

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 Shift In charge

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING

OCCUPATION: SHEET METAL PRESSING

JOB ROLE: PRESS SHOP LINE IN CHARGE

REFERENCE ID: ASC Q/3405

Press Shop Line In Charge: Also known as line leader/ team leader, this role is similar for all types of Sheet metal pressing operations

Brief Job Description: This role is responsible for managing the metal pressing and sheeting activities in a line/ shift to create well-formed sheet metal components for automobile frames and auto components using manual, hydraulic or pneumatic presses, defining and maintaining process parameters, conducting quality checks on output product, deploying manpower as per requirement and maintaining records related to production, rejections, material movement and manpower productivity for a line/shift

Personal Attributes: Technical knowledge of pressing and metallurgy, Reading, writing and communication skills, ability to plan and prioritize, quality consciousness, analytical thinking, sensitivity to problem solving, quick decision making, safety orientation, dexterity and high precision, ability to use internal ERP systems (if existing), managing teams, grievance management, listening skills, ability to train team members

Qualifications Pack Code	ASC/Q 3405		
Job Role	Press Shop line In charge		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/11/2013
Sub-sector	Manufacturing	Last reviewed on	28/11/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15
NSQC Clearance on	05/08/15		

Job Role	Press Shop Line In charge
Role Description	The role is responsible for supervising the various Press Shop processes like centring, blanking, deep drawing, shearing, piercing, flanging and finishing used for creating Auto Component covers & bases as well as vehicle frames, setting parameters for press operations and managing operations for a line or a shift to fulfil the production plan as shared with the team
NSQF level	6
Minimum Educational Qualifications	Diploma in Mechanical Engineering
Maximum Educational Qualifications	B.E/B.Tech
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> • Latest Press shop machines and techniques available in the market • 5S and Safety aspects • Problem Solving Techniques • Quality Management Systems • Team Management skills • IT and ERP awareness
Minimum Job Entry Age	<p>1 ASDC recommends that candidates should seek full 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	Press Shop Experience: 12- 15 years (ITI Background), 3-4 year (diploma background) and 1-2 years (B.E)
Occupational Standards (OS)	<ol style="list-style-type: none"> 1. ASC/N3411: Manage various press shop operations like centring, blanking, deep drawing, piercing, flanging and finishing, set press machine and train the team. 2. ASC/N0016: Understand process requirements, ensuring process implementation and suggest process improvements 3. ASC/N0017: Manage and analyze production related operations of the shift/ line on a day to day basis 4. ASC/N0018: Finalize and manage the team on the line/ shift on a day to day basis 5. ASC/N0006: Maintain a safe and healthy working environment 6. ASC/N0022: Ensure implementation of 5S activities at the shop floor and the office area <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant NOS units

Definitions

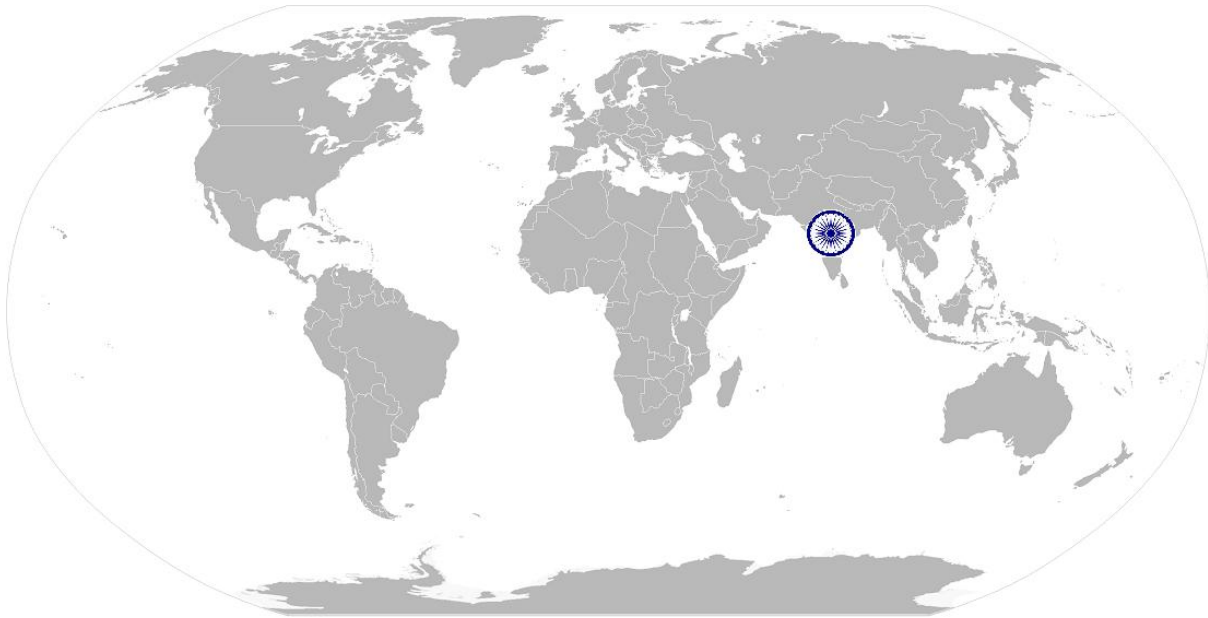
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable 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)
NSQF	National Skills Qualifications Framework
OEM	Original Equipment Manufacturer
OS	Occupational Standard(s)
QP	Qualifications Pack

ASC/N3411

Manage various press shop operations like centring, blanking, deep drawing, piercing, flanging and finishing, set press machine and train the team

National Occupational Standards



Overview

This unit is about supervising the various press shop operations like centring, blanking, deep drawing, piercing, flanging and finishing to create the required work pieces as per the given work orders

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Manage various press shop operations like centring, blanking, deep drawing, piercing, flanging and finishing, set press machine and train the team

National Occupational Standard

Unit Code	ASC/N3411
Unit Title (Task)	Manage various press shop operations like centring, blanking, deep drawing, piercing, flanging and finishing, set press machine and train the team.
Description	This NOS is about managing end to end operations to ensure that the final products manufactured by Press shop team is as per the quality and production norms set by the organization
Scope	<p>The Press shop line/ shift in charge will be responsible for</p> <ul style="list-style-type: none"> managing end to end pressing operations in the shift setting the machine operating parameters and operating process training team members on the process <p>The job holder will cover all types of pressing methods to manufacture Auto components like doors, frames and other components. The role holder will interact with the assembly line, paint shop, weld shop, maintenance team, HR, quality management and material management team</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Press Shop line/ shift operations	<p>PC1. Understand the process to be conducted along with parameters like application pressure, die setting, die drop time, press weight etc.</p> <p>PC2. Understand the type of pressing process along with the machine involved in the process</p> <p>PC3. Ensure that the Press Shop Operators and helpers have fully understood the job/task mentioned in the work order</p> <p>PC4. Address all queries shared by the team are resolved by the supervisor and queries beyond the scope of the supervisor are highlighted to the concerned team</p> <p>PC5. Ensure that the press machine operators have selected the right drawings and sketches to enable them to join the required parts as mentioned in the Work Instructions</p> <p>PC6. Check for material availability in the stores for the press shop as per the production plan shared for the shift/ day and escalated issues if required</p> <p>PC7. Ensure that the die setting is checked before each pressing process sequence and at the end of each pressing sequence so that any change in die performance parameters can be immediately detected and suitable action be taken by the team</p> <p>PC8. Ensure that minimal time is spent by the team in die setting and die changing. Ensure a readily available die setting kit is present at the shop floor during press operations</p> <p>PC9. Ensure that the team periodically checks the die clamp/ die</p>

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Manage various press shop operations like centring, blanking, deep drawing, piercing, flanging and finishing, set press machine and train the team

	<p>holder, counterbalance, press stroke, braking system etc. as per instructions given in the work instruction/ control plan</p> <p>PC10. Ensure that the die and the work piece are secure and are aligned to each other</p> <p>PC11. Ensure that the press shop operators selects the correct die as required by the process and that the die setting parameters are selected as mentioned in the Work Instructions/ Control Plan</p> <p>PC12. Ensure availability of various types of marking and measuring tools required during operations</p> <p>PC13. Ensure that all the marking and measuring tools are calibrated as per the schedule and the operator has selected the right kind of cutting tools and striking tools for the pressing operations and the correct bending force is applied while using bender machine on the sheets to minimise damage to the work pieces</p> <p>PC14. Ensure that the operator regularly cleans various machine parts for lubrication and surface properties as per the maintenance check list</p> <p>PC15. In case process changes are required, ensure that the settings are modified by the supervisor or the machine setter</p> <p>PC16. Monitor the process parameters which are noted by the press operator in the observation log sheet and check for conformance with the parameters</p> <p>PC17. Observe and analyse any irregularity in the pressing process and take preventive steps so that the overall quality of the output is as per the desired standards</p> <p>PC18. Ensure that the first piece and the final pressed piece (blank and sheet) in the manufacturing process are checked for quality conformance and carry out a 100% inspection of output parts</p> <p>PC19. Check for any side and surface cracks, chipped edges etc. to determine flaws in the pressing operations</p> <p>PC20. Verify the product tagging used by the operator and ensure that the storage of produced goods is as per the SOPs/ Work Instructions and that the pressed parts are kept in designated bins/racks</p> <p>PC21. Ensure that the operator and helper are using the required Personal Protective Equipment like gloves, ear plugs, safety shields, masks etc. at the time of conducting the pressing process</p> <p>PC22. Coordinate with various functions like material management etc. to ensure communication of required information and resolution of queries to make sure that work pieces movement on the shop floor conforms to the TAT time prescribed in the SOPs</p>
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:

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Context (Knowledge of the company / organization and its processes)	KA1. relevant manufacturing standards and procedures followed in the company KA2. different types of products manufactured by the company KA3. functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution KA4. quality norms and standards prescribed in the Quality Manual by the organization for pressing KA5. 5S and Safety norms practiced in the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of pressing processes and associated equipment KB2. working of hydraulic and mechanical presses KB3. 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 KB4. cushion setting, clearance height settings, etc. as per output specifications for pressing KB5. different sheet metal gauge and tolerance values KB6. different types of die and die setting process KB7. pressing process defects and related impact on the performance KB8. the methods of using instruments like vernier callipers, micrometres, rulers and other inspection tools KB9. basic laws of physics related to force, displacement, metal deformation KB10. the methods of using measuring and marking tools like T Squares, dividers, scribes, rulers etc. KB11. various national and international sheet pressing standards used by the automotive sector in India KB12. how to read and interpret sketches and engineering drawings KB13. how to visually represent the final product output and hence decide on the key steps to be followed for sheet metal pressing KB14. metallurgical properties of metal sheets KB15. various problems solving tools like 7QC, Why Analysis, Brain storming KB16. potential health and safety hazards and related Safety precautions to be undertaken during the pressing process
Skills (S)w.r.t. the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing and reading skills The user/ individual on the job needs to know and understand how to: SA1. create first level process manuals, Control Plans, Work Instructions in a manner that the operators can easily understand the process requirements and process steps SA2. create small notes/ work documents/ diagrams for supervisors

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	<p>, operators and helpers to help them understand the process</p> <p>SA3. use emails and other business correspondence methods (internal memos, circular etc.) for communicating with other team members/ vendors/ suppliers etc.</p> <p>SA4. read equipment manuals and process documents given by the equipment supplier to understand the equipment and processes better</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. discuss task lists, schedules, and work-loads with the operative team members</p> <p>SA6. effectively explain supervisors, operators and helpers about equipment operations, process steps and other operational requirements</p> <p>SA7. answer the queries raised by the operative team as well as intercompany departments</p> <p>SA8. effectively communicate with the operators and helpers and make them aware of work expectations, targets, policies, processes etc.</p> <p>SA9. attentively listen with full attention on the queries and grievances raised by the operative team and comprehend the information given by the speaker</p>
B. Professional Skills	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. break the problem into smaller issues and tasks to arrive at a solution</p> <p>SB2. understand inter process relationship and establish relationship between various parts of the problem</p> <p>SB3. leverage experience to find effective solutions to problems</p> <p>SB4. use basic analytical tools to arrive at solutions</p>
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. plan, organize and prioritize the work order and jobs received from the production manager</p> <p>SB6. manage the schedule plan for the operators and helpers on the line/shift</p> <p>SB7. validate all process/ equipment manuals so that the final process selected is correct</p> <p>SB8. organize information, tools, manuals etc. on the shop floor so that sorting becomes easy</p> <p>SB9. reorganize resources on the line/ shift in case of change of plans</p>
	<p>Judgment and Critical Thinking</p>

