

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 – Press Shop Operator Level 4

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING

OCCUPATION: PRESSING

JOB ROLE: PRESS SHOP OPERATOR LEVEL 4

REFERENCE ID: ASC/Q3402

ALIGNED TO: NCO-2004/8211.60 or 61

Pressing (Sheet Metal): This role involves running the press line and assisting the supervisors in core activities in the press operations.

Brief Job Description: The Press Shop Operator is involved in operating the press machine, overseeing processes of blanking, drawing, etc., monitoring press operations and recording operational data, coordinating with die setter during die setting operation and assisting in running the press at optimum efficiency

Personal Attributes: The individual should have good reading skills, writing and communication skills, ability to plan and prioritize, quality consciousness, safety orientation, dexterity, high precision and sensitivity to problem solving.

Job Details	Qualifications Pack Code	ASC/Q3402		
	Job Role	Press Shop Operator		
	Credits(NSQF)	TBD	Version number	1.0
	Industry	Automotive	Drafted on	2/07/13
	Sub-sector	Manufacturing	Last reviewed on	20/07/2013
	Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	20/08/15		

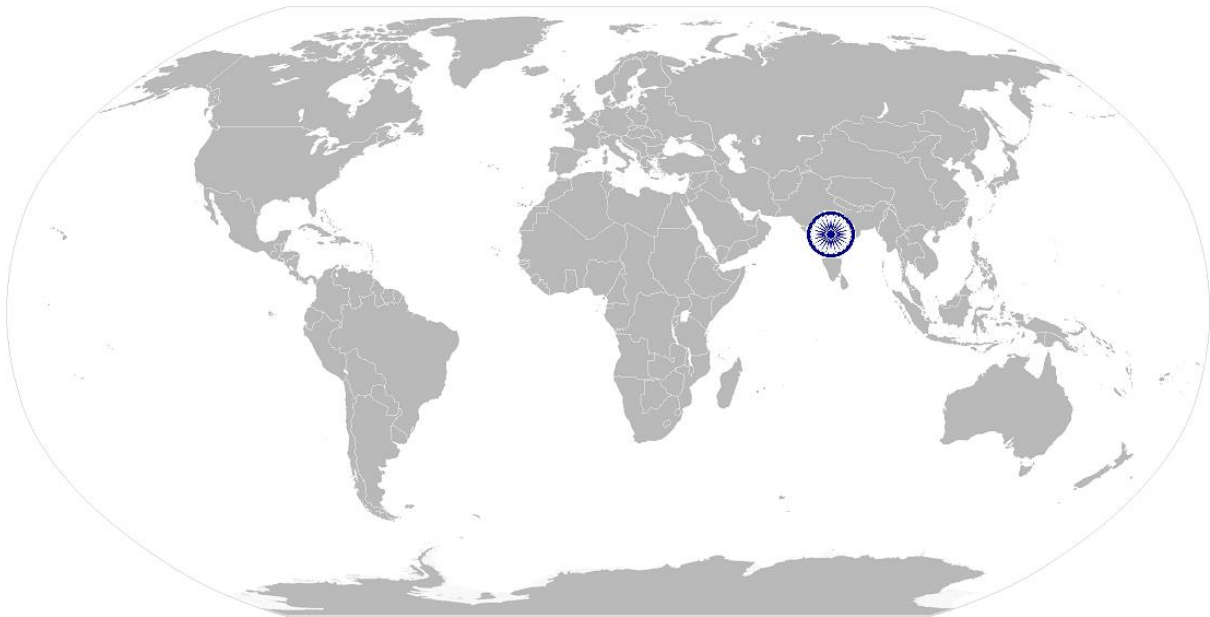
Job Role	Press Shop Operator
Role Description	Operate the press machine, oversee processes of blanking, drawing, etc., coordinate with die setter during die setting operation and assist in running the press at optimum efficiency
NSQF level	4
Minimum Educational Qualifications	Class 10
Maximum Educational Qualifications	ITI Mechanical
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> Press shop operations Different pressing processes used in the organization 5S & Safety
Minimum Job Entry Age	<p>1 ASDC recommends that candidates should seek employment not before attaining an age of 18 years.</p> <p>2 However, as per Factories Act 1948 :</p> <ul style="list-style-type: none"> - No one can be employed before attaining the age of 15 - A person between the age of 15 – 18 (both inclusive) could be employed only with employers who follow safety and security systems & processes and also that the employee in this bracket will be working under supervision. <p>3 Please note that under the Factories Act 1948, different States may have slightly varying provision which need to be adhered to.</p>
Experience	2-3 years
Occupational Standards (OS)	<ol style="list-style-type: none"> ASC/N3402: Understand job requirements and related processes and equipment ASC/N3403: Prepare the machine and load the raw materials, tools, bins, etc. ASC/N3404: Undertake press operations and run the press line at optimum efficiency ASC/N3405: Coordinate with die setter during die setting operation ASC/N0021 : Maintain 5S at the work premises ASC/N0006 : Maintain a safe and healthy working environment ASC/N0008 : Conduct regular cleaning and maintenance of the equipment
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.
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 NOS they are looking for.
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.
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.

Acronyms	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

National Occupational Standards



Overview

This unit is about understanding the job requirement and the activities & equipment associated with the process to complete the job requirement.

ASC/N3402

Understand job requirements and related processes and equipment

National Occupational Standard

Unit Code	ASC/N3402
Unit Title (Task)	Understand job requirements and related processes and equipment
Description	This NOS unit is about understanding the job requirement, what processes need to be executed, what equipment will be used for the project and what is the required output considering the standards specified
Scope	<p>The Press shop operator will be responsible for</p> <ul style="list-style-type: none"> Understanding the process and equipment requirements Escalations of any queries regarding the job <p>The role holder will interact with the Assembly line, Tool & Die Room, Maintenance team and material management team</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
A. Understand the engineering drawings, sketches and work order	<p>PC1. Understand the work order (work output) required from the process and discuss the same with the operator</p> <p>PC2. Refer all engineering drawings and sketches related to the work output to understand the measurement and shape of the required work output</p> <p>PC3. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors</p>
B. Escalations of queries on the given job	<p>PC4. Refer the queries to the Operator if they cannot be resolved by the Assistant Press shop operator on own</p> <p>PC5. Obtain help or advice from specialist if the problem is outside his/her area of competence or experience</p> <p>PC6. Confirm self- understanding to the Operator once the query is resolved so that all doubts & queries can be resolved before the actual process execution</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> <p>KA3. functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of pressing processes</p> <p>KB2. running of a press line, different types of presses that are used in the pressing process, including their designs, uses and basic repair and maintenance</p> <p>KB3. how to operate loading both in automatic and manual mode</p> <p>KB4. ability to visualize the final product output and hence decide on the key steps</p>

