type: none"> <li>Ensure sorting, streamlining &amp; organizing, storage and documentation, cleaning, standardization and sustenance across the plant and office premises of the organization</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure sorting	<p>PC1. Follow the sorting process and check that the tools, fixtures &amp; jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.</p> <p>PC2. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions</p> <p>PC3. Follow the technique of waste disposal and waste storage in the proper bins as per SOP</p> <p>PC4. Segregate the items which are labelled as red tag items for the process area and keep them in the correct places</p> <p>PC5. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</p> <p>PC6. Ensure that areas of material storage areas are not overflowing</p> <p>PC7. Properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p> <p>PC8. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC9. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p>
Ensure proper documentation and storage (organizing , streamlining)	<p>PC10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</p> <p>PC11. Check that the items in the respective areas have been identified as broken or damaged</p> <p>PC12. Follow the given instructions and check for labelling of fluids, oils. lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>

**ASC/N0021: Maintaining 5S at the work premises**

<b>Ensure cleaning of self and the work place</b>	<p>PC14. Check whether safety glasses are clean and in good condition</p> <p>PC15. Keep all outside surfaces of recycling containers are clean</p> <p>PC16. Ensure that the area has floors swept, machinery clean and generally clean. In case of cleaning, ensure that proper displays are maintained on the floor which indicate potential safety hazards</p> <p>PC17. Check whether all hoses, cabling &amp; wires are clean, in good condition and clamped to avoid any mishap or mix up</p> <p>PC18. Ensure workbenches and work surfaces are clean and in good condition</p> <p>PC19. Follow the cleaning schedule for the lighting system to ensure proper illumination</p> <p>PC20. Store the cleaning material and equipment in the correct location and in good condition</p> <p>PC21. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene</p>
<b>Ensure sustenance</b>	<p>PC22. Follow the daily cleaning standards and schedules to create a clean working environment</p> <p>PC23. Attend all training programs for employees on 5 S</p> <p>PC24. Support the team during the audit of 5 S</p> <p>PC25. Participate actively in employee work groups on 5S and encourage team members for active participation</p> <p>PC26. Follow the guidelines for What to do and What not to do to build sustainability in 5S as mentioned in the 5S check lists/ work instructions</p>
<b>Knowledge and Understanding (K) w.r.t. the scope</b>	
<b>Element</b>	<b>Knowledge and Understanding</b>
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant standards, procedures and policies related to 5S followed in the company</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to :</p> <p>KB5. have basic knowledge of 5S procedures</p> <p>KB6. know various types 5s practices followed in various areas</p> <p>KB7. understand the 5S checklists provided in the department/ team</p> <p>KB8. have skills to identify useful &amp; non useful items</p> <p>KB9. have knowledge of labels , signs &amp; colours used as indicators</p> <p>KB10. Have knowledge on how to sort and store various types of tools, equipment, material etc.</p> <p>KB11. know , how to identify various types of waste products</p> <p>KB12. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body</p> <p>KB13. have knowledge of best ways of cleaning &amp; waste disposal</p>

**ASC/N0021: Maintaining 5S at the work premises**

	<p>KB14. understand the importance of standardization in processes</p> <p>KB15. understand the importance of sustainability in 5S</p> <p>KB16. have knowledge of TQM process</p> <p>KB17. have knowledge of various materials and storage norms</p> <p>KB18. understand visual controls, symbols, graphs etc.</p>
<b>Skills (S)w.r.t. the scope</b>	
<b>Element</b>	<b>Skills</b>
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA8. write basic level notes and observations</p> <p>SA9. note down observations (if any) related to the process</p> <p>SA10. write information documents to internal departments/ internal teams</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA11. read 5S instructions put up across the plant premises</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. effectively communicate information to team members inform employees in the plant and concerned functions about 5S</p> <p>SA13. question the process head in order to understand the 5S related issues</p> <p>SA14. attentively listen with full attention and comprehend the information given by the speaker during 5S training programs</p>
<b>B. Professional Skills</b>	<b>Judgmental Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. use common sense and make judgments during day to day basis</p> <p>SB4. use reasoning skills to identify and resolve basic problems using 5S</p>
	<b>Persuasion</b>
	<p>The user/ individual on the jobs needs to know and understand how to:</p> <p>SB5. persuade co team members to follow 5 S</p> <p>SB6. ensure that the co team members understand the importance of using 5 S tool</p>
	<b>Creativity</b>
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB7. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor</p> <p>SB8. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work</p>
	<b>Self –Discipline</b>

**ASC/N0021: Maintaining 5S at the work premises**

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. do what is right, not what is a popular practices</p> <p>SB10. follow shop floor rules&amp; regulations and avoid deviations; make 5S an integral way of life</p> <p>SB11. ensure self-cleanliness on a daily basis</p> <p>SB12. demonstrate the will to keep the work area in a clean and orderly manner</p>
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### NOS Version Control

NOS Code	ASC/N0021		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	1/03/2014
Industry Sub-sector	Manufacturing/ R&D	Last reviewed on	15/03/2014
Occupation	All	Next review date	15/03/2016