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	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. use common sense and make judgments during day to day basis</p> <p>SB11. use reasoning skills to identify and resolve problems</p> <p>SB12. use intuition to detect any potential problems which could arise during operations</p>
	<p>Ownership</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. accept additional responsibility for self and the team</p> <p>SB14. encourage self and other to take greater responsibilities</p> <p>SB15. ensure that the work allocated to the team is completed as per timelines and quality norms</p> <p>SB16. identify obstacles and bottlenecks in the process and on own find basic level solutions for removing these obstacles</p>
	<p>Quality Consciousness</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB17. identify defective parts in the manufacturing line by comparing manufactured pieces with the work standard</p> <p>SB18. link the defect observed with the overall impact on the performance of the component/ automobile</p> <p>SB19. support and contribute in monitoring and delivering high quality output from self and others</p> <p>SB20. train team members on maintaining quality standards set by the organization</p>
	<p>Decision making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB21. use previous experience in resolving problems and taking decisions</p> <p>SB22. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization</p>
	<p>Out of Box thinking</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB23. Familiarise with leading practices available in the market</p> <p>SB24. Think independently on new approaches to manufacturing process, material management, data management and team management</p> <p>SB25. Represent any new ideas/ approaches on process improvement and productivity improvement to the seniors in the team</p>

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NOS Version Control

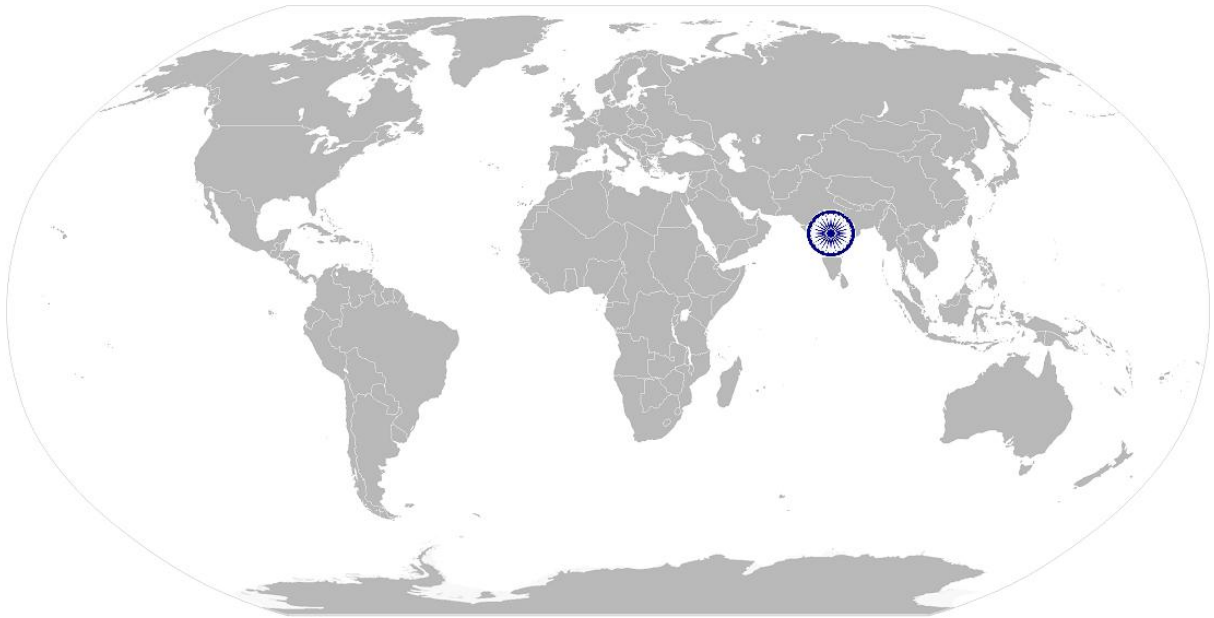
NOS Code	ASC/N3411		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	28/11/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0016

Understand process requirements, ensure implementation and suggest process improvements

National Occupational Standard



Overview

This unit is about the understanding all the required processes, creating first level process documents, training operators on the process, ensuring process implementation and providing basic inputs for improvement

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Understand process requirements, ensure implementation and suggest process improvements

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Unit Code	ASC /N0016
Unit Title (Task)	Understand process requirements, ensuring implementation & suggest process improvements
Description	This NOS is about understanding for the required processes, drafting first level process manuals, ensuring implementation of processes and providing inputs for process improvement through deploying different tools/ participating in problem analysis
Scope	<p>The role will be responsible for</p> <ul style="list-style-type: none"> • understanding the required processes and ensuring implementation • first level design of process improvement initiatives • implementation of initiatives on the shop floor <p>The job holder will cover all types of manufacturing processes in the automobile industry. The role holder will interact with the different manufacturing process teams, maintenance team, material management team, industrial engineering team, Quality Control & Assurance team, Safety team and HR/IR team</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding all the requisite processes in detail and ensuring implementation	<p>PC1. Display detailed understanding of all the requisite processes to be adopted for completing the work order through reading the process manuals/ Work Instructions/Standard Operating Procedures for the production job</p> <p>PC2. Ensure first level drafting of process manuals, Work Instructions, Control Plans, process flow charts to enable the team to easily understand and implement the process</p> <p>PC3. Ensure proper display of Work Instructions, Control Plans and flow charts at the correct places on the shop floor to enable timely and proper view of the documents</p> <p>PC4. Share knowledge of processes , inputs and outputs with the operators and in order to enhance their skill levels</p> <p>PC5. Maintain work flow by monitoring steps of the processes, setting variables, observing control points and equipment</p> <p>PC6. Monitor various process parameters on a regular basis and ensure compliance to agreed standards (e.g. ambient air quality, stack monitoring, water quality monitoring etc.)</p> <p>PC7. Ensuring recording and reporting procedures and systems are in place</p> <p>PC8. Facilitating corrections to malfunctions within process control points</p> <p>PC9. Ensure that all the tools and measuring instruments used on the shop floor are inspected, tested and calibrated internally/ externally as per the schedule</p> <p>PC10. Support the Shop Head/ Process Head in arranging for the requisite</p>

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Understand process requirements, ensure implementation and suggest process improvements

	<p>usage certificates for the tools and equipment as per the internal guidelines of the organization</p> <p>PC11. Ensure 5S implementation in the production line by analysing possible areas of systems and process improvements and ensure implementation of the recommended measures to address the gaps</p> <p>PC12. Ensure successful implementation of the completed Poka Yoke and kaizen on the running line</p> <p>PC13. Support the Shop Head/ Process manager in conducting first level audit of the manufacturing process on the shop floor</p>
Process Improvement	<p>PC14. Ensure optimum resource utilization and wastage reduction through process improvements, Kaizens, TQM, Poka Yoke etc. in the shift</p> <p>PC15. Provide inputs for analysis of breakdown trends and current maintenance process to identify areas for improvement to achieve cost savings and reduce breakdown timing</p> <p>PC16. Identify areas of improvement in the existing processes/systems and take measures to adhere to the identified Kaizen/ process improvement initiatives</p> <p>PC17. Ensure inputs from the line operators are considered while designing for various Poka Yoke , kaizen initiatives</p> <p>PC18. Encourage team members/ Supervisor/ operators to suggest quality improvement measures through suggestion schemes, evaluate feasibility of the ideas and discuss their implementation with seniors</p> <p>PC19. Support in analysing internal & external rejection data, planning and ensuring implementation of the corrective measures</p> <p>PC20. Ensure team has understanding of basic analytical tools like Why analysis, 7 QC tools, TQM principles to analyse various problems and design process improvement activities</p> <p>PC21. Support the Process Engineering/ Industrial Engineering team in modifications of the process flow, process/ plant layout to improve the process TAT, operational ergonomics, work quality etc.</p>
Implementation of various initiatives	<p>PC22. Take overall responsibility to ensure adherence to Safety standards by all employees and establish zero accident practice in the section</p> <p>PC23. Implement various business excellence techniques like Kaizen, 5S initiatives, etc. to enhance productivity for the plant/ shift</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 manufacturing standards and procedures followed in the company in detail</p> <p>KA2. different types of products manufactured by the company</p> <p>KA3. knowledge of functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution</p> <p>KA4. quality norms and standards prescribed in the Quality Manual by the</p>

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Understand process requirements, ensure implementation and suggest process improvements

	organization for painting KA5. 5S and Safety norms practiced in the organization
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of manufacturing processes used</p> <p>KB2. requirement of raw materials used in the process</p> <p>KB3. about tools, jigs and fixtures , their usage and maintenance methods</p> <p>KB4. how to operate the machine in both, automatic and manual mode</p> <p>KB5. basic understanding of robotics, CNC operations, data acquisitions systems, automatic recording instruments</p> <p>KB6. using engineering drawings, sketches, control plan and work instructions in the plant</p> <p>KB7. usage of various measurement tools like Vernier Calipers, Micrometres, rulers, scales, weighing machines etc.</p> <p>KB8. basic arithmetic and calculation methods</p> <p>KB9. how to handle electrical equipment and circuits, rectifiers and control panel etc.</p> <p>KB10. different types of defects which may arise due to improper manufacturing and the impact of the defect on product performance</p> <p>KB11. metallurgical and chemical properties of material involved</p> <p>KB12. how to measure the correct specifications of the output in the terms of thickness, hardness, durability, tightness, finesse etc.</p> <p>KB13. various problems solving tools like 7QC, Why Analysis, Brain storming etc.</p> <p>KB14. key areas of power consumption/ steam consumption, compressed air consumption etc.</p> <p>KB15. various data entry tools and formats used in the organization</p> <p>KB16. ability to visualize the final product output and hence decide on the key steps and parameters to be followed</p> <p>KB17. usage of various business correspondence tools like Email, MS Office tools (Word, Excel, Power Point) etc.</p> <p>KB18. about the various hazards related to various chemicals if used in the processes, the hazards involved in the process operations and usage of PPEs</p>
Skills (s) [optional]	
A. Core Skills/ Generic Skills	<p>Writing and reading skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. create first level process manuals, Control Plans, Work Instructions in an manner that the operators can easily understand the process requirements and process steps</p> <p>SA2. create small notes/ work documents/ diagrams for supervisors ,operators and helpers to help them understand the process</p> <p>SA3. use emails and other business correspondence methods (internal memos, circular etc.) for communicating with other team members/</p>

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Understand process requirements, ensure implementation and suggest process improvements

	<p>vendors/ suppliers etc.</p> <p>SA4. read equipment manuals and process documents given by the equipment supplier to understand the equipment and processes better</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. discuss task lists, schedules, and work-loads with the operative team members</p> <p>SA6. effectively explain supervisors, operators and helpers about equipment operations, process steps and other operational requirements</p> <p>SA7. answer the queries raised by the operative team as well as intercompany departments</p> <p>SA8. effectively communicate with the operators and helpers and make them aware of work expectations, targets, policies, processes etc.</p> <p>SA9. attentively listen with full attention the queries and grievances raised by the operative team and comprehend the information given by the speaker</p>
B. Professional Skills	<p>Team Leadership</p> <p>The user/individual on the job needs to know and understand how to :</p> <p>SB1. communicate effectively to the team members</p> <p>SB2. identify conflicts in the team and try to resolve them at the earliest</p> <p>SB3. interact and engage with the team members on a day to day basis</p> <p>SB4. counsel and coach the operators and help them resolve issues</p> <p>SB5. timely highlight to the management about any good work/ achievement by the operators and helpers</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. break the problem into smaller issues and tasks to arrive at a solution</p> <p>SB7. understand inter process relationship and establish relationship between various parts of the problem</p> <p>SB8. leverage experience to find effective solutions to problems</p> <p>SB9. use basic analytical tools to arrive at solutions</p>
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. plan, organize and prioritize the work order and jobs received from the production manager</p> <p>SB11. manage the schedule plan for the operators and helpers on the line/shift</p> <p>SB12. validate all process/ equipment manuals so that the final process selected is correct</p> <p>SB13. organize information, tools, manuals etc. on the shop floor so that</p>

ASC/N0016

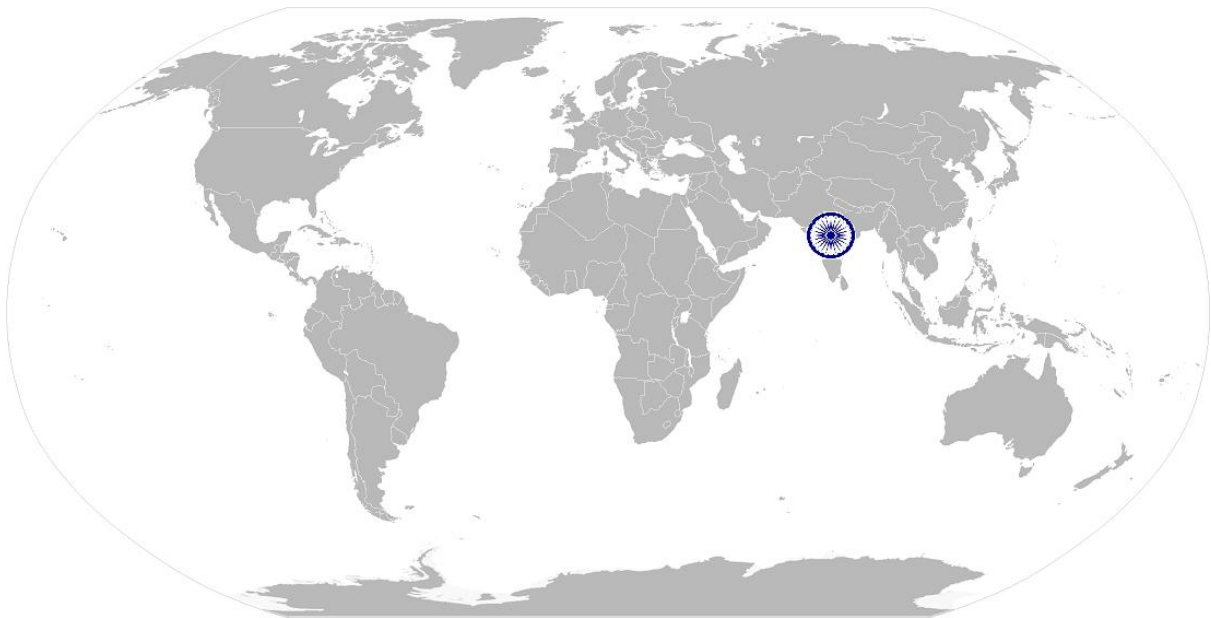
Understand process requirements, ensure implementation and suggest process improvements