ASC/N3402

Understand job requirements and related processes and equipment

	to be followed while loading KB5. dials/ indicators of press machine to ensure machine is working properly KB6. press defects and determine press acceptability to communicate with maintenance KB7. safety precautions to be taken for all types of press shop activities
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. prepare draft drawings for the final output product and share the same with the Welder/ operator SA2. note down observations (if any) related to the welding process and share the same with welder and supervisor
	Reading skills
	The user/individual on the job needs to know and understand how to: SA3. read and interpret engineering drawing and sketches SA4. read equipment manuals and process documents to understand the equipments and processes better SA5. read internal information documents send by internal customers (other functions within the organization)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules and activities with the operator and supervisor SA7. effectively communicate with the team members SA8. question the operator/ Welding shop supervisor in order to understand the nature of the problem and to clarify queries SA9. attentively listen with full attention and comprehend the information given by the speaker
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. plan and organize the work order and jobs received from the Operator SB2. organize all process/ equipment manuals so that sorting/ accessing information is easy
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB3. ability to visualize the final job product after understanding the given drawing/ sketches SB4. co relate the type of job output required with the welding methodology to be used SB5. ability to identify the strengths and weakness of various welding process
	Judgment and Critical Thinking

ASC/N3402

Understand job requirements and related processes and equipment

	The user/individual on the job needs to know and understand how to: SB6. use common sense and make judgments during day to day basis SB7. use reasoning skills to identify and resolve basic problems
	Desire to learn and take initiatives
	The user/individual on the job needs to know and understand how to: SB8. follow instructions and work on areas of improvement identified SB9. complete the assigned tasks with minimum supervision SB10. complete the job defined by the welder/operator/supervisor within the timelines and quality norms

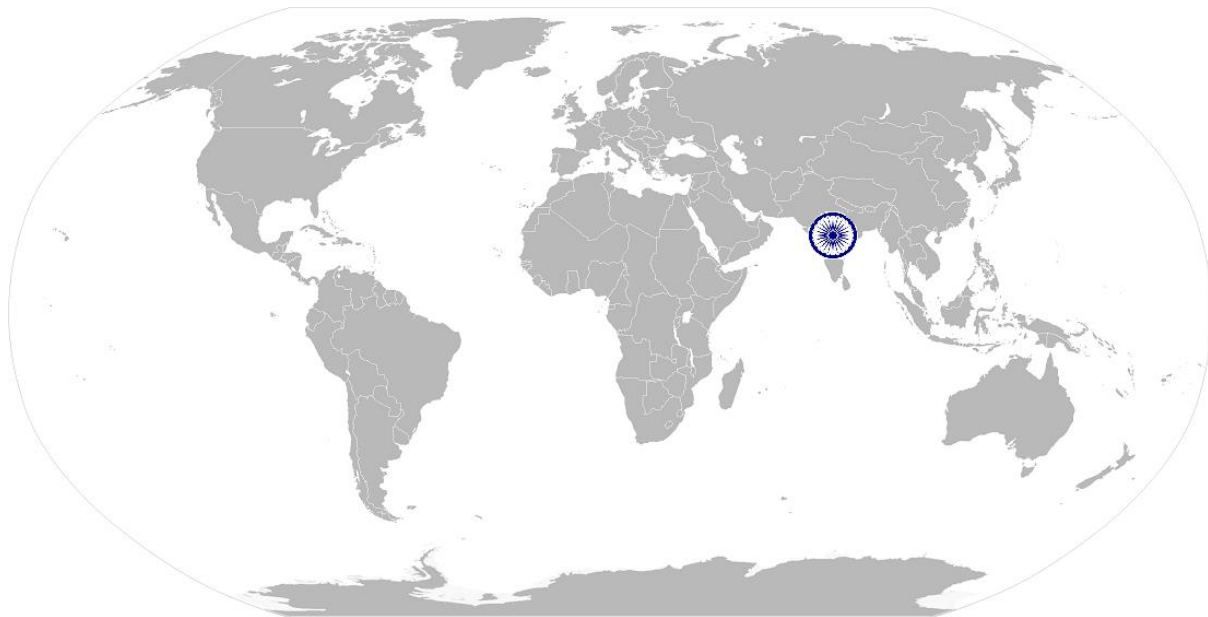
NOS Version Control

NOS Code	ASC/N3402		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/7/2013
Industry Sub-sector	Manufacturing	Last reviewed on	24/7/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15

ASC/N3403

Prepare the machine and load the raw materials, tools, bins etc

National Occupational Standards



Overview

This unit is about supporting in preparing the press machine and loading the raw materials, tools, bins, etc.

ASC/N3403

Prepare the machine and load the raw materials, tools, bins etc

National Occupational Standard

Unit Code	ASC/N3403
Unit Title (Task)	Prepare the machine and load the raw materials, tools, bins, etc.
Description	This NOS is about supporting in preparing the press machine and loading the raw materials, tools, bins, etc.
Scope	<p>The Press shop operator will be responsible for</p> <ul style="list-style-type: none"> Understanding the process and equipment requirements Escalations of any queries regarding the job <p>The role holder will interact with the Assembly line, Tool & Die Room, Maintenance team and material management team</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Check the press machine as per the Standard Operating Procedures/ Internal Quality/ Control Panel	<p>PC1. Barricade the complete press working area before die changeover</p> <p>PC2. Check accuracy of inputs to control panel</p> <p>PC3. Check readiness of press for starting operations</p> <p>PC4. Check sheet metal coils and return if quality parameters not adhered to</p>
Feed/ control the data in panel according to output/ product specifications	<p>PC5. Check visual/manual while feeding the data and ensure accuracy of the same as per product specifications</p> <p>PC6. Check process parameters and product specifications as per the control panel and record observations as required</p> <p>PC7. Follow reaction plan in any abnormal situations as given in the control panel</p>
Oversee loading/ unloading of work pieces	<p>PC7. Oversee loading of coils/ blanks on the press line and unloading of the work pieces by the Helper</p> <p>PC8. Ensure no damage is done to the work pieces during loading/ unloading operations</p> <p>PC9. Ensure application of rust preventive if so indicated</p>
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/ Organisation 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. quality norms prescribed by the organization for pressing operation procedures</p>

