

Model Curriculum

Assembly Line Supervisor

SECTOR: AUTOMOTIVE
SUB-SECTOR: MANUFACTURING
OCCUPATION: ASSEMBLY LINE
REF ID: ASC/Q3602, VERSION 1.0
NSQF LEVEL: 5



Certificate
CURRICULUM COMPLIANCE TO
QUALIFICATION PACK - NATIONAL OCCUPATIONAL
STANDARDS

is hereby issued by the

AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack "**Assembly Line Supervisor**" QP No: "**ASC/Q3602 Level 5**"

Date of Issuance: August 12th, 2018

Valid up to: July 12th, 2020*

*Valid up to the next review date of the Qualification Pack

Authorised Signatory
(Automotive Skills Development Council)

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Assembly Line Supervisor

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “**Assembly Line Supervisor**”, in the “**Automotive**” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Assembly Line Supervisor		
Qualification Pack Code	ASC/Q3602, v1.0		
Version No.	1.0	Version Update Date	24 th April 2019
Pre-requisites to Training	ITI – Mechanical		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Manage overall assembly operations to ensure that the final products manufactured by the team is as per the quality and production norms set by the organization. • Identify the required process and ensure implementation as per improvement for proper utilization of resource and waste reduction. • Manage operational productivity in the Shift/ Line on a day to day basis and ensure conformance to quality parameters and norms. • Manage movement of raw material and finished goods on the shop floor. • Perform supervision of the teams involved in the production activities. • Manage the team of operatives and helpers on day to day basis, ensure their shift deployment, motivate them by involving them in various engagement initiatives at the shop floor. • Manage employee grievances in the best possible manner in order to maximize productivity at the shop floor. • Create a safe and healthy work place by adhering to safety guidelines in the working area and following practices which are not impacting the environment in a negative manner. • Comply with 5S methodology both at shop floor and the office area 		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “**Assembly Line Supervisor**” Qualification Pack issued by “**Automotive Skills Development Council**”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> • Explain about the course and the scope • List various OEMs and different products /models manufactured by the OEMs. • Discuss terms associated with the sector • List responsibilities of Assembly Line Supervisor • List job opportunities for an Assembly Line Supervisor 	
2.	<p>Manage various assembly operations like fitting, tightening, torqueing for a shift/line</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code ASC/N3614</p>	<ul style="list-style-type: none"> • Interpret information from sketches and engineering drawings. • List hand tools, power tools, measuring instrument, marking equipment and components required for assembly process. • Interpret information from torqueing charts. • Analyse impact of various assembly processes such as bolting, torqueing, tightening, fitting, greasing, hammering, sealing, clamping on the final component/ vehicle performance. • List do's and don'ts of the assembly process as defined in SOPs/ work instructions. • Support the fitters in assembling activities by using specified tools and procedures. • Test the manufactured vehicle/ aggregate component after assembling. • Conduct full inspection of the physical body of the auto component/ vehicle and electrical circuit to detect any quality related defects. • Support the fitter in conducting tests mentioned for electrical and mechanical assembly work. • List safety precautions to be taken for all types of activities. • Coordinate with various departments like purchasing, stores, paint shop, assembly line, safety, production planning, quality assurance to complete the task as per standards. 	<p>PPT's, teaching aids, torqueing charts</p> <p>Measuring and Marking Tools: Steel tape, steel rule, Vernier calliper, micrometre, compass, divider, scribe, T Square etc.</p> <p>Tools: pneumatic bolting guns, riveting guns, hand held/ power drills, spanners, screw drivers, torque wrenches, pliers, torque wrenches, clamps</p> <p>Components: bolts, nuts, screws, wires, fasteners, connectors, sealants, adhesive bonding material etc.</p> <p>Safety Materials: fire extinguisher, leather safety gloves, leather aprons, safety glasses, ear plug, safety shoe, safety helmet and First aid kit</p> <p>Cleaning material and other tools: head cleaner, Wire brush (M.S.), Cleaning agents, Cleaning cloth, Waste container, Dust pan & brush set.</p>
3	<p>Understanding process</p>	<ul style="list-style-type: none"> • Discuss different types of manufacturing processes used in 	<p>PPT's, teaching aids, torqueing charts</p>

	<p>requirements, ensuring process implementation and suggest basic improvements</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 55:00</p> <p>Corresponding NOS Code ASC/N0013</p>	<p>industry.</p> <ul style="list-style-type: none"> Identify requirement of raw materials used in the process. List tools, jigs and fixtures required for vehicle assembly. Carry out maintenance of tools, jigs and fixtures as per SOP. Demonstrate machine operation in both automatic and manual mode. Use various measurement tools like Vernier callipers, micrometres, rulers, scales, weighing machines etc. Identify different types of defects in the final product. Demonstrate handling of electrical equipment and circuits, rectifiers and control panel. List various problems solving tools like 7QC, Why Why Analysis, Brainstorming and demonstrate how to use them. Follow 5S practices in production line. Execute process improvement techniques like Kaizens, TQM, Poka Yoke at workplace. 	<p>Measuring and Marking Tools: Steel tape, steel rule, Vernier calliper, micrometer, compass, divider, scribe, T Square etc.</p> <p>Tools: pneumatic bolting guns, riveting guns, hand held/ power drills, spanners, screw drivers, torque wrenches, pliers, torque wrenches, clamps</p> <p>Components: bolts, nuts, screws, wires, fasteners, connectors, sealants, adhesive bonding material etc.</p> <p>Safety Materials: fire extinguisher, leather safety gloves, leather aprons, safety glasses, ear plug, safety shoe, safety helmet and First aid kit</p> <p>Cleaning material and other tools: head cleaner, Wire brush (M.S.), Cleaning agents, Cleaning cloth, Waste container, Dust pan & brush set.</p>
4	<p>Manage production related operations of the Shift/ Line on a day to day basis</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code ASC/N0014</p>	<ul style="list-style-type: none"> Perform effective shift planning based on manpower allocation. Plan shift rosters for the week and month based on the production plan. Describe various functions like material management, stores, paint shop, assembly line, quality, safety, production planning etc. Perform fuel inspection of the vehicle as per inspection standards. Identify requirement of tools and equipment for the operators and helpers required to complete the task. Carry out optimal resource utilization (man, machine and material) Implement action steps to reduce losses and wastages during shift operation and ensure minimum rejection of components. 	<p>PPT, Case studies, shift planning document or software, projector</p>

		<ul style="list-style-type: none"> • Build daily and monthly production MIS reports. • Analyse the production and material movement related data entries in the system (manual/ ERP) for the line/ shift. • Plan the preventive maintenance schedule for the shop/ line and execute in time. • Follow safety guidelines as deferent in the SOP for each operation in the workshop. • Conduct quality inspection of the process parameters, lab parameters and WIP products. • Examine the material and finished goods before dispatch. 	
5	<p>Manage the small groups on the line/ shift on a day to day basis</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 45:00</p> <p>Corresponding NOS Code ASC/N0015</p>	<ul style="list-style-type: none"> • Identify different types of communication channels practiced by the organization. • Follow methods of noting observations and maintaining records in the required format. • List HR policies and processes followed by the organization. • Show production targets and timelines to assembly fitter and operators for processing a work order as per production plan. • Conduct daily floor meeting/ morning meetings/ staff meetings to update team on important feedback. • Conduct quality circles, TQM