	<p>sorting becomes easy</p> <p>SB14. reorganize resources on the line/ shift in case of change of plans</p>
	Judgment and Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB26. use common sense and make judgments during day to day basis</p> <p>SB27. use reasoning skills to identify and resolve problems</p> <p>SB28. use intuition to detect any potential problems which could arise during operations</p> <p>SB29. critically analyse solutions/ recommendations shared by operatives and supervisors for implementation</p>
	Ownership
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB30. accept additional responsibility for self and the team</p> <p>SB31. encourage self and other to take greater responsibilities</p> <p>SB32. ensure that the work allocated to the team is completed as per timelines and quality norms</p> <p>SB33. identify obstacles and bottlenecks in the process and on own find basic level solutions for removing these obstacles</p>
	Team Work
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB34. motivate and provide support for the team on the shop floor</p> <p>SB35. encourage collaboration between team members</p> <p>SB36. resolve team issues and grievances to manage conflicts within the team</p> <p>SB37. create an environment of approachability, trust and openness within the team</p> <p>SB38. ensure role clarity for all operators and helpers on the line/ shift</p> <p>SB39. escalate any team related issues to the concerned person at the right time</p>
	Quality Consciousness
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB40. identify defective parts in the manufacturing line by comparing manufactured pieces with the work standard</p> <p>SB41. link the defect observed with the overall impact on the performance of the component/ automobile</p> <p>SB42. support and contribute in monitoring and delivering high quality output from self and others</p> <p>SB43. train team members on maintaining quality standards set by the organization</p>
	Decision making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB44. use previous experience in resolving problems and taking decisions</p>

ASC/N0016

Understand process requirements, ensure implementation and suggest process improvements

	SB45. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization
	Out of Box thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB46. familiarise with leading practices available in the market</p> <p>SB47. think independently on new approaches to manufacturing process, material management, data management and team management</p> <p>SB48. represent any new ideas/ approaches on process improvement and productivity improvement to the seniors in the team</p>

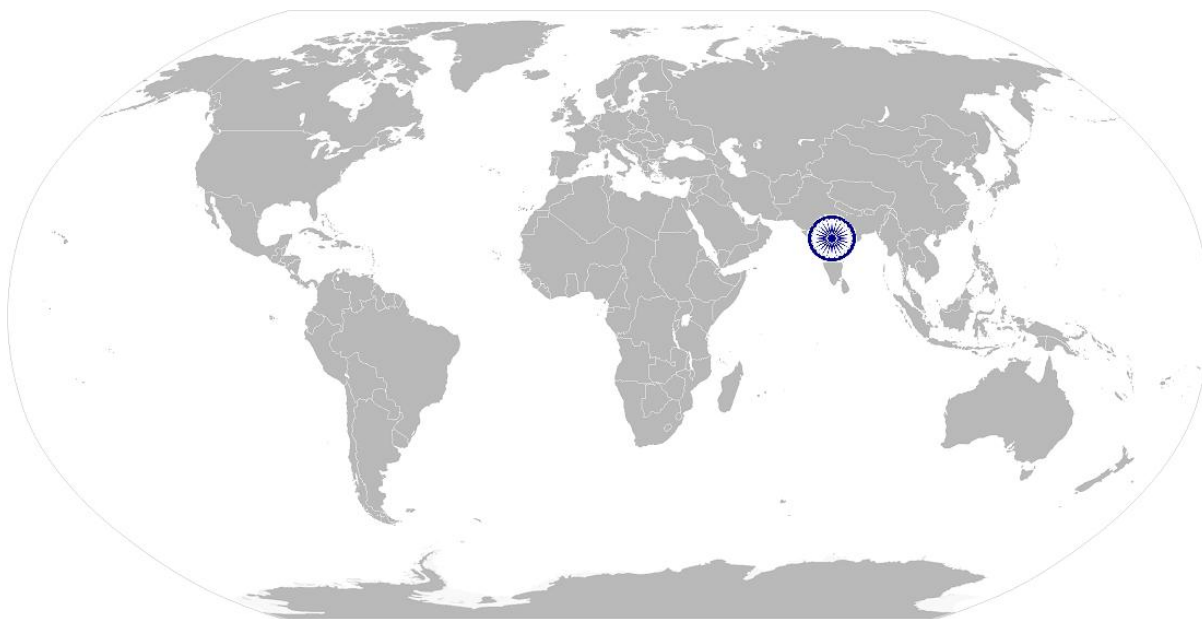


ASC/N0016

Understand process requirements, ensure implementation and suggest process improvements

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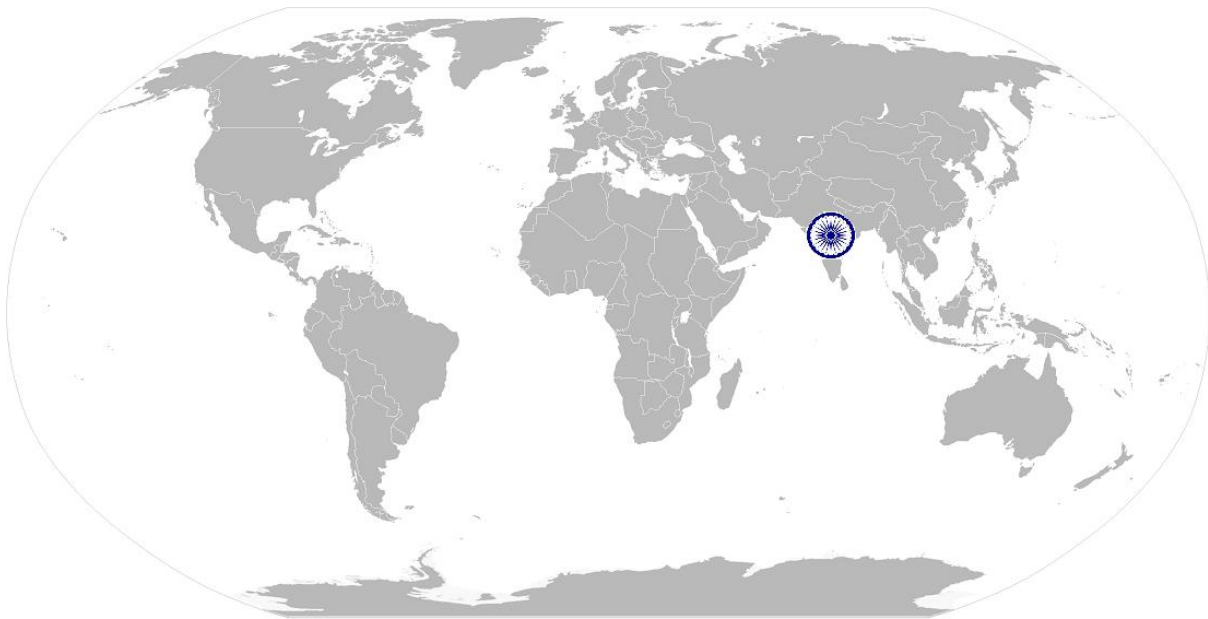
NOS Code	ASC/N0016		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	25/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	15/12/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0017

Manage and analyze production related operations of the shift/ line on a day to day basis

National Occupational Standard



Overview

This unit is about the ensuring the effective, efficient and safe production output in a shift/ process sho

ASC/N0017

Manage and analyze production related operations of the shift/ line on a day to day basis

National Occupational Standard

Unit Code	ASC /N0017
Unit Title (Task)	Manage and analyze production related operations of the shift/ line on a day to day basis
Description	This NOS is about ensuring Operational Productivity
Scope	<p>The role will be responsible for</p> <ul style="list-style-type: none"> managing operations in the shift/ Process manpower and material management in the shift/ process ensure conformance to quality parameters and norms analyse data on production, maintenance, quality, manpower deployment etc. <p>The job holder will cover all types of manufacturing processes in the automobile industry. The role holder will interact with the different manufacturing process teams, maintenance team, material management team, industrial engineering team, Quality Control & Assurance team, Safety team and HR/IR team</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Manpower Management	<p>PC1. Undertake effective shift planning based on manpower allocation and shift handling of place right manpower on the right workstation in coordination with Production In-charge to achieve production targets</p> <p>PC2. Support the Shop Head/ Process head in finalizing the shift rosters for the week and month based on the production plan available</p>
Material Management	<p>PC3. Send inventory requirements to Stores and Purchase department and follow up with stores and purchase to ensure timely receipt of material (Spares, Consumables)</p> <p>PC4. Ensure that the incoming raw material quality is inspected and meets the production requirement</p> <p>PC5. Ensure that the material and work piece movement on the shop floor conforms to the TAT time prescribed in the SOP/ Work Plans so that production targets are met for the line/ shift</p>
Supervise Production Operations	<p>PC6. Ensure that the production plan shared by the PPC team is fulfilled during the shift/ across lines</p> <p>PC7. Coordinate with various functions like material management, stores, paint shop, assembly line, quality, safety, production planning etc. to ensure communication of required information and resolution of queries</p> <p>PC8. Responsible for End of Line Inspection under supervision</p> <p>PC9. Ensure that the operators and helpers have the required tools and equipment at the start of the process</p> <p>PC10. Identify & implement action steps to reduce losses and wastages during shift operation and ensure minimum rejection of components</p> <p>PC11. Observe and note the consumption of energy, fuel, steam on the production line and utilize these inputs for optimization of various</p>

ASC/N0017

Manage and analyze production related operations of the shift/ line on a day to day basis

	<p>factors of production</p> <p>PC12. Support the maintenance team in finalizing the preventive maintenance schedule for the shop</p> <p>PC13. Ensure that the operator and helper are using the required Personal Protective Equipment like Goggles, masks, gloves and other PPE's at the time of conducting the painting operation</p>
Conformance to Product and Process Quality	<p>PC14. Conduct random incoming quality inspection of material and provide the relevant feedback on the same to the store</p> <p>PC15. Conduct quality inspection of the process parameters, lab parameters and WIP products and provide necessary feedback to the line leaders</p> <p>PC16. Conduct quality inspection of the first sample/batch to ensure that the quality of the product produced meet customer requirements</p> <p>PC17. Conduct inspection and analysis of the defects observed in the process and products</p>
Data Collation and Analysis	<p>PC18. Prepare daily and monthly production MIS reports to match actual performance vis-à-vis the targets and report the same to Production In-charge</p> <p>PC19. Verify the production and material movement related data entries in the system (manual/ ERP) for the shift and ensure correctness of the data</p> <p>PC20. Ensure compilation of data of breakdown maintenance and reporting the same to the maintenance team</p> <p>PC21. Collaborate with the maintenance team in conducting detailed breakdown analysis to understand problems, look out for process/ machine modifications and resolve the issues</p> <p>PC22. Conduct random sampling of the process parameters, finished goods and WIP products and provide necessary feedback to the line leaders</p> <p>PC23. Collaborate with the Quality Management and Inspection team in conducting detailed analysis to resolve issues</p> <p>PC24. Collaborate with various supervisors to capture process data points as mentioned in the internal operating guidelines for data analytics</p> <p>PC25. Support the Shop Head/ Process Head in analysing the various data points related to production, maintenance, manpower deployment, material management, costs etc.</p> <p>PC26. Support the Shop Head/ Process Head in creating various analytical presentations required for process/ shop/ plant review</p>
Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant manufacturing standards and procedures followed in the company in detail</p> <p>KA2. different types of products manufactured by the company</p> <p>KA3. knowledge of functional processes like Procurement, Store management, inventory management, quality management and key contact points for</p>