ASC/N3403

Prepare the machine and load the raw materials, tools, bins etc

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of pressing processes</p> <p>KB2. running of a press line, different types of presses that are used in the pressing process, including their designs, uses and basic repair and maintenance</p> <p>KB3. how to operate loading both in automatic and manual mode</p> <p>KB4. how to visualize the final product output and hence decide on the key steps to be followed while loading</p> <p>KB5. dials/ indicators of press machine to ensure machine is working properly</p> <p>KB6. press defects and determine press acceptability to communicate with maintenance</p> <p>KB7. safety precautions to be taken for all types of press shop activities</p>
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing skills
	<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. write in at least one language</p>
	Reading skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read and interpret workplace related documentation</p> <p>SA4. read and interpret symbols given on equipment and work area</p> <p>SA5. read equipment manuals and process documents to understand equipments and processes better</p> <p>SA6. read internal information documents sent by internal customers (other functions within the organization)</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. discuss task lists and job requirements with co-workers</p> <p>SA8. effectively communicate information to team members</p> <p>SA9. attentively listen with full attention and comprehend the information given by the speaker</p>
B. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. analyse information to choose the best solution and solve problems with</p> <p>SB2. respect to press machine operations</p> <p>SB3. judge when to ask for help from a superior</p>
	Plan and Organise
	<p>The user/individual on the job needs to know and understand:</p> <p>SB4. plan and organize the activities/ work allocated by supervisor</p>
	Problem solving

ASC/N3403

Prepare the machine and load the raw materials, tools, bins etc

	The user/individual on the job needs to know and understand how to: SB5. analyse information to arrive at solutions for problems SB6. refer problems outside area of responsibility to the appropriate person
	Analytical thinking
	The user/individual on the job needs to know and understand how to: SB7. analyze the complexity of work to determine if it can be successfully carried out SB8. co relate the type of job output required with the press shop process/ methodology to be used
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB9. use common sense and make judgments during day to day basis SB10. use reasoning skills to identify and resolve basic problems

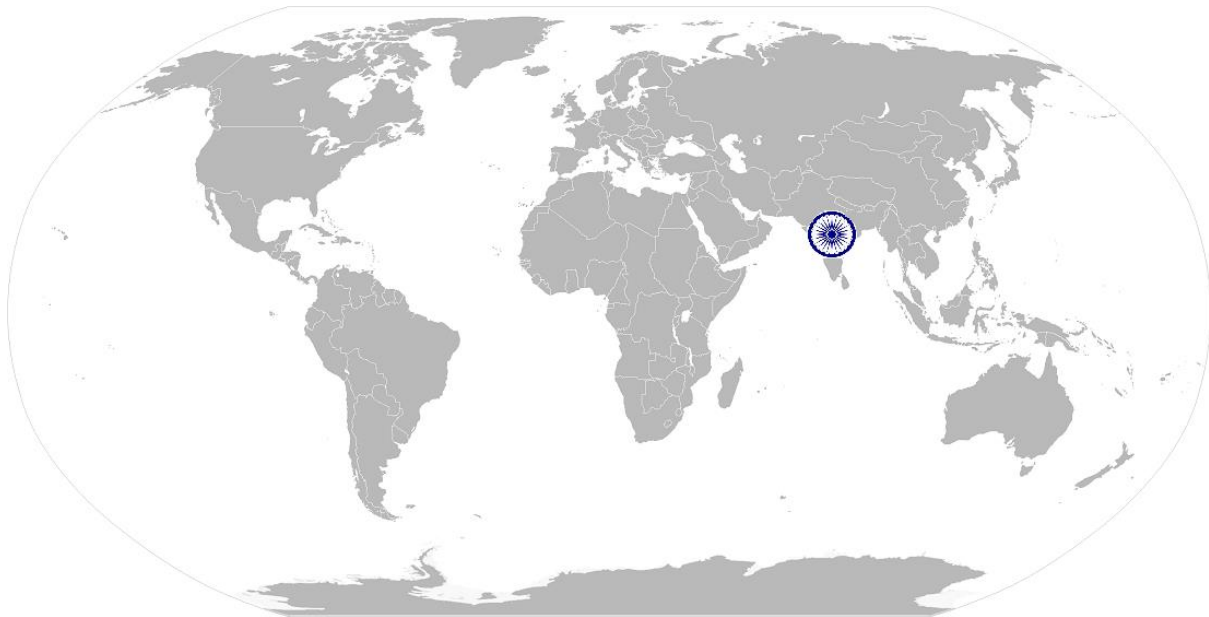
NOS Version Control

NOS Code	ASC/N3403		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	2/07/13
Industry Sub-sector	Manufacturing	Last reviewed on	20/07/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15

ASC/N3404

Undertake press operations and run the press line at optimum efficiency

National Occupational Standards



Overview

This unit is about undertaking press operations and ensuring running of press line at optimum efficiency.

ASC/N3404

Undertake press operations and run the press line at optimum efficiency

National Occupational Standard

Unit Code	ASC/N3404
Unit Title (Task)	Undertake press operations and run the press line at optimum efficiency
Description	This NOS is about undertaking press operations and ensuring running of press line at optimum efficiency.
Scope	<p>The Press shop operator will be responsible for</p> <ul style="list-style-type: none"> Setting up and operating the press machine along with the supervisor Monitoring the press operations <p>The role holder will interact with the Assembly line, Tool & Die Room, Maintenance team and material management team</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Set up and operate the press machine	PC1. Setting up and initiation of the press machine PC2. Operating the press machine and ensuing conformance to output/ product specifications
Monitor press operations functioning and ensure running of press line at maximum efficiency	PC3. Pressing operations including blanking, drawing, etc. and monitor and oversee the same PC4. Product specifications and verify that machine setups conform to specifications PC5. Observe operations to detect machine malfunctions PC6. Checking press parts visually and keeping press parts in designated bins/ racks PC7. Monitoring press operations and recording operational data as per the frequency in the control panel PC8. Understand the reaction plan in control panel for emergency/ abnormal situations PC9. Understand the relevance of first and last piece observations to co-ordinate die-maintenance PC10. Assist the Supervisor in all aspects of the job to ensure that the press line runs at maximum efficiency
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
B. Organisational Context (Knowledge of the Company/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> KA1. relevant standards and procedures followed in the company KA2. different types of products manufactured by the company KA3. quality norms prescribed by the organization for pressing operation procedures
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> KB1. different types of pressing processes KB2. running of a press line, different types of presses that are used in the pressing process, including their designs, uses and basic repair and maintenance