### Qualification Pack for Welding Assistant

#### Criteria for assessment of Trainees

JOB ROLE	Welding Assistant L2
Qualification Pack	ASC/Q 3101
No. Of NOS	2 Role specific ,2 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation	
ASC/N3101	Support the welder in routine welding operations	Viva	Practical
<b>Fetching and holding tools for the operator</b>	PC1. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors	10	20
	PC2. Bring right toolkits for the operator and check whether all required tools are available in the tool kit	10	35
	PC3. Hold the tools during operations in the correct manner as specified by the operator and the Standard Operating Procedures so that the operator can easily complete the assigned job		
<b>Loading work pieces on the machines</b>	PC4. Support the assistant Operator in arranging the work pieces in the specified manner as given in the setting document	5	20
	PC5. Ensure that there is no damage done to the work pieces while loading them on the welding apparatus using pulleys, chains and other hoisting mechanisms		
	PC6. Clamp the work pieces and arrange all equipment in a proper order as indicated in the equipment Manual and Standard Operating Procedures		
<b>Maintenance and cleaning of machine and workplace</b>	PC7. Store equipment auxiliaries and spare parts in proper designated areas	0	10
	PC8. Regularly clean the equipment and process auxiliaries (Welding Gun, Electrodes, Filler Wires, Gas Cylinders, Welding Transformers) to remove any dust, moisture, waste material which would have got collected on the equipment		
	PC9. Regularly clean the working area in the weld shop and create a healthy, clean and safe working environment		
	<b>subtotal</b>	<b>25</b>	<b>85</b>
	<b>Support the welding team in post welding operations</b>		
<b>Unloading work pieces on the machines</b>	PC1. Support the assistant Operator in removing the output products from the welding apparatus in the specified manner as given in the setting document	0	20
	PC2. Use lifting tools like lifts, pulleys, chains, hoists and ensure that there is no damage done to the welded pieces while un loading them		



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Check quality of the welded pieces	PC3. Support the assistant Operator in measuring the specifications of the finished product using devices like micrometers, vernier calipers, gauges, rulers, weighing scales and any other inspection equipment PC4. Bring right inspection tools for the operator and check whether all required tools are available near the inspection platform PC5. Support the Operator/ Asst. Operator in noting down the observations of the basic inspection process and identify pieces which are OK and also not meeting the specified standards PC6. Separate the defective pieces into two categories – pieces which can be repaired/ modified and pieces which are beyond repair and maintain records of each category	20	40
	<b>subtotal</b>	<b>20</b>	<b>60</b>
<b>ASC/N0006</b>	<b>Maintain safe , healthy environment friendly workplace</b>	<b>Viva</b>	<b>Practical</b>
Identify and report the risks identified	PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise PC2. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc. PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations PC4. Create awareness amongst other by sharing information on the identified risks	10	25
Create and sustain a Safe, clean and environment friendly work place	PC5. Follow the instructions given on the equipment manual describing the operating process of the equipment PC6. Follow the Safety, Health and Environment related practices developed by the organization PC7. Operate the machine using the recommended Personal Protective Equipment (PPE) PC8. Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc. PC9. Maintain high standards of personal hygiene at the work place PC10. Ensure that the waste disposal is done in the designated area and manner as per organization SOP. PC11. Inform appropriately the medical officer/ HR in case of self or an employee's illness of contagious nature so that preventive actions can be planned for others	10         10	20         35
	<b>subtotal</b>	<b>30</b>	<b>80</b>
<b>ASC / N 0021</b>	<b>Maintain 5 S activities at the workplace</b>	<b>Viva</b>	<b>practical</b>

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<b>Ensure sorting</b>	<p>C1. Follow the sorting process and check that the tools, fixtures &amp; jigs that are lying on workstations are the ones in use and un-necessary items are not cluttering the workbenches or work surfaces.</p> <p>PC2. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions</p> <p>PC3. Follow the technique of waste disposal and waste storage in the proper bins as per SOP</p> <p>PC4. Segregate the items which are labelled as red tag items for the process area and keep them in the correct places</p> <p>PC5. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</p> <p>PC6. Ensure that areas of material storage areas are not overflowing</p> <p>PC7. Properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p> <p>PC8. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC9. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p>	10	20
<b>Ensure proper documentation and storage (organizing , streamlining)</b>	<p>PC10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</p> <p>PC11. Check that the items in the respective areas have been identified as broken or damaged</p> <p>PC12. Follow the given instructions and check for labelling of fluids, oils. lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>	10	20
<b>Ensure sustenance</b>	<p>PC14. Follow the daily cleaning standards and schedules to create a clean working environment</p> <p>PC15. Attend all training programs for employees on 5 S</p> <p>PC16. Support the team during the audit of 5 S</p> <p>PC17. Participate actively in employee work groups on 5S and encourage team members for active participation</p> <p>PC18. Follow the guidelines for What to do and What not to do to build sustainability in 5S as mentioned in the 5S check lists/ work instructions</p>	10	
	<b>Sub total</b>	<b>50</b>	<b>100</b>
	<b>Total</b>	<b>125</b>	<b>325</b>