ASC/N0017

Manage and analyze production related operations of the shift/ line on a day to day basis

processes)	<p>query resolution</p> <p>KA4. quality norms and standards prescribed in the Quality Manual by the organization for painting</p> <p>KA5. 5S and Safety norms practiced in the organization</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of manufacturing processes</p> <p>KB2. requirement of raw materials used in the process</p> <p>KB3. about tools, jigs and fixtures , their usage and maintenance</p> <p>KB4. how to operate both in automatic and manual mode</p> <p>KB5. basic understanding of robotics, CNC operations, data acquisitions systems, automatic recording instruments</p> <p>KB6. different types of defects which may arise due to improper manufacturing</p> <p>KB7. basic Arithmetic and calculation methods</p> <p>KB8. ability to visualize the final product output and hence decide on the key steps to be followed</p> <p>KB9. about handling of electrical equipment and circuits, rectifiers and control panel etc.</p> <p>KB10. metallurgical and chemical properties of the material under usage</p> <p>KB11. how to measure the correct specifications of the output in the terms of thickness, hardness, durability, tightness etc</p> <p>KB12. how to visualize the final product output and hence decide on the parameters of temperature, pressure, current and voltage</p> <p>KB13. various problems solving tools like 7QC, Why Analysis, Brain storming</p> <p>KB14. usage of various business correspondence tools like Email, MS Office tools (Word, Excel, Power Point) etc.</p> <p>KB15. about the various hazards related to various chemicals if used in the processes, the hazards involved in the process operations and usage of PPEs</p>
Skills (s) [optional]	
C. Core Skills/ Generic Skills	<p>Writing and reading skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. create first level process manuals, Control Plans, Work Instructions in an manner that the operators can easily understand the process requirements and process steps</p> <p>SA2. create small notes/ work documents/ diagrams for supervisors ,operators and helpers to help them understand the process</p> <p>SA3. use emails and other business correspondence methods (internal memos, circular etc.) for communicating with other team members/ vendors/ suppliers etc.</p> <p>SA4. read equipment manuals and process documents given by the equipment supplier to understand the equipment and processes better</p>

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Manage and analyze production related operations of the shift/ line on a day to day basis

	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA5. discuss task lists, schedules, and work-loads with the operative team members SA6. effectively explain supervisors, operators and helpers about equipment operations, process steps and other operational requirements SA7. answer the queries raised by the operative team as well as intercompany departments SA8. effectively communicate with the operators and helpers and make them aware of work expectations, targets, policies, processes etc. SA9. attentively listen with full attention the queries and grievances raised by the operative team and comprehend the information given by the speaker
	Team Leadership
	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> SB1. communicate effectively to the team members SB2. identify conflicts in the team and try to resolve them at the earliest SB3. interact and engage with the team members on a day to day basis SB4. counsel and coach the operators and help them resolve issues SB5. timely highlight to the management about any good work/ achievement by the operators and helpers
	Analytical Thinking and Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB6. identify problems occurring on the shop floor SB7. break the problem into smaller issues and tasks to arrive at a solution SB8. understand inter process relationship and establish relationship between various parts of the problem SB9. leverage experience and technical expertise to find effective solutions to problems SB10. use basic analytical tools to arrive at solutions SB11. collaborate with cross functional teams to resolve problems
D. Professional Skills	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB12. plan, organize and prioritize the work order and jobs received from the production manager SB13. manage the schedule plan for the operators and helpers on the line/shift SB14. validate all process/ equipment manuals so that the final process selected is correct SB15. organize information, tools, manuals etc. on the shop floor so that sorting becomes easy SB16. reorganize resources on the line/ shift in case of change of plans

ASC/N0017

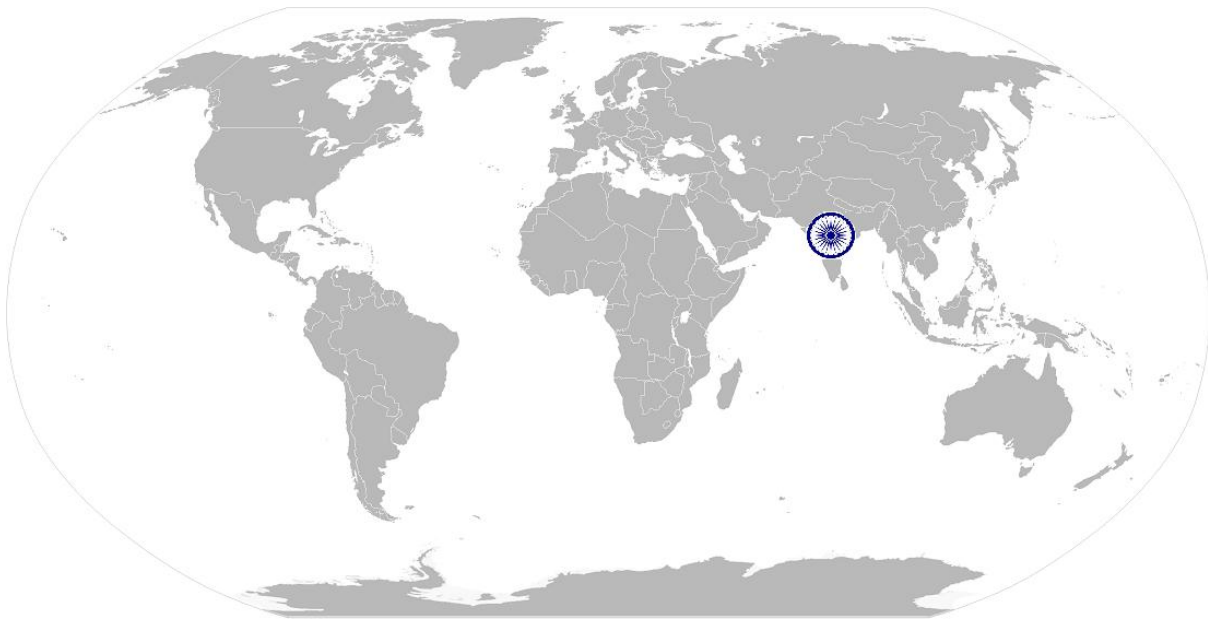
Manage and analyze production related operations of the shift/ line on a day to day basis

	Judgment and Critical Thinking
	The user/individual on the job needs to know and understand how to: SB17. use common sense and make judgments during day to day basis SB18. use reasoning skills to identify and resolve problems SB19. use intuition to detect any potential problems which could arise during operations SB20. critically analyse solutions/ recommendations shared by operatives SB21. and supervisors for implementation
	Ownership
	The user/individual on the job needs to know and understand how to: SB22. accept additional responsibility for self and the team SB23. encourage self and other to take greater responsibilities SB24. ensure that the work allocated to the team is completed as per timelines and quality norms SB25. identify obstacles and bottlenecks in the process and on own find basic level solutions for removing these obstacles
	Team Work
	The user/individual on the job needs to know and understand how to: SB26. motivate and provide support for the team on the shop floor SB27. encourage collaboration between team members SB28. resolve team issues and grievances to manage conflicts within the team SB29. create an environment of approachability, trust and openness within the team SB30. ensure role clarity for all operators and helpers on the line/ shift SB31. escalate any team related issues to the concerned person at the right time
	Quality Consciousness
	The user/individual on the job needs to know and understand how to: SB32. identify defective parts in the manufacturing line by comparing SB33. manufactured pieces with the work standard SB34. link the defect observed with the overall impact on the performance of the component/ automobile SB35. support and contribute in monitoring and delivering high quality output from self and others SB36. train team members on maintaining quality standards set by the organization
	Decision making
	The user/individual on the job needs to know and understand how to: SB37. use previous experience in resolving problems and taking decisions SB38. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization

ASC/N0017

Manage and analyze production related operations of the shift/ line on a day to day basis

Out of Box thinking
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB39. familiarise with leading practices available in the market</p> <p>SB40. think independently on new approaches to manufacturing process, material management, data management and team management</p> <p>SB41. represent any new ideas/ approaches on process improvement and productivity improvement to the seniors in the team</p>

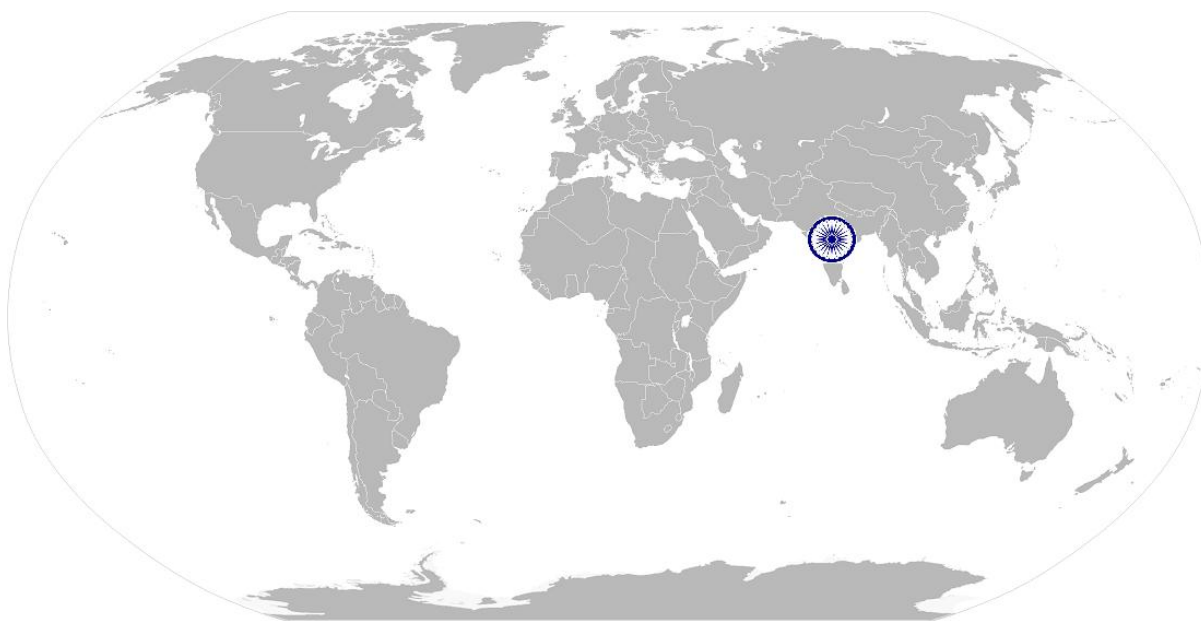


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Manage and analyze production related operations of the shift/ line on a day to day basis

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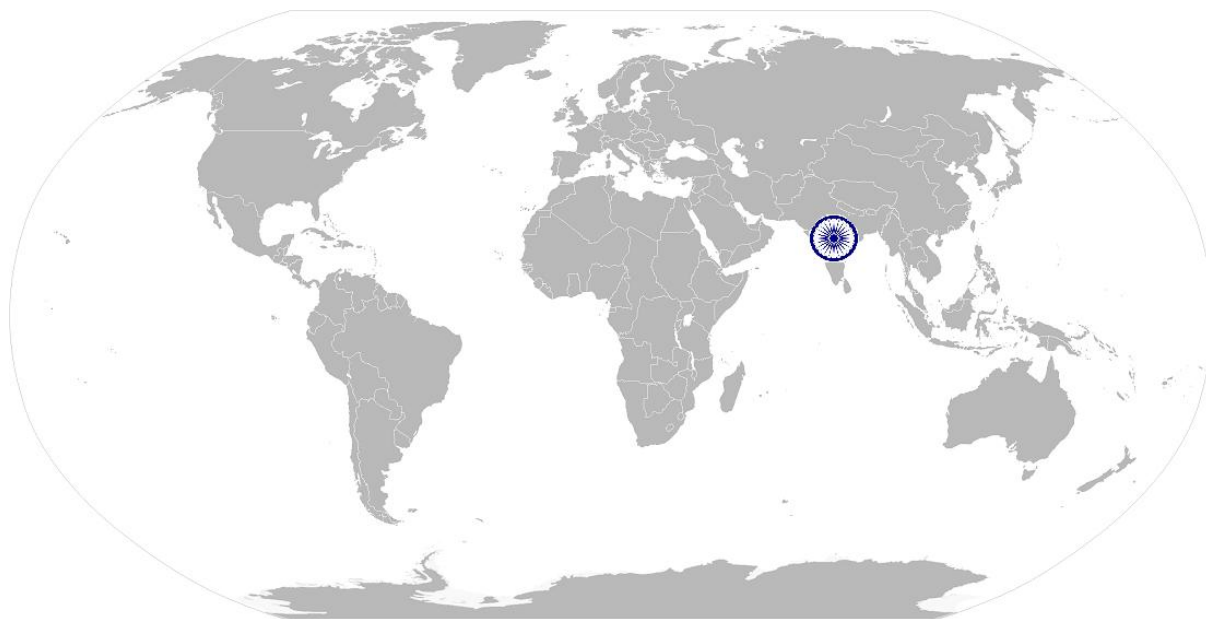
NOS Code	ASC/N0017		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	25/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	15/12/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0018

Finalize and manage the team on the line/ shift on a day to day basis

National Occupational Standard



Overview

This unit is about effective management of the team of operators and helpers for day to day operations in the line/shift