ASC/N3404

Undertake press operations and run the press line at optimum efficiency

	KB3. knowledge of cushion setting, clearance height settings, etc. as per output specifications KB4. dials/ indicators of press machine to ensure machine is working properly KB5. press defects and determine press acceptability KB6. safety precautions to be taken for all types of press shop activities
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing skills
	The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations SA2. enter, record, maintain information in written form with respect to press operations monitoring SA3. write in at least one language
	Reading skills
	The user/individual on the job needs to know and understand how to: SA4. read and interpret workplace related documentation SA5. read and interpret symbols given on equipment and work area SA6. read equipment manuals and process documents to understand equipments and processes better SA7. read internal information documents sent by internal customers (other functions within the organization) SA8. read parameter reading/ indicators on monitoring panel
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA9. discuss task lists and job requirements with co-workers SA10. effectively communicate information to team members SA11. question supervisor in order to understand the nature of the problem SA12. attentively listen with full attention and comprehend the information given by the speaker
B. Professional Skills	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB1. plan and organize the activities/ work allocated by supervisor SB2. manage and schedule multiple priorities and meet deadlines
	Problem solving
	The user/individual on the job needs to know and understand how to: SB3. Analyze information to arrive at solutions for problems SB4. refer problems outside area of responsibility to the appropriate person
	Analytical thinking
	The user/individual on the job needs to know and understand how to: SB5. analyse the complexity of work to determine if it can be successfully carried out SB6. co relate the type of job output required with the press shop process/

ASC/N3404

Undertake press operations and run the press line at optimum efficiency

	methodology to be used
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB7. use common sense and make judgments during day to day basis SB8. use reasoning skills to identify and resolve basic problems

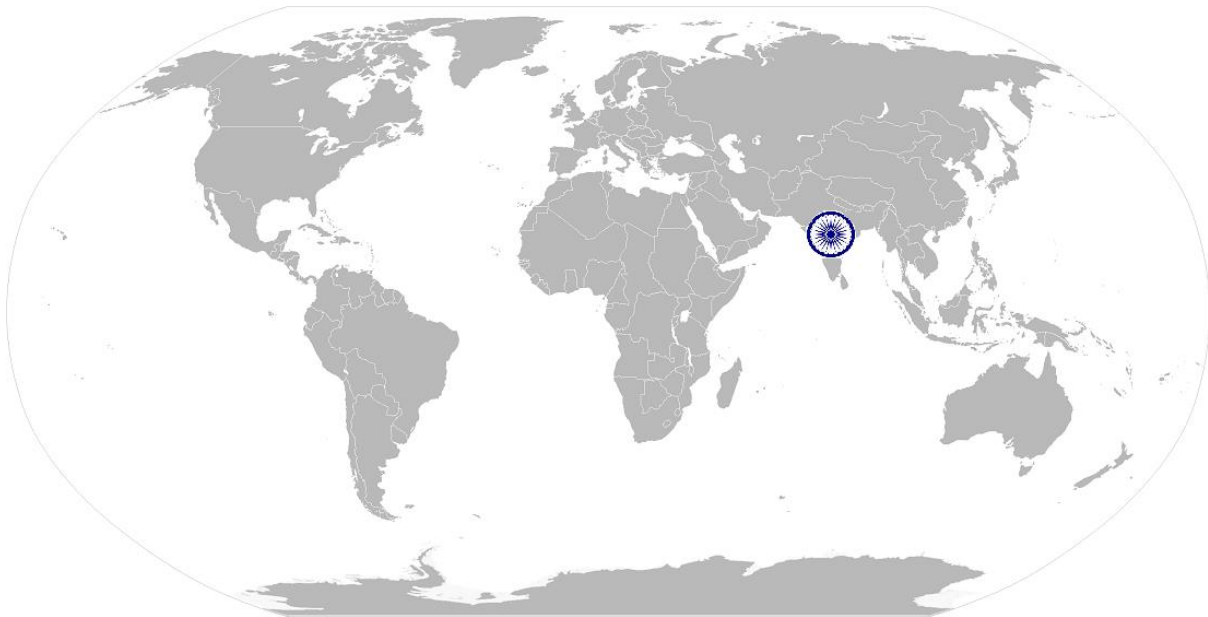
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NOS Code	ASC/N3404		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	2/07/13
Industry Sub-sector	Manufacturing	Last reviewed on	20/07/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15

ASC/N3405

Coordinate with the Die Setter during die setting operation

National Occupational Standard



Overview

This unit is about supporting and coordinating with the Die Setter during die setting operation

ASC/N3405

Coordinate with the Die Setter during die setting operation

National Occupational Standard

Unit Code	ASC/N3405
Unit Title (Task)	Coordinate with the die setter during die setting operation
Description	This NOS is regarding supporting and coordinating with the Die Setter during die setting operation
Scope	<p>The Press shop operator will be responsible for</p> <ul style="list-style-type: none"> Coordinating with die setters for adjusting the die and recalibration <p>The role holder will interact with the Assembly line, Tool & Die Room, and Maintenance team</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Coordinate with Die Setter during die setting operations	<p>PC1. Coordinate with the Die Setter during die setting operation</p> <p>PC2. Over see die setting to ensure loading/ unloading of dies and program setting on presses is as per the product specifications required</p> <p>PC3. Follow up with the Die Setter in case of problems/ inability of die to meet the required specifications</p> <p>PC4. Check if re-calibration/ revalidation is necessary in consultation with the supervisors</p> <p>PC5. Co-ordinate preservation procedure for the dies removed from the machine before racking/ storing</p>
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/ Organisation 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 dies used by the company</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of pressing processes</p> <p>KB2. dies used, die setting and their working in pressing operations</p> <p>KB3. knowledge of cushion setting, clearance height settings, etc. as per output specifications</p> <p>KB4. knowledge of safety precautions to be taken for all types of press shop operations</p>
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/	Writing skills

ASC/N3405

Coordinate with the Die Setter during die setting operation

Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations SA2. write in at least one language
	Reading skills
	The user/individual on the job needs to know and understand how to: SA3. read and interpret workplace related documentation SA4. read and interpret symbols given on equipment and work area SA5. read equipment manuals and process documents to understand the equipments and processes better
	Oral Communication (Listening and Speaking skills)
	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 die setter/ 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. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how to: SB1. judge when to ask for help from a superior
	Plan and Organise
	The user/individual on the job needs know and understand how to: SB2. plan and organize the activities/ work allocated by supervisor
	Problem solving
	The user/individual on the job needs to know and understand how to: SB3. refer problems outside area of responsibility to appropriate person
	Analytical thinking
	The user/individual on the job needs to know and understand how to: SB4. analyse the complexity of work to determine if it can be successfully carried out SB5. co relate the type of job output required with the press shop process/ methodology to be used
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB6. use common sense and make judgments during day to day basis SB7. use reasoning skills to identify and resolve basic problems