ASC/N0018

Finalize and manage the team on the line/ shift on a day to day basis

National Occupational Standard

Unit Code	ASC /N0018
Unit Title (Task)	Finalize and manage the team on the line/ shift on a day to day basis
Description	<p>This NOS is about managing the team of operatives and helpers on day to day basis, ensuring their shift deployment, motivating them by involving them in various engagement initiatives at the shop floor, helping them improve the skills levels and managing their grievances in the best possible manner in order to maximize the people productivity at the shop floor</p>
Scope	<p>The role will be responsible for</p> <ul style="list-style-type: none"> engaging the workforce through employee engagement and communication finalizing manpower deployment measuring operator performance, sharing feedback and training of helpers and operators managing grievances of the team members <p>The job holder will cover all types of manufacturing processes in the automobile industry. The role holder will interact with the different manufacturing process teams, maintenance team, material management team, industrial engineering team, Quality Control & Assurance team, Safety team and HR/IR team</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Engaging the shop floor work force through employee communication and employee engagement	<p>PC1. Ensure operators and helpers on the production line/ shift are aware of the job expectations on a daily basis</p> <p>PC2. Ensure that the operators are aware of the production targets and the timelines required to process a work order as finalized in the production plan</p> <p>PC3. Involve operators and helpers for the daily floor meeting/ morning meetings/ staff meetings to communicate information intended for them</p> <p>PC4. Ensure communication to line operators/ helpers on any changes in policies/ processes by the organization through required verbal/ written mechanisms</p> <p>PC5. Ensure participation of employees in various engagement initiatives organized at the plant and other place by the organization</p> <p>PC6. Involve operators and helpers in Quality Circles, TQM & Kaizen meets, Brainstorming sessions, safety drills etc. to increase their involvement in manufacturing operations</p> <p>PC7. Ensure availability of tea, snacks, drinking water and basic hygiene facilities at the shop floor for the operative workforce</p> <p>PC8. Escalate issues to concerned staff in case of any issue related to operative deployment and engagement</p>

ASC/N0018

Finalize and manage the team on the line/ shift on a day to day basis

Finalizing manpower deployment	<p>PC9. Finalize along with the process manager, the shift planning and manpower deployment for the shift/ line as per the proposed production plan</p> <p>PC10. Support the process manager in creating week wise shift rosters for the shift/ line manpower and ensure rotation of manpower as per the organizational norms and guidelines</p> <p>PC11. Maintain the information on leaves/ IN Out time keeping and shift/ line overtime for the operatives and helpers and share the information with the concerned as and when required</p> <p>PC12. Identify skilled manpower for the process and ensure periodic up - dation of Skill Matrix/ Skill Chart for the shift/ line/ process area</p> <p>PC13. Ensure identification and deployment of right skilled people at the right places on the line/ process area</p>
Employee Performance Measurement and Employee Development	<p>PC14. Ensure that all the operative manpower is aware of the production targets, production plan and daily productivity targets</p> <p>PC15. Track the daily performance of the operators and helpers during the shift and note the achievement levels in a manual register/ online IT enabled system</p> <p>PC16. Provide feedback to the operators and helper in case of any process deviation observed</p> <p>PC17. Provide feedback to managers pertaining to performance appraisals of operators and helpers</p> <p>PC18. Ensure that the operatives are trained and are aware of the processes which need to be followed on the shop floor during the production process</p> <p>PC19. Support the manager and the training team in training of entry level operators and helpers in the plant</p> <p>PC20. Share knowledge of processes , inputs and outputs with the operators to enhance their skill levels</p> <p>PC21. Other than technical trainings, support the team by delivering trainings related to quality and safety for the operators and helpers</p> <p>PC22. Drive a culture of creativity and innovation in the team by given the team members opportunity to think out of box and express their thoughts</p>
Grievance Management for Operators and Helpers	<p>PC23. In case the operating staff has any queries, ensure that the queries are resolved either by self or escalated to the concerned person</p> <p>PC24. Listen to issues related to workmen problems/ work men grievances/ Complaints/ Personal Problems etc. for the operators and helpers</p> <p>PC25. Resolve issues which are under the purview of the supervisor and escalate the ones which need higher intervention to the concerned team</p> <p>PC26. Counsel employees for any work related issues or any personal problems highlighted by the employee</p>
Knowledge and Understanding (K)	

ASC/N0018

Finalize and manage the team on the line/ shift on a day to day basis

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant HR Policies and Processes followed by the organization KA2. different types of products manufactured by the company KA3. knowledge of functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution KA4. 5S and Safety norms practiced in the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of manufacturing processes KB2. various grievance management tools available in the organization KB3. various problems solving tools like 7QC, Why Analysis, Brain storming KB4. different types of communication channels practiced by the organization KB5. the method of noting observations, maintaining records and sharing them with the concerned in the required format KB6. knowledge of shift roster norms and guidelines KB7. how and when to measure performance of the operators KB8. how to share feedback with team members
Skills (s) [optional]	
A. Core Skills/ Generic Skills	Writing and reading skills
	The user/ individual on the job needs to know and understand how to: SA1. document information from the manuals, discussion notes, process charts etc. SA2. create small notes/ work documents/ diagrams for operators and helpers to help them understand the process SA3. use emails and other business correspondence methods (internal memos, circular etc.) for communicating with other team members/ vendors/ suppliers etc SA4. read internal information memos 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: SA5. discuss task lists, schedules, and work-loads with the operative team members SA6. answer the queries raised by the operative team as well as intercompany departments SA7. effectively communicate with the operators and helpers and make them aware of work expectations, targets, policies, processes etc. SA8. attentively listen with full attention the queries and grievances raised by the operative team and comprehend the information given by the speaker
B. Professional Skills	People Development The user/individual on the job needs to know and understand how to:

ASC/N0018

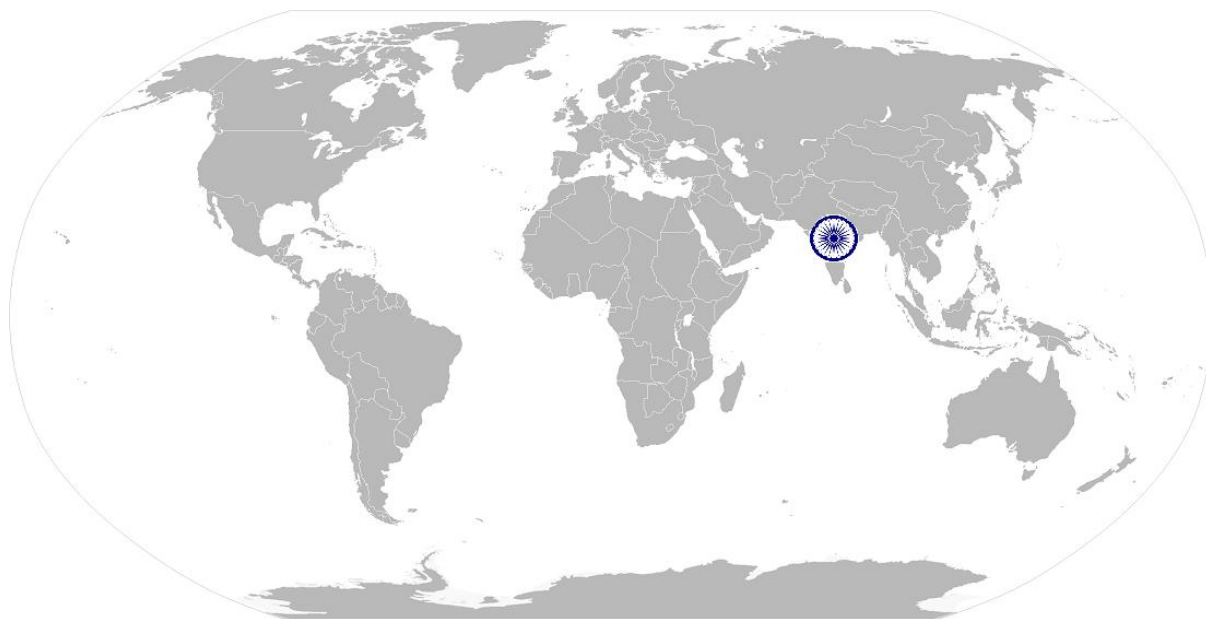
Finalize and manage the team on the line/ shift on a day to day basis

	SB1. identify the strengths and weaknesses of the subordinate team members (operators and helpers) SB2. provide constructive and genuine feedback SB3. motivate the team to take independently responsibilities in their work areas SB4. provide training to the operators and helpers for technical and behavioural areas
	Team Leadership
	The user/individual on the job needs to know and understand how to: SB5. communicate effectively to the team members SB6. identify conflicts in the team and try to resolve them at the earliest SB7. interact and engage with the team members on a day to day basis SB8. counsel and coach the operators and help them resolve issues SB9. timely highlight to the management about any good work/ achievement by the operators and helpers SB10. display empathy for the problems faced by the team and act on the concerns
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB11. break the problem into smaller issues and tasks to arrive at a solution SB12. understand inter process relationship and establish relationship between various parts of the problem SB13. leverage experience to find effective solutions to problems SB14. use basic analytical tools to arrive at solutions SB15. collaborate with cross functional teams to resolve problems
	Judgment and Critical Thinking
	The user/individual on the job needs to know and understand how to: SB16. use common sense and make judgments during day to day basis SB17. use reasoning skills to identify and resolve problems SB18. use intuition to detect any potential problems which could arise during operations SB19. critically analyse solutions/ recommendations shared by operatives and supervisors for implementation
	Ownership
	The user/individual on the job needs to know and understand how to: SB20. accept additional responsibility for self and the team SB21. encourage self and other to take greater responsibilities SB22. ensure that the work allocated to the team is completed as per timelines and quality norms SB23. identify obstacles and bottlenecks in the process and on own find basic level solutions for removing these obstacles
	Team Work
	The user/individual on the job needs to know and understand how to: SB24. motivate and provide support for the team on the shop floor

ASC/N0018

Finalize and manage the team on the line/ shift on a day to day basis

	SB25. encourage collaboration between team members SB26. resolve team issues and grievances to manage conflicts within the team SB27. create an environment of approachability, trust and openness within the team SB28. ensure role clarity for all operators and helpers on the line/ shift SB29. escalate any team related issues to the concerned person at the right time
	Decision making
	The user/individual on the job needs to know and understand how to: SB30. use previous experience in resolving problems and taking decisions SB31. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization



ASC/N0018

Finalize and manage the team on the line/ shift on a day to day basis

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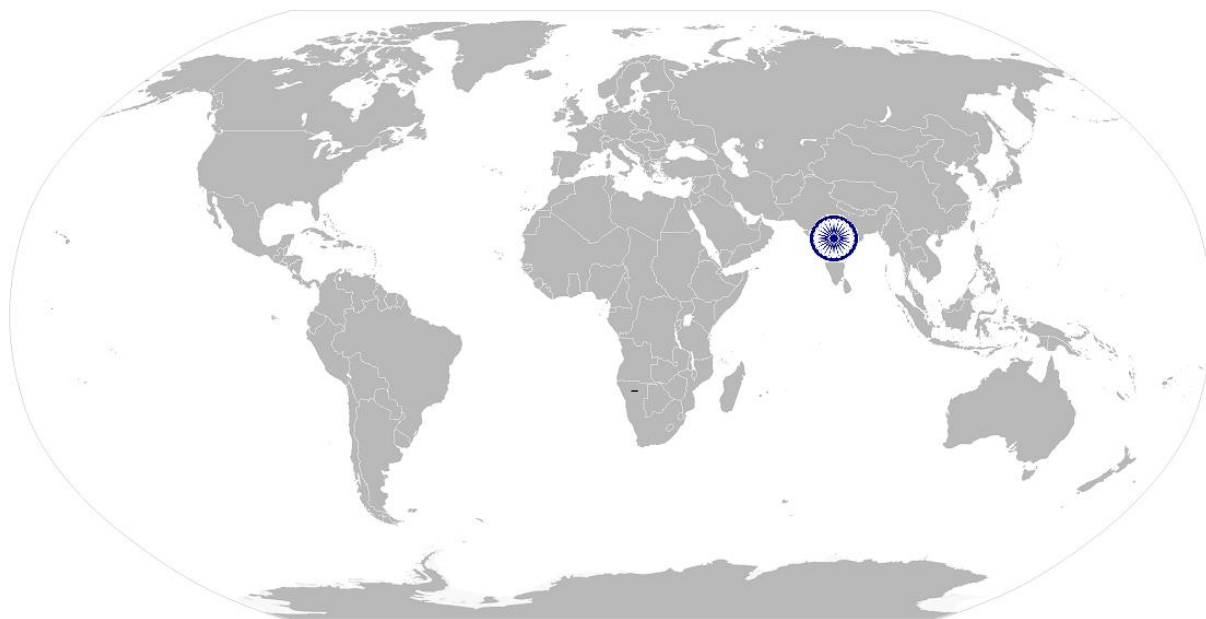
NOS Code	ASC/N0018		
Credits(NSQF)	TBD	Version number	1.0
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Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0018