ASC/N3405

Coordinate with the Die Setter during die setting operation

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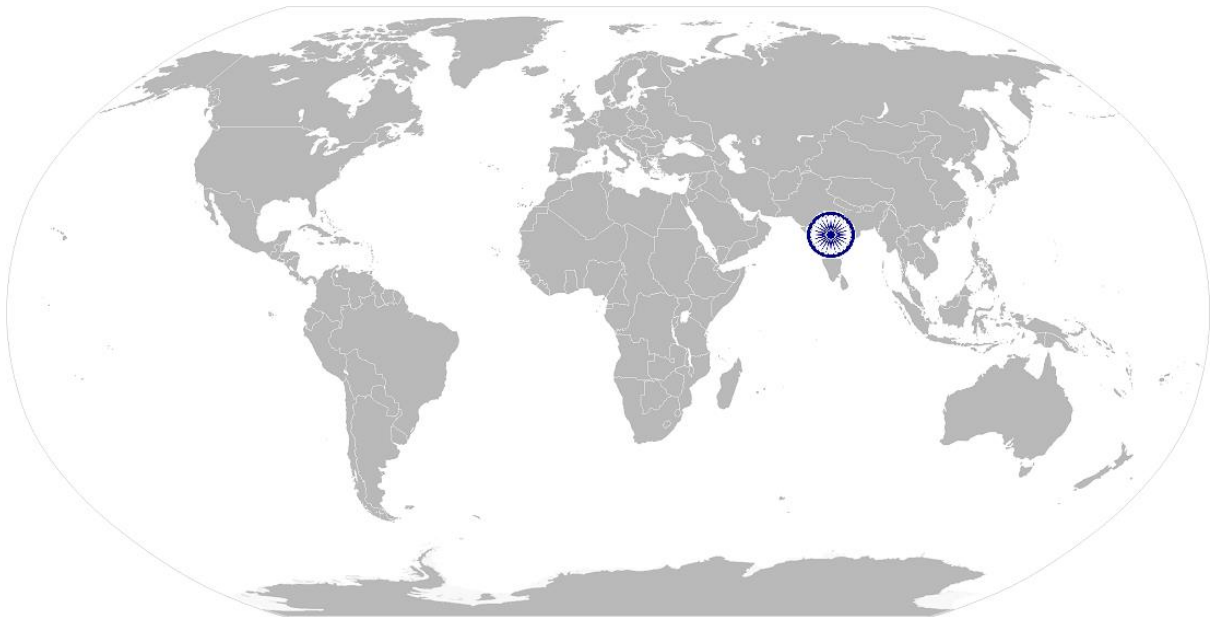
NOS Code	ASC/N3405		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	2/07/13
Industry Sub-sector	Manufacturing	Last reviewed on	20/07/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0021

Maintain 5S at the work premises

National Occupational Standards



Overview

This unit is about cleaning and maintaining the equipment on a regular basis to prevent any breakdown or improper quality of work output

ASC/N0021

Maintain 5S at the work premises

National Occupational Standard

Unit Code	ASC/N 0021
Unit Title (Task)	Maintain 5S at the work premises
Description	This NOS is about systematically arranging the equipments in proper area, cleaning the process equipment & auxiliaries on a regular basis and doing basic level maintenance of the equipment, recording any problems related to equipment working
Scope	<p>The Press shop operator will be responsible for</p> <ul style="list-style-type: none"> Storing equipment in proper condition Regular cleaning of the equipment and work area Conduct regular preventive maintenance of the equipment <p>The role holder will interact with the Assembly line, Tool & Die Room, Maintenance team and material management team</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Storing equipment in proper condition	<p>PC1. Arrange all equipments in a proper order as indicated in the equipment manual</p> <p>PC2. Store equipment auxiliaries and spare parts in proper designated areas</p> <p>PC3. Clearly tag process related equipment parts/ spare parts as per part number or serial number so that sorting of equipments becomes easy</p> <p>PC4. Cover equipments so that there is limited dust collection and moisture contact</p>
Regular cleaning of the equipments and work area	<p>PC5. Regularly clean the equipments and process auxiliaries to remove any dust, moisture, waste material which would have got collected on the equipment</p> <p>PC6. Regularly open the equipment and clean the internal parts of the equipment</p> <p>PC7. Regularly clean the working area under the process and create a healthy, clean and safe working environment</p>
Conduct regular preventive maintenance of equipments	<p>PC8. Check the working of all bearing, rollers, shafts etc and oil all moving parts of the equipment on a periodic basis</p> <p>PC9. Check the working of non moving parts and periodically conduct preventive maintenance to prevent machine failure</p> <p>PC10. Periodically check the equipment calibration and report any errors to the maintenance teams for rectification</p>
Recording observations and preparing MIS	PC11. Prepare periodic log sheets of equipment maintenance dates, maintenance schedules and maintenance activity conducted on the equipment
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organizational	The user/individual on the job needs to know and understand:

ASC/N0021

Maintain 5S at the work premises

Context (Knowledge of the company / organization and its processes)	KA1. relevant standards and procedures followed in the company for the process of maintenance and equipment storage KA2. functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. basic level maintenance and cleaning techniques KB2. various solvents, chemicals, lubricants etc used during the maintenance processes KB3. procedure for arranging the equipments and spare parts in the prescribed manner including tagging and numbering of machine parts & spares KB4. Safety precautions to be taken during cleaning and maintenance Activities
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. note equipment part codes, name tags etc in the prescribed formats and records for the same SA2. note observations related to equipment performance, breakdown, cleaning and maintenance schedules etc in the prescribed MIS format
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. read equipment manuals and process documents to understand the equipment and processes better SA4. read instructions especially safety instructions related to equipment cleaning and maintenance
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. discuss task lists and job requirements with co-workers SA6. effectively communicate information to team members SA7. listen and analyse any noise and vibrations in the equipment and report the same to the maintenance team for preventive action SA8. attentively listen with full attention and comprehend the information given by the speaker
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. plan and organize the work order and jobs received from the Operator SB2. organize all process/ equipment manuals so that sorting/ accessing information is easy as per the part/ machine number in

ASC/N0021

Maintain 5S at the work premises

	the specified format in the designated area
	Critical Thinking and Judgement
	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