Finalize and manage the team on the line/ shift on a day to day basis

National Occupational Standard



Overview

This unit is about maintaining a Safe and Healthy working environment

ASC/N0022

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 and training team members on health and safety related issues
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. Identify areas in the plant which are potentially hazardous/unhygienic in nature</p> <p>PC3. Conduct regular checks on machine health to identify potential hazards due to wear and tear of machine</p> <p>PC4. Ensure that all equipment are tested of safety conformance as per the cycle/ timelines identified in the organization</p> <p>PC5. Inform the shop head and the safety team about the potential risks identified in the processes, workplace area/ layout, material used, malfunctioning of safety related equipment etc.</p> <p>PC6. Inform the maintenance team about machine breakdowns, damages which can potentially harm man/ machine during operations and analyse their defects to prevent any future damage to men/ machine</p> <p>PC7. Ensure that all risk involving and hazardous areas near the work place are marked/ tagged in order to caution the users of the work area/ machinery</p> <p>PC8. Create awareness amongst other by sharing information on the identified risks. Ensure that periodic awareness sessions are conducted for the helpers and operatives to make them aware of the risks identified</p>
Create and sustain a Safe, clean and environment friendly work place	<p>PC9. Support the Safety team in risk identification and creation of a risk mitigation plan</p> <p>PC10. Train team members on safety and health related issues</p> <p>PC11. Ensure that all team members operate the machine using the</p>

ASC/N0022

Maintain a safe and healthy working environment

	<p>recommended Personal Protective Equipment (PPE) and also ensure self-usage of the required PPEs</p> <p>PC12. Ensure that all operatives follow the instructions given on the equipment manual describing the operating process of the equipment to prevent any hazard</p> <p>PC13. Ensure that all team members follow the Safety, Health and Environment related practices developed by the organization</p> <p>PC14. Ensure that a clean and safe working environment near the work place is maintained and that there is no spillage of chemicals, production waste, oil, solvents etc. in the working area</p> <p>PC15. Ensure that the first aid safety kit at the work place/ shop floor contains the requisite items to respond to minor injuries. Also may sure that the operatives and helpers are made aware of these items and their usage</p> <p>PC16. Ensure that a documented record of all minor and major injuries is kept and updated on the shop floor</p> <p>PC17. Ensure that the waste disposal is done in the designated area and manner as per organization SOP</p> <p>PC18. Attend all safety and fire drills to be self-aware of safety hazards and preventive techniques and ensure that the team participate in all the required safety and fire drills</p> <p>PC19. Participate in all safety related initiatives like Safety Committee participations, Safety Day Celebrations etc.</p> <p>PC20. Maintain high standards of personal hygiene at the work place</p> <p>PC21. Ensure that any activity performed by the team members which may negatively impact their health and productivity is immediately brought to notice by the supervisor</p> <p>PC22. Periodically counsel and train employees on good health and safe working practices.</p> <p>PC23. Inform 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 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 Health, Safety and Environment followed in the company</p> <p>KA2. emergency handling procedures & hierarchy for escalation</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. basic knowledge of Safety procedures(firefighting, first aid) within the organization</p> <p>KB2. knowledge of various types of PPEs and their usage</p> <p>KB3. basic knowledge of risks/hazards associated with each</p>

ASC/N0022

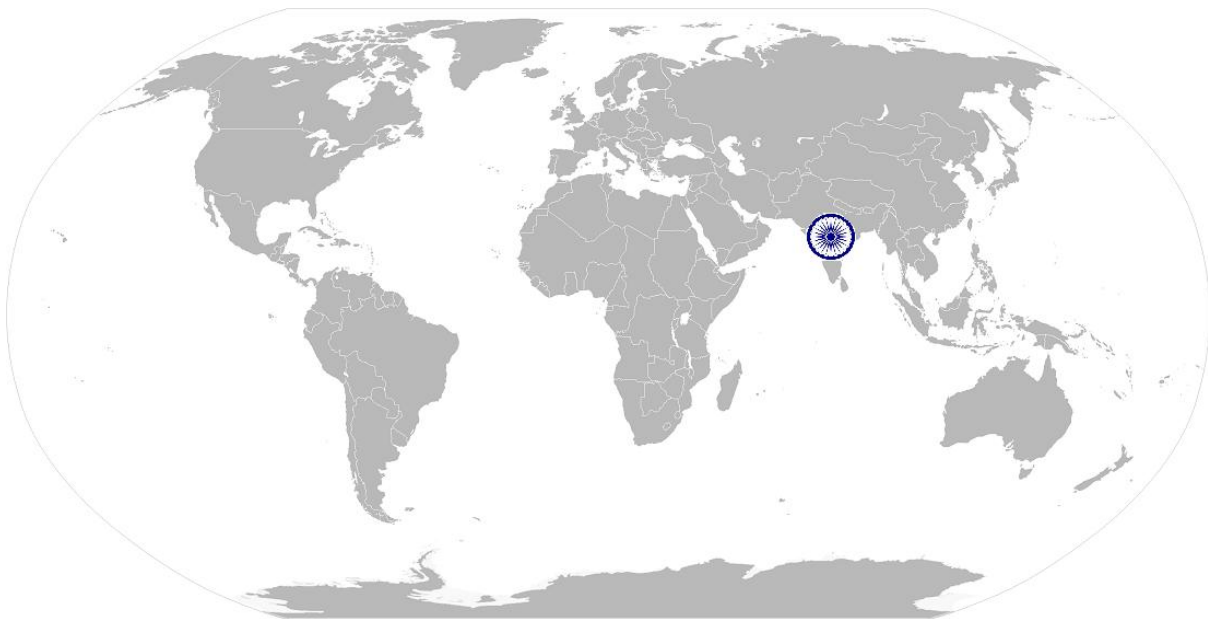
Maintain a safe and healthy working environment

	<p>occupation in the organization</p> <p>KB4. how to safely operate various tools and machines and risks associated with the tools/ equipment</p> <p>KB5. knowledge of personal hygiene and how an individual can contribute towards creating a highly safe and clean working environment</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. note down observations (if any) related to the process</p> <p>SA3. 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>SA4. read safety instructions put up across the plant premises</p> <p>SA5. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. effectively communicate information to team members</p> <p>SA7. Inform employees in the plant and concerned functions about events, incidents & potential risks observed related to Safety, Health and Environment.</p> <p>SA8. question the process head/ safety team in order to understand the safety related issues</p> <p>SA9. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs</p>
B. Professional Skills	Judgmental Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. use common sense and make judgments during day to day basis</p> <p>SB2. use reasoning skills to identify and resolve basic problems</p>
	Persuasion skills
	<p>The user/ individual on the jobs needs to know and understand how to:</p> <p>SB3. persuade team members to wear Personal Protective Equipment as per requirement</p> <p>SB4. ensure that the team understands the importance of using various machines and equipment without creating any risk to human/ machine</p> <p>SB5. train team members on various risks identified</p>

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Maintain a safe and healthy working environment

	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. break the problem into smaller issues and tasks to arrive at a solution</p> <p>SB7. understand inter process relationship and establish relationship between various parts of the problem</p> <p>SB8. leverage experience to find effective solutions to problems</p> <p>SB9. use basic analytical tools to arrive at solutions</p>

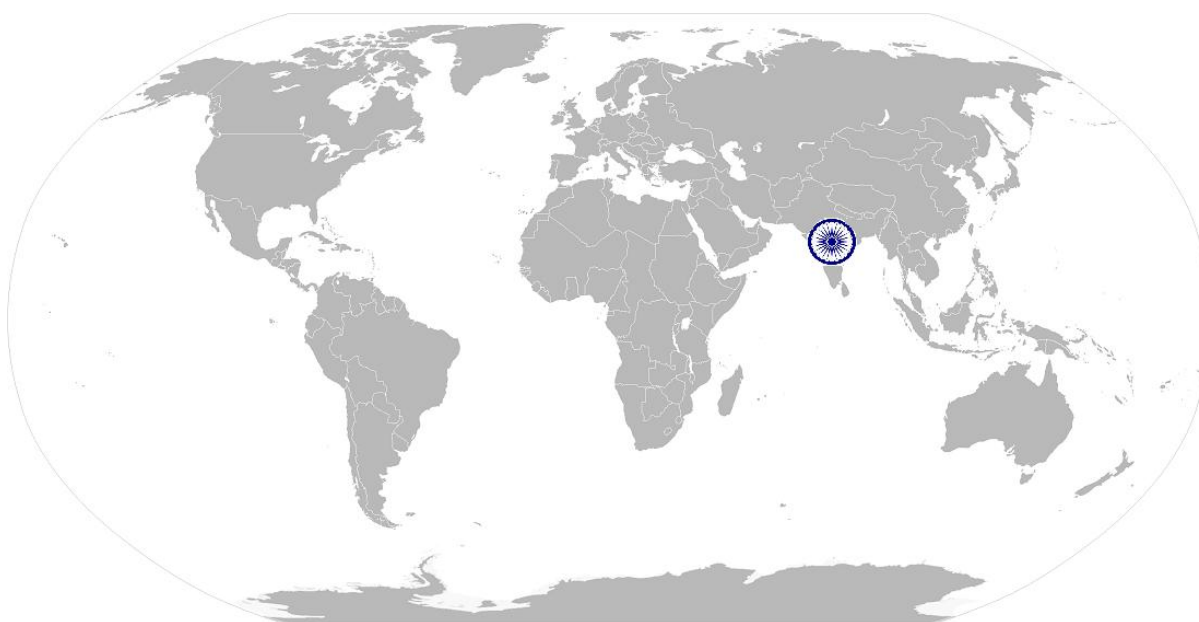


ASC/N0022

Maintain a safe and healthy working environment

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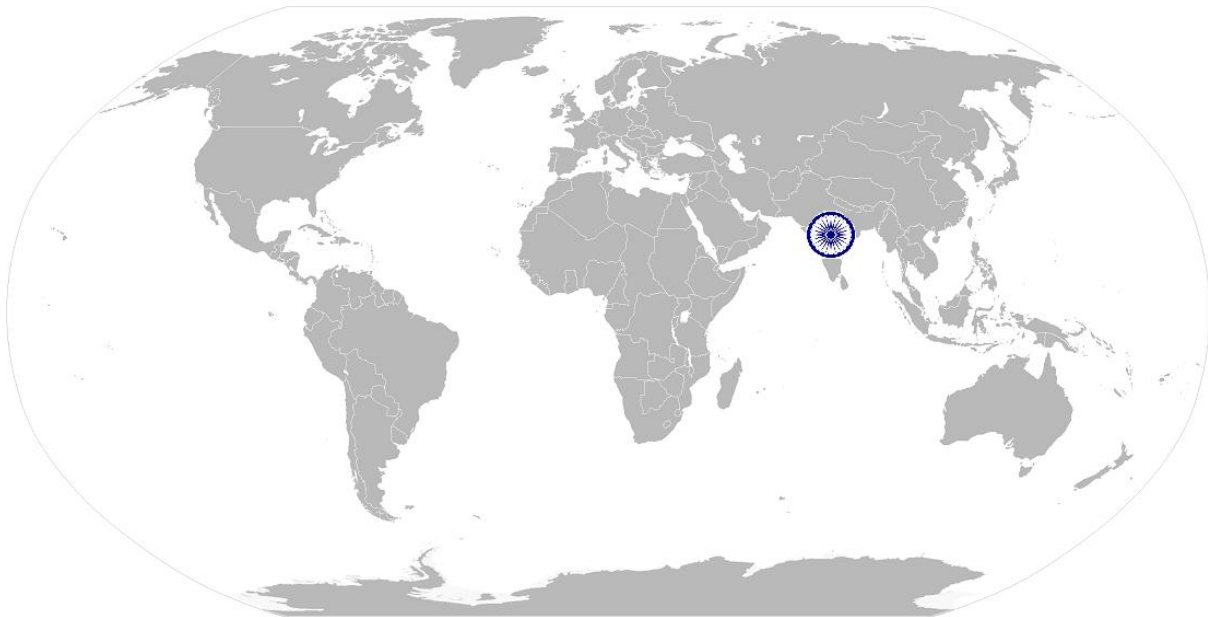
NOS Code	ASC/N0006		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	28/11/2013
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0022

Ensure implementation of 5S activities at the shop floor & the office area

National Occupational Standard



Overview

This unit is about the implementing the various principles of 5S and ensure that the given guidelines are followed to ensure a clean and efficient working environment in the organization

ASC/N0022

Ensure implementation of 5S activities at the shop floor & the office area

National Occupational Standard

Unit Code	ASC/N0022
Unit Title (Task)	Ensure implementation of 5S activities at the shop floor & the office area
Description	This NOS is about overseeing the implementation of all 5 S activities both at the shop floor and the office area by the team members and training the team in implementation of the 5S principles
Scope	The individual needs to <ul style="list-style-type: none"> Ensure sorting, streamlining/ organizing, storage and documentation, systematic cleaning, standardization and sustenance across the plant and office premises of the organization as given in the organization guidelines
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure proper sorting of items at the work place	PC1. Ensure all recyclable materials are put in designated containers PC2. Ensure no Tools, fixtures & jigs are lying on workstations unless in use and no un-necessary items is lying on workbenches or work surfaces unless in use PC3. Ensure that the operators and other team members are segregating the waste in hazardous/ Non Hazardous waste as per the sorting work instructions PC4. Ensure that all the operators are following the technique of waste disposal and waste storage in the designated bins PC5. Segregate the items which are labeled at red tag items for the process area and keep them in the correct places PC6. Ensure that all the tools/ equipment/ fasteners/ spare parts are arranged as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions PC7. Check for return of any type of extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area PC8. Oversee removal of unnecessary equipment, storage, furniture, unneeded inventory, supplies, parts and material PC9. Ensure that areas of material storage areas are not overflowing PC10. Ensure proper stacking and storage of 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
Ensure proper documentation and storage – streamlining & organizing the workplace	PC11. Ensure that the team follows the given instructions and checks for labeling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc. PC12. Make sure that all material and tools are stored in the designated

ASC/N0022

Ensure implementation of 5S activities at the shop floor & the office area

	<p>places and in the manner indicated in the 5S instructions</p> <p>PC13. Ensure that organizing the workplace takes place with due considerations to the principles of wasted motions, ergonomics, work & method study .</p>
Ensure cleaning of self and the work place	<p>PC14. Ensure that the area has floors swept, machinery clean and is generally neat and tidy. In case of cleaning, ensure that correct displays are maintained on the floor which indicate potential safety hazards</p> <p>PC15. Ensure workbenches and work surfaces are clean and in good condition</p> <p>PC16. Ensure adherence to the cleaning schedule for the lighting system to ensure proper illumination</p> <p>PC17. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene</p>
Ensure standardization	<p>PC18. Ensure that daily cleaning standards and schedules to create a clean working environment are followed across the plant</p> <p>PC19. Oversee that various cleaning and organizing tasks have been developed and assigned for the work area</p> <p>PC20. Ensure logical and user friendly documentation and file management for all activities across the plant and create guidelines around standardization of processes</p> <p>PC21. Ensure timely creation and sharing of the 5S checklists</p> <p>PC22. Ensure that the 5S manual are available as per the timelines</p>
Ensure sustenance	<p>PC23. Ensure team cooperation during the audit of 5 S activities</p> <p>PC24. Ensure that workmen are periodically trained to address challenges related to 5S</p> <p>PC25. Participate actively in employee work groups on 5S and encourage team members for active participation</p> <p>PC26. Oversee that the staff/operators are trained and fully understand 5s procedures</p> <p>PC27. Ensure that all the guidelines for What to do and What not to do to build sustainability in 5S are mentioned in the 5S check lists/ work instructions and are easily searchable</p> <p>PC28. Ensure continuous training of the team members on 5S in order to increase their awareness and support implementation</p> <p>PC29. Ensure that all visual controls, notice boards, symbols etc. at the manufacturing place are created, working and are put up as per the requirement</p>
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding

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Ensure implementation of 5S activities at the shop floor & the office area

C. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA3. relevant standards, procedures and policies related to 5S followed in the company
D. Technical Knowledge	The user/individual on the job needs to : KB6. have basic knowledge of 5S procedures KB7. know various types 5s practices followed in various areas KB8. understand the 5S checklists provided in the department/ team KB9. have skills to identify useful & non useful items KB10. have knowledge of labels , signs & colours used as indicators KB11. Have knowledge on how to sort and store various types of tools, equipment, material etc. KB12. know , how to identify various types of waste products KB13. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body KB14. have knowledge of best and environment protective ways of cleaning & waste disposal KB15. understand the importance of standardization in processes KB16. understand the importance of sustainability in 5S KB17. have knowledge of TQM process KB18. have knowledge of various materials and storage norms KB19. understand visual controls, symbols, graphs etc.
Skills (S)w.r.t. the scope	
Element	Skills
C. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA10. write basic level notes and observations SA11. note down observations (if any) related to the process SA12. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA13. read 5S instructions put up across the plant premises
	Oral Communication (Listening and Speaking skills)

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Ensure implementation of 5S activities at the shop floor & the office area

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA14. effectively communicate information to team members inform employees in the plant and concerned functions about 5S</p> <p>SA15. question the process head in order to understand the 5S related issues</p> <p>SA16. attentively listen with full attention and comprehend the information given by the speaker during 5S training programs</p>
D. Professional Skills	Judgmental Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. use common sense and make judgments during day to day basis</p> <p>SB11. 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>SB12. persuade team members to follow 5 S</p> <p>SB13. ensure that the team members understand the importance of using 5 S tool</p>
	Creativity
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB14. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor</p> <p>SB15. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work emerge, techniques in CA/CI around 5 S work practices</p>
	Self –Discipline
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. do what is right, not what is a popular practice</p> <p>SB17. follow shop floor rules& regulations and avoid deviations</p> <p>SB18. lead by example in the plant premises while performing activities related to 5S</p> <p>SB19. ensure self-cleanliness on a daily basis</p> <p>SB20. demonstrate the will to keep the work area in a clean and orderly manner</p>
	Ownership
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB21. accept additional responsibility for self and the team</p> <p>SB22. encourage self and other to take greater responsibilities for managing 5S</p> <p>SB23. identify obstacles and bottlenecks in the process and find basic level solutions for removing these obstacles</p>
	Decision making

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Ensure implementation of 5S activities at the shop floor & the office area

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB24. use previous experience in resolving problems and taking decisions</p> <p>SB25. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization</p>
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NOS Version Control

NOS Code	ASC/N0022		
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

Qualifications Pack For Press Shop Line In charge

Criteria for assessment of Trainees

JOB ROLE	Press Shop Line - In Charge
Qualification Pack	ASC/Q 3405
No. Of NOS	1 Role specific ,5 generic

Assessable Outcomes	Assessment criteria	Marks Allocation		
		Theory	Viva	Practical
ASC/N3411:	Manage various press shop operations like centring, blanking, deep drawing, piercing, flanging and finishing, set press machine and train the team.			
Press Shop line/ shift operations	<p>PC1. Understand the process to be conducted along with parameters like application pressure, die setting, die drop time, press weight etc.</p> <p>PC2. Understand the type of pressing process along with the machine involved in the process</p> <p>PC3. Ensure that the Press Shop Operators and helpers have fully understood the job/task mentioned in the work order</p> <p>PC4. Address all queries shared by the team are resolved by the supervisor and queries beyond the scope of the supervisor are highlighted to the concerned team</p> <p>PC5. Ensure that the press machine operators have selected the right drawings and sketches to enable them to join the required parts as mentioned</p>		60	45

Qualifications Pack For Press Shop Line In charge

	<p>in the Work Instructions</p> <p>PC6. Check for material availability in the stores for the press shop as per the production plan shared for the shift/ day and escalated issues if required</p> <p>PC7. Ensure that the die setting is checked before each pressing process sequence and at the end of each pressing sequence so that any change in die performance parameters can be immediately detected and suitable action be taken by the team</p> <p>PC8. Ensure that minimal time is spent by the team in die setting and die changing. Ensure a readily available die setting kit is present at the shop floor during press operations</p> <p>PC9. Ensure that the team periodically checks the die clamp/ die holder, counterbalance, press stroke, braking system etc. as per instructions given in the work instruction/ control plan</p> <p>PC10. Ensure that the die and the work piece are secure and are aligned to each other</p> <p>PC11. Ensure that the press shop operators selects the correct die as required by the process and that the die setting parameters are selected as mentioned in the Work Instructions/ Control Plan</p> <p>PC12. Ensure availability of various types of marking and measuring tools required during operations</p> <p>PC13. Ensure that all the marking</p>		60	45
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Qualifications Pack For Press Shop Line In charge

	<p>and measuring tools are calibrated as per the schedule and the operator has selected the right kind of cutting tools and striking tools for the pressing operations and the correct bending force is applied while using bender machine on the sheets to minimise damage to the work pieces</p> <p>PC14. Ensure that the operator regularly cleans various machine parts for lubrication and surface properties as per the maintenance check list</p> <p>PC15. In case process changes are required, ensure that the settings are modified by the supervisor or the machine setter</p> <p>PC16. Monitor the process parameters which are noted by the press operator in the observation log sheet and check for conformance with the parameters</p> <p>PC17. Observe and analyse any irregularity in the pressing process and take preventive steps so that the overall quality of the output is as per the desired standards</p> <p>PC18. Ensure that the first piece and the final pressed piece (blank and sheet) in the manufacturing process are checked for quality conformance and carry out a 100% inspection of output parts</p> <p>PC19. Check for any side and surface cracks, chipped edges etc. to determine flaws in the pressing operations</p>			
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Qualifications Pack For Press Shop Line In charge

	<p>PC20. Verify the product tagging used by the operator and ensure that the storage of produced goods is as per the SOPs/ Work Instructions and that the pressed parts are kept in designated bins/racks</p> <p>PC21. Ensure that the operator and helper are using the required Personal Protective Equipment like gloves, ear plugs, safety shields, masks etc. at the time of conducting the pressing process</p> <p>PC22. Coordinate with various functions like material management etc. to ensure communication of required information and resolution of queries to make sure that work pieces movement on the shop floor conforms to the TAT time prescribed in the SOPs</p>			
	Sub Total	90	120	90
ASC/N0016:	Understand process requirements, ensuring implementation & suggest basic improvements	Theory	Viva	Practical
Understanding all the requisite processes in detail and ensuring implementation	<p>PC1. Display detailed understanding of all the requisite processes to be adopted for completing the work order through reading the process manuals/ Work Instructions/Standard Operating Procedures for the production job</p> <p>PC2. Ensure first level drafting of process manuals, Work Instructions, Control Plans, process flow charts to enable the team to easily understand and implement the process</p> <p>PC3. Ensure proper display of Work Instructions, Control Plans and flow charts at the correct places on the shop floor to enable timely and</p>		20	15

Qualifications Pack For Press Shop Line In charge

	<p>proper view of the documents</p> <p>PC4. Share knowledge of processes , inputs and outputs with the operators and in order to enhance their skill levels</p> <p>PC5. Maintain work flow by monitoring steps of the processes, setting variables, observing control points and equipment</p> <p>PC6. Monitor various process parameters on a regular basis and ensure compliance to agreed standards (e.g. ambient air quality, stack monitoring, water quality monitoring etc.)</p> <p>PC7. Ensuring recording and reporting procedures and systems are in place</p> <p>PC8. Facilitating corrections to malfunctions within process control points</p> <p>PC9. Ensure that all the tools and measuring instruments used on the shop floor are inspected, tested and calibrated internally/ externally as per the schedule</p> <p>PC10. Support the Shop Head/ Process Head in arranging for the requisite usage certificates for the tools and equipment as per the internal guidelines of the organization</p> <p>PC11. Ensure 5S implementation in the production line by analysing possible areas of systems and process improvements and ensure implementation of the recommended measures to address the gaps</p> <p>PC12. Ensure successful implementation of the completed Poka Yoke and kaizen on the running line</p> <p>PC13. Support the Shop Head/ Process manager in</p>			
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Qualifications Pack For Press Shop Line In charge

	conducting first level audit of the manufacturing process on the shop floor			
Process Improvement	<p>PC14. Ensure optimum resource utilization and wastage reduction through process improvements, Kaizens, TQM, Poka Yoke etc. in the shift</p> <p>PC15. Provide inputs for analysis of breakdown trends and current maintenance process to identify areas for improvement to achieve cost savings and reduce breakdown timing</p> <p>PC16. Identify areas of improvement in the existing processes/systems and take measures to adhere to the identified Kaizen/ process improvement initiatives</p> <p>PC17. Ensure inputs from the line operators are considered while designing for various Poka Yoke , kaizen initiatives</p> <p>PC18. Encourage team members/ Supervisor/ operators to suggest quality improvement measures through suggestion schemes, evaluate feasibility of the ideas and discuss their implementation with seniors</p> <p>PC19. Support in analysing internal & external rejection data, planning and ensuring implementation of the corrective measures</p> <p>PC20. Ensure team has understanding of basic analytical tools like Why analysis, 7 QC tools, TQM principles to analyse various problems and design process improvement activities</p> <p>PC21. Support the Process Engineering/ Industrial Engineering team in modifications of the process flow, process/ plant layout to improve the process TAT,</p>		20	15