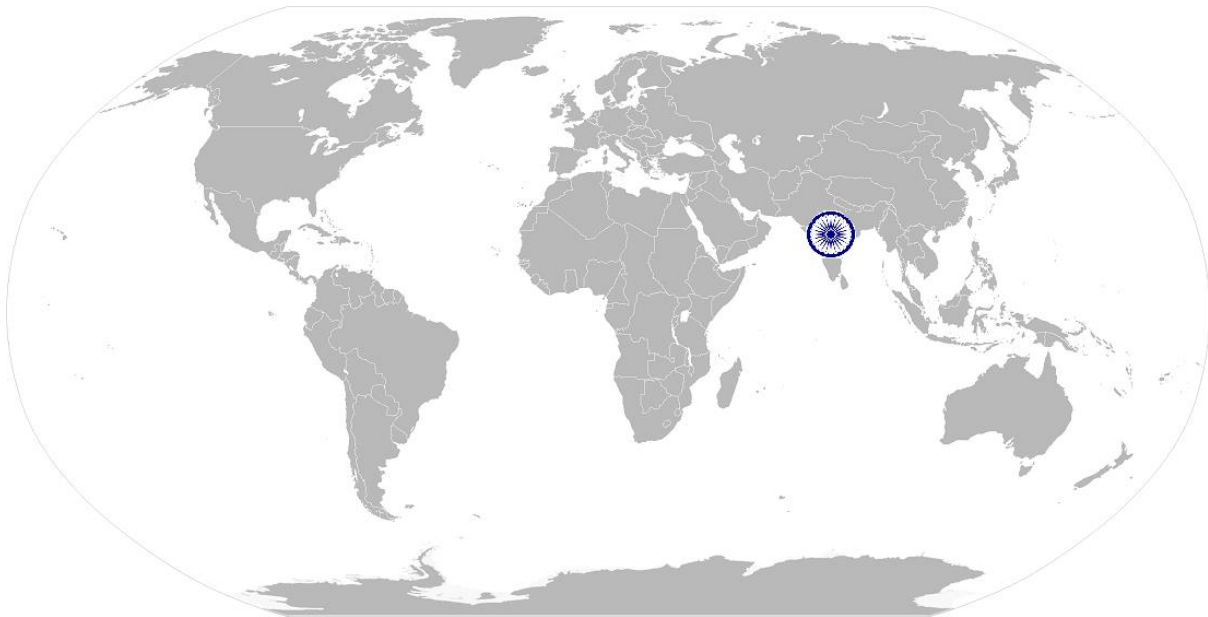
NOS Version Control

NOS Code	ASC/N0021		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/7/2013
Industry Sub-sector	Manufacturing	Last reviewed on	24/7/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15

ASC/N0006

Maintain a safe and healthy working environment

National Occupational Standards



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/N 0006
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"> identifying and reporting of risks creating and sustaining a safe, clean and environment friendly work place <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
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>
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 equipments</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 Equipments (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

ASC/N0006

Maintain a safe and healthy working environment

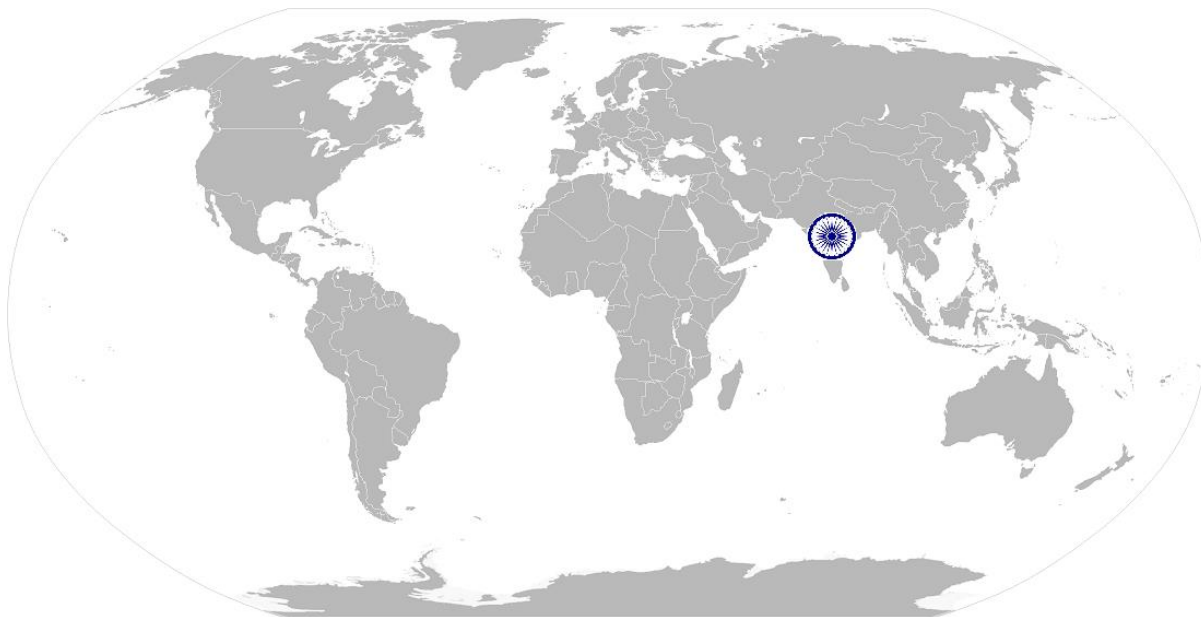
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company KA2. emergency handling procedures & hierarchy for escalation
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. basic knowledge of Safety procedures(fire fighting, first aid) within the organization KB2. basic knowledge of various types of PPEs and their usage KB3. basic knowledge of risks 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
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations
	Reading Skills
	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
	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	Judgmental Thinking
	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

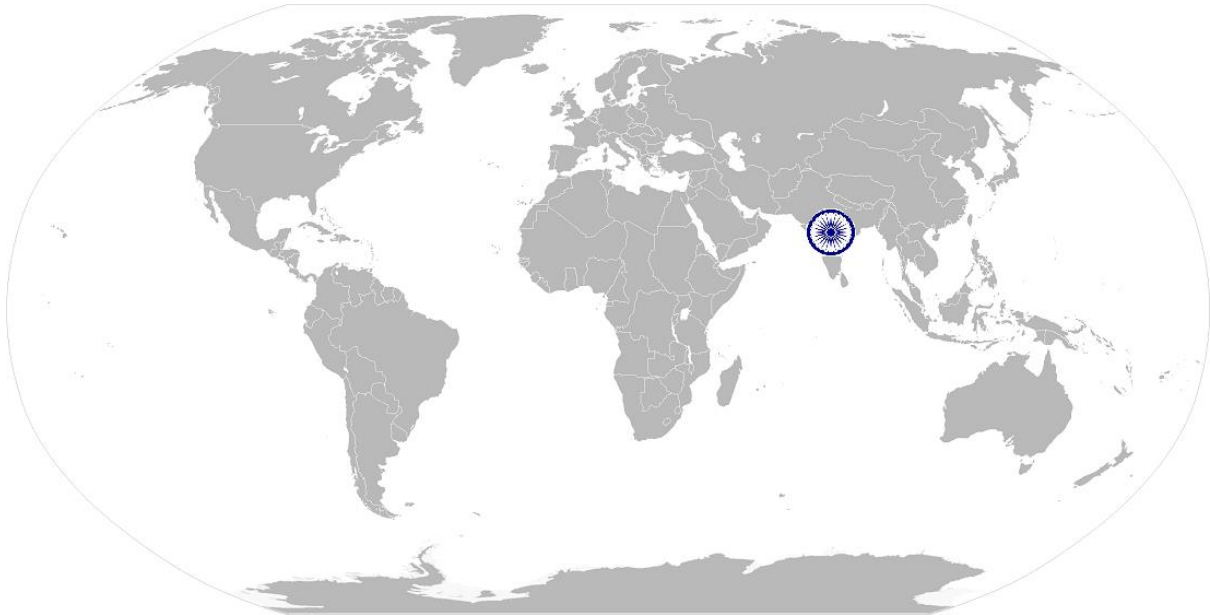
NOS Code	ASC/N0006		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/7/2013
Industry Sub-sector	Manufacturing	Last reviewed on	24/7/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0008

Conduct regular cleaning and maintenance of the equipment

National Occupational Standard



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/N0008

Conduct regular cleaning and maintenance of the equipment

National Occupational Standard

Unit Code	ASC/N 0008
Unit Title (Task)	Conduct regular cleaning and maintenance of the equipment
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"> Ensure sorting, streamlining & organizing, storage and documentation, cleaning, standardization and sustenance across the plant and office premises of the organization
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 & 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 labeled 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 labeling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p>

ASC/N0008

Conduct regular cleaning and maintenance of the equipment

	PC13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions
Ensure cleaning of self and the work place	PC14. Check whether safety glasses are clean and in good condition PC15. Keep all outside surfaces of recycling containers are clean 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 PC17. Check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up PC18. Ensure workbenches and work surfaces are clean and in good condition PC19. Follow the cleaning schedule for the lighting system to ensure proper illumination PC20. Store the cleaning material and equipment in the correct location and in good condition PC21. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene
Ensure sustenance	PC1. Follow the daily cleaning standards and schedules to create a clean working environment PC2. Attend all training programs for employees on 5 S PC3. Support the team during the audit of 5 S PC4. Participate actively in employee work groups on 5S and encourage team members for active participation PC5. 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
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant standards, procedures and policies related to 5S followed in the company
B. Technical Knowledge	The user/individual on the job needs to : KB5. have basic knowledge of 5S procedures KB6. know various types 5s practices followed in various areas KB7. understand the 5S checklists provided in the department/ team KB8. have skills to identify useful & non useful items KB9. have knowledge of labels , signs & colours used as indicators KB10. Have knowledge on how to sort and store various types of tools, equipment, material etc. KB11. know , how to identify various types of waste products KB12. understand the impact of waste/ dirt/ dust/unwanted

ASC/N0008

Conduct regular cleaning and maintenance of the equipment

	<p>substances on the process/ environment/ machinery/ human body</p> <p>KB13. have knowledge of best ways of cleaning & waste disposal</p> <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>
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking skills)
	<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. Professional Skills	Judgmental Thinking
	<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>
	Persuasion
	<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>
	Creativity

ASC/N0008

Conduct regular cleaning and maintenance of the equipment

	<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>
	<p>Self –Discipline</p> <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& 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>

NOS Version Control

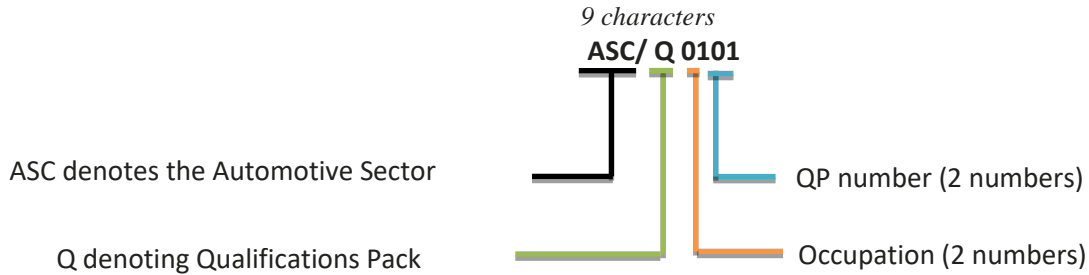
NOS Code	ASC/N0008		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	1/03/2014
Industry Sub-sector	Manufacturing/ R&D	Last reviewed on	15/03/2014
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15

Qualification pack for Press Shop Operator

Annexure

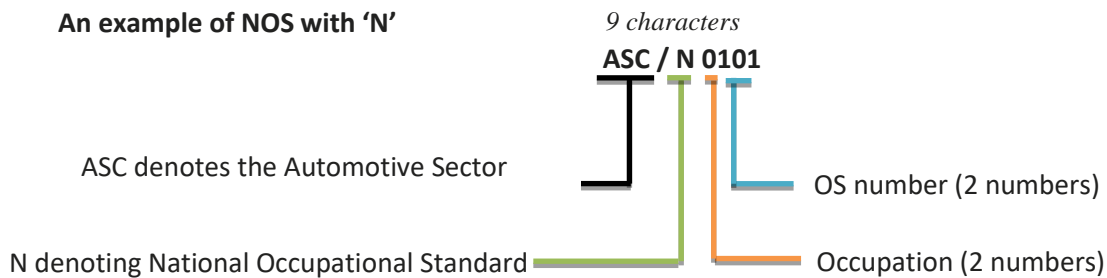
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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Qualification pack for Press Shop Operator

The following acronyms/ codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Manufacturing	31 - 45 & 61 - 68
Research & Development	81 - 84
Sales & Service	01 - 21
Road Transportation	96 - 97

Sequence	Description	Example
Three letters	Automotive	ASC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	10
Next two numbers	OS number	12

Qualification pack for Press Shop Operator

Criteria for assessment of Trainees

JOB ROLE	Press Shop Operator L4
Qualification Pack	ASC/Q 3402
No. Of NOS	4 Role specific ,3 generic

Guidelines for Assessment

1. Assessment to be conducted by ASDC as per competency output defined in the NOS/QP and the assessment criteria provided in the NOS/QP.
2. Assessment to be carried out by a third party Assessment Body duly affiliated to the SSC.
3. ASDC assessments will be comprehensive and cover all aspects of acquired knowledge, practical skills and also basic ability to communicate. Accordingly, evaluation process would include:
 - i. Theory/Knowledge test
 - ii. Practical demonstration test
 - iii. Face to Face
4. Theory/Knowledge assessment will be carried out on line through a link provided for each assessment that generates a random paper from a bank of questions available at the back end.
 - On line test would be conducted in the presence of an ASDC assessor till web enabled proctoring is deployed.
5. ASDC assessor would be conducting Practical and Viva as per the criteria provided in the NOS/QP.
6. Cut off criteria for certification (Marks obtained in %):70%