Qualifications Pack For Press Shop Line In charge

	operational ergonomics, work quality etc.			
Implementation of various initiatives	PC22. Take overall responsibility to ensure adherence to Safety standards by all employees and establish zero accident practice in the section PC23. Implement various business excellence techniques like Kaizen, 5S initiatives, etc. to enhance productivity for the plant/ shift		20	15
	Sub Total	45	60	45
ASC/N0017:	Manage and analyze production related operations of the shift/ line on a day to day basis	Theory	Viva	Practical
Manpower Management	PC1. Undertake effective shift planning based on manpower allocation and shift handling of place right manpower on the right workstation in coordination with Production In-charge to achieve production targets PC2. Support the Shop Head/ Process head in finalizing the shift rosters for the week and month based on the production plan available		20	15
Material Management	PC3. Send inventory requirements to Stores and Purchase department and follow up with stores and purchase to ensure timely receipt of material (Spares, Consumables) PC4. Ensure that the incoming raw material quality is inspected and meets the production requirement PC5. Ensure that the material and work piece movement on the shop floor conforms to the TAT time prescribed in the SOP/ Work Plans so that production targets are met for the line/ shift		20	15

Qualifications Pack For Press Shop Line In charge

<p>Supervise Production Operations</p>	<p>PC6. Ensure that the production plan shared by the PPC team is fulfilled during the shift/ across lines</p> <p>PC7. Coordinate with various functions like material management, stores, paint shop, assembly line, quality, safety, production planning etc. to ensure communication of required information and resolution of queries</p> <p>PC8. Responsible for End of Line Inspection under supervision</p> <p>PC9. Ensure that the operators and helpers have the required tools and equipment at the start of the process</p> <p>PC10. Identify & implement action steps to reduce losses and wastages during shift operation and ensure minimum rejection of components</p> <p>PC11. Observe and note the consumption of energy, fuel, steam on the production line and utilize these inputs for optimization of various factors of production</p> <p>PC12. Support the maintenance team in finalizing the preventive maintenance schedule for the shop</p> <p>PC13. Ensure that the operator and helper are using the required Personal Protective Equipment like Goggles, masks, gloves and other PPE's at the time of conducting the painting operation</p>		20	15
<p>Conformance to Product and Process Quality</p>	<p>PC14. Conduct random incoming quality inspection of material and provide the relevant feedback on the same to the</p>		20	15

Qualifications Pack For Press Shop Line In charge

	<p>store</p> <p>PC15. Conduct quality inspection of the process parameters, lab parameters and WIP products and provide necessary feedback to the line leaders</p> <p>PC16. Conduct quality inspection of the first sample/batch to ensure that the quality of the product produced meet customer requirements</p> <p>PC17. Conduct inspection and analysis of the defects observed in the process and products</p>			
Data Collation and Analysis	<p>PC18. Prepare daily and monthly production MIS reports to match actual performance vis-à-vis the targets and report the same to Production In-chart</p> <p>PC19. Verify the production and material movement related data entries in the system (manual/ ERP) for the shift and ensure correctness of the data</p> <p>PC20. Ensure compilation of data of breakdown maintenance and reporting the same to the maintenance team</p> <p>PC21. Collaborate with the maintenance team in conducting detailed breakdown analysis to understand problems, look out for process/ machine modifications and resolve the issues</p> <p>PC22. Conduct random sampling of the process parameters, finished goods and WIP products and provide necessary feedback to the line leaders</p>		20	15

Qualifications Pack For Press Shop Line In charge

	<p>PC23.Collaborate with the Quality Management and Inspection team in conducting detailed analysis to resolve issues</p> <p>PC24.Collaborate with various supervisors to capture process data points as mentioned in the internal operating guidelines for data analytics</p> <p>PC25.Support the Shop Head/ Process Head in analysing the various data points related to production, maintenance, manpower deployment, material management, costs etc.</p> <p>PC26.Support the Shop Head/ Process Head in creating various analytical presentations required for process/ shop/ plant review</p>			
	Sub Total	75	100	75
ASC/N0018:	Finalize and manage the team on the line/ shift on a day to day basis	Theory	Viva	Practical
Engaging the shop floor work force through employee communication and employee engagement	<p>PC27. Ensure operators and helpers on the production line/ shift are aware of the job expectations on a daily basis</p> <p>PC28. Ensure that the operators are aware of the production targets and the timelines required to process a work order as finalized in the production plan</p> <p>PC29. Involve operators and helpers for the daily floor meeting/ morning meetings/ staff meetings to communicate information intended for them</p> <p>PC30. Ensure communication to line operators/ helpers on any changes in policies/ processes</p>		15	15

Qualifications Pack For Press Shop Line In charge

	<p>by the organization through required verbal/ written mechanisms</p> <p>PC31. Ensure participation of employees in various engagement initiatives organized at the plant and other place by the organization</p> <p>PC32. Involve operators and helpers in Quality Circles, TQM & Kaizen meets, Brainstorming sessions, safety drills etc. to increase their involvement in manufacturing operations</p> <p>PC33. Ensure availability of tea, snacks, drinking water and basic hygiene facilities at the shop floor for the operative workforce</p> <p>PC34. Escalate issues to concerned staff in case of any issue related to operative deployment and engagement</p>			
Finalizing manpower deployment	<p>PC35. Finalize along with the process manager, the shift planning and manpower deployment for the shift/ line as per the proposed production plan</p> <p>PC36. Support the process manager in creating week wise shift rosters for the shift/ line manpower and ensure rotation of manpower as per the organizational norms and guidelines</p> <p>PC37. Maintain the information on leaves/ IN Out time keeping and shift/ line overtime for the operatives and helpers and share the information with the concerned as and when required</p> <p>PC38. Identify skilled manpower for</p>		15	10

Qualifications Pack For Press Shop Line In charge

	<p>the process and ensure periodic up - dation of Skill Matrix/ Skill Chart for the shift/ line/ process area</p> <p>PC39. Ensure identification and deployment of right skilled people at the right places on the line/ process area</p>			
<p>Employee Performance Measurement and Employee Development</p>	<p>PC40. Ensure that all the operative manpower is aware of the production targets, production plan and daily productivity targets</p> <p>PC41. Track the daily performance of the operators and helpers during the shift and note the achievement levels in a manual register/ online IT enabled system</p> <p>PC42. Provide feedback to the operators and helper in case of any process deviation observed</p> <p>PC43. Provide feedback to managers pertaining to performance appraisals of operators and helpers</p> <p>PC44. Ensure that the operatives are trained and are aware of the processes which need to be followed on the shop floor during the production process</p> <p>PC45. Support the manager and the training team in training of entry level operators and helpers in the plant</p> <p>PC46. Share knowledge of processes , inputs and outputs with the operators to enhance their skill levels</p> <p>PC47. Other than technical trainings, support the team by delivering trainings related to quality and safety for the</p>		15	10

Qualifications Pack For Press Shop Line In charge

	operators and helpers PC48. Drive a culture of creativity and innovation in the team by given the team members opportunity to think out of box and express their thoughts			
Grievance Management for Operators and Helpers	PC49. In case the operating staff has any queries, ensure that the queries are resolved either by self or escalated to the concerned person PC50. Listen to issues related to workmen problems/ work men grievances/ Complaints/ Personal Problems etc. for the operators and helpers PC51. Resolve issues which are under the purview of the supervisor and escalate the ones which need higher intervention to the concerned team PC52. Counsel employees for any work related issues or any personal problems highlighted by the employee		15	10
	Sub Total	45	60	45
ASC/N0006:	Maintain a safe and healthy working environment	Theory	Viva	Practical
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. Identify areas in the plant which are potentially hazardous/ unhygienic in nature PC3. Conduct regular checks on machine health to identify potential hazards due to		20	15

Qualifications Pack For Press Shop Line In charge

	<p>wear and tear of machine</p> <p>PC4. Ensure that all equipment are tested of safety conformance as per the cycle/ timelines identified in the organization</p> <p>PC5. Inform the shop head and the safety team about the potential risks identified in the processes, workplace area/ layout, material used, malfunctioning of safety related equipment etc.</p> <p>PC6. Inform the maintenance team about machine breakdowns, damages which can potentially harm man/ machine during operations and analyse their defects to prevent any future damage to men/ machine</p> <p>PC7. Ensure that all risk involving and hazardous areas near the work place are marked/ tagged in order to caution the users of the work area/ machinery</p> <p>PC8. Create awareness amongst other by sharing information on the identified risks. Ensure that periodic awareness sessions are conducted for the helpers and operatives to make them aware of the risks identified</p>			
Create and sustain a Safe, clean and environment friendly work place	<p>PC9. Support the Safety team in risk identification and creation of a risk mitigation plan</p> <p>PC10. Train team members on safety and health related issues</p> <p>PC11. Ensure that all team members operate the machine using the recommended Personal Protective Equipment (PPE)</p>		20	15

Qualifications Pack For Press Shop Line In charge

	<p>and also ensure self-usage of the required PPEs</p> <p>PC12. Ensure that all operatives follow the instructions given on the equipment manual describing the operating process of the equipment to prevent any hazard</p> <p>PC13. Ensure that all team members follow the Safety, Health and Environment related practices developed by the organization</p> <p>PC14. Ensure that a clean and safe working environment near the work place is maintained and that there is no spillage of chemicals, production waste, oil, solvents etc. in the working area</p> <p>PC15. Ensure that the first aid safety kit at the work place/ shop floor contains the requisite items to respond to minor injuries. Also may sure that the operatives and helpers are made aware of these items and their usage</p> <p>PC16. Ensure that a documented record of all minor and major injuries is kept and updated on the shop floor</p> <p>PC17. Ensure that the waste disposal is done in the designated area and manner as per organization SOP</p> <p>PC18. Attend all safety and fire drills to be self-aware of safety hazards and preventive techniques and ensure that the team participate in all the required safety and fire drills</p> <p>PC19. Participate in all safety related initiatives like Safety Committee participations,</p>			
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	<p>Safety Day Celebrations etc.</p> <p>PC20. Maintain high standards of personal hygiene at the work place</p> <p>PC21. Ensure that any activity performed by the team members which may negatively impact their health and productivity is immediately brought to notice by the supervisor</p> <p>PC22. Periodically counsel and train employees on good health and safe working practices.</p> <p>PC23. Inform 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>			
	Sub Total	30	40	30
ASC/N0022:	Ensure implementation of 5S activities at the shop floor & the office area	Theory	Viva	Practical
Ensure proper sorting of items at the work place	<p>PC1. Ensure all recyclable materials are put in designated containers</p> <p>PC2. Ensure no Tools, fixtures & jigs are lying on workstations unless in use and no un-necessary items is lying on workbenches or work surfaces unless in use</p> <p>PC3. Ensure that the operators and other team members are segregating the waste in hazardous/ Non Hazardous waste as per the sorting work instructions</p> <p>PC4. Ensure that all the operators are following the technique of waste disposal and waste storage in the designated bins</p>			

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	<p>PC5. Segregate the items which are labeled at red tag items for the process area and keep them in the correct places</p> <p>PC6. Ensure that all the tools/ equipment/ fasteners/ spare parts are arranged as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</p> <p>PC7. Check for return of any type of extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC8. Oversee removal of unnecessary equipment, storage, furniture, unneeded inventory, supplies, parts and material</p> <p>PC9. Ensure that areas of material storage areas are not overflowing</p> <p>PC10. Ensure proper stacking and storage of 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>Ensure proper documentation and storage – streamlining & organizing the workplace</p>	<p>PC11. Ensure that the team follows the given instructions and checks for labeling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC12. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p> <p>PC13. Ensure that organizing the workplace takes place with due considerations to the principles of wasted motions, ergonomics, work & method study .</p>			

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<p>Ensure cleaning of self and the work place</p>	<p>PC14. Ensure that the area has floors swept, machinery clean and is generally neat and tidy. In case of cleaning, ensure that correct displays are maintained on the floor which indicate potential safety hazards</p> <p>PC15. Ensure workbenches and work surfaces are clean and in good condition</p> <p>PC16. Ensure adherence to the cleaning schedule for the lighting system to ensure proper illumination</p> <p>PC17. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene</p>			
<p>Ensure standardization</p>	<p>PC18. Ensure that daily cleaning standards and schedules to create a clean working environment are followed across the plant</p> <p>PC19. Oversee that various cleaning and organizing tasks have been developed and assigned for the work area</p> <p>PC20. Ensure logical and user friendly documentation and file management for all activities across the plant and create guidelines around standardization of processes</p> <p>PC21. Ensure timely creation and sharing of the 5S checklists</p> <p>PC22. Ensure that the 5S manual are available as per the timelines</p>			
<p>Ensure sustenance</p>	<p>PC23. Ensure team cooperation during the audit of 5 S activities</p> <p>PC24. Ensure that workmen are periodically trained to address challenges related to 5S</p> <p>PC25. Participate actively in employee work groups on 5S and encourage team members for</p>		20	15

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	<p>active participation</p> <p>PC26. Oversee that the staff/operators are trained and fully understand 5s procedures</p> <p>PC27. Ensure that all the guidelines for What to do and What not to do to build sustainability in 5S are mentioned in the 5S check lists/ work instructions and are easily searchable</p> <p>PC28. Ensure continuous training of the team members on 5S in order to increase their awareness and support implementation</p> <p>PC29. Ensure that all visual controls, notice boards, symbols etc. at the manufacturing place are created, working and are put up as per the requirement</p>			
	Sub Total	15	20	15
	Total	300	400	300