Compulsory NOS				Marks Allocation	
Total Marks: 700				Theory	Skills Practical
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of		
ASC/N3402 Understand job requirements and related processes and equipment	PC1.understand the work order (work output) required from the process and discuss the same with the operator	100	17	5	12
	PC2.refer all engineering drawings and sketches related to the work output to understand the measurement and shape of the required work output		17	5	12
	PC3.clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors		16	5	11
	PC4.refer the queries to the Operator if they cannot be resolved by the Assistant Press shop operator on own		16	5	11
	PC5.obtain help or advice from specialist if the problem is outside his/her area of competence or experience		17	5	12
	PC6.confirm self- understanding to the Operator once the query is resolved so that all doubts & queries can be resolved before the actual process execution		17	5	12

Qualification pack for Press Shop Operator

		Total	100	25	75
ASC/N3403 Prepare the machine and load the raw materials, tools, bins, etc.	PC1.barricade the complete press working area before die changeover	100	10	3	7
	PC2.check accuracy of inputs to control panel		10	3	7
	PC3.check readiness of press for starting operations		10	3	7
	PC4.check sheet metal coils and return if quality parameters not adhered to		10	3	7
	PC5.check visual/manual while feeding the data and ensure accuracy of the same as per product specifications		10	3	7
	PC6.check process parameters and product specifications as per the control panel and record observations as required		10	3	7
	PC7.follow reaction plan in any abnormal situations as given in the control panel		10	3	7
	PC8.oversee loading of coils/ blanks on the press line and unloading of the work pieces by the Helper		10	3	7
	PC9.ensure no damage is done to the work pieces during loading/ unloading operations		10	3	7
	PC10.ensure application of rust preventive if so indicated		10	3	7
	Total		100	30	70
ASC/N3404 Undertake press operations and run the press line at optimum efficiency	PC1.setting up and initiation of the press machine	100	10	3	7
	PC2.operating the press machine and ensuing conformance to output/ product specifications		10	3	7
	PC3.pressing operations including blanking, drawing, etc. and monitor and oversee the same		10	3	7
	PC4.product specifications and verify that machine setups conform to specifications		10	3	7
	PC5.observe operations to detect machine malfunctions		10	3	7
	PC6.checking press parts visually and keeping press parts in designated bins/ racks		10	3	7
	PC7.monitoring press operations and recording operational data as per the frequency in the control panel		10	3	7
	PC8.understand the reaction plan in control panel for emergency/ abnormal situations		10	3	7

Qualification pack for Press Shop Operator

	PC9.understand the relevance of first and last piece observations to co-ordinate die-maintenance		10	3	7
	PC10.assist the Supervisor in all aspects of the job to ensure that the press line runs at maximum efficiency		10	3	7
		Total	100	25	75
ASC/N3405 Coordinate with the die setter during die setting operation	PC1.coordinate with the Die Setter during die setting operation	100	20	6	14
	PC2.over see die setting to ensure loading/unloading of dies and program setting on presses is as per the product specifications required		20	6	14
	PC3.follow up with the Die Setter in case of problems/ inability of die to meet the required specifications		20	6	14
	PC4.check if re-calibration/ revalidation is necessary in consultation with the supervisors		20	6	14
	PC5.co-ordinate preservation procedure for the dies removed from the machine before racking/storing		20	6	14
		Total	100	25	75
ASC/N0021 Maintaining 5S in the work premises	PC1.follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.	100	4	1	3
	PC2.ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions		4	1	3
	PC3.follow the technique of waste disposal and waste storage in the proper bins as per SOP		4	1	3
	PC4.segregate the items which are labelled as red tag items for the process area and keep them in the correct places		4	1	3
	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		4	1	3
	PC6.ensure that areas of material storage areas are not overflowing		4	1	3
	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		4	1	3

Qualification pack for Press Shop Operator

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	4	1	3
PC9.follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards	4	1	3
PC10.follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists	4	1	3
PC11.check that the items in the respective areas have been identified as broken or damaged	4	1	3
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.	4	1	3
PC13.make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions	4	1	3
PC14.ceck whether safety glasses are clean and in good condition	4	1	3
PC15.keep all outside surfaces of recycling containers are clean	4	1	3
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	4	1	3
PC17.Check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up	4	1	3
Pc18.ensure workbenches and work surfaces are clean and in good condition	4	1	3
PC19.follow the cleaning schedule for the lighting system to ensure proper illumination	4	1	3
PC20.store the cleaning material and equipment in the correct location and in good condition	4	1	3
PC21.ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene	4	1	3
PC22.follow the daily cleaning standards and schedules to create a clean working environment	4	1	3

Qualification pack for Press Shop Operator

	PC23.attend all training programs for employees on 5 S		2.5	0.5	2
	Pc24.support the team during the audit of 5 S		4	1	3
	PC25.participate actively in employee work groups on 5S and encourage team members for active participation		2.5	0.5	2
	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		3	1	2
		Total	100	25	75
ASC/N0006 Maintain a safe and healthy working environment	PC1.identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise	100	9	3	6
	PC2.inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc		8	2	6
	PC3.inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations		8	2	6
	PC4.create awareness amongst other by sharing information on the identified risks		6	1	5
	PC5.ollow the instructions given on the equipment manual describing the operating process of the equipments		10	3	7
	PC6.follow the Safety, Health and Environment related practices developed by the organization		11	3	8
	PC7.operate the machine using the recommended Personal Protective Equipments (PPE)		11	3	8
	PC8.aintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc		10	2	8
	PC9.maintain high standards of personal hygiene at the work place		9	2	7
	PC10.ensure that the waste disposal is done in the designated area and manner as per organization SOP.		11	3	8
	PC11.nform 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		7	1	6
	TOTAL		100	25	75

Qualification pack for Press Shop Operator

ASC/N0008 Conduct regular cleaning and maintenance of the equipment	PC1.arrange all equipment in a proper order as indicated in the equipment manual	100	10	2	8
	PC2.store equipment auxiliaries and spare parts in proper designated areas		10	2	8
	PC3.clearly tag process related equipment parts/ spare parts as per part number or serial number so that sorting of equipment becomes easy		9	2	7
	PC4.cover equipment so that there is limited dust collection and moisture contact		8	1	7
	PC5.regularly clean the equipment and process auxiliaries to remove any dust, moisture, waste material which would have got collected on the equipment		10	2	8
	PC6.regularly open the equipment and clean the internal parts of the equipment		9	2	7
	PC7.regularly clean the working area under the process and create a healthy, clean and safe working environment		9	2	7
	PC8.check the working of all bearing, rollers, shafts etc. and oil all moving parts of the equipment on a periodic basis		9	2	7
	PC9.check the working of non-moving parts and periodically conduct preventive maintenance to prevent machine failure		9	2	7
	PC10.periodically check the equipment calibration and report any errors to the maintenance teams for rectification		9	2	7
	Pc11.prepare periodic log sheets of equipment maintenance dates, maintenance schedules and maintenance activity conducted on the equipment		8	1	7
TOTAL MARKS		700	100	20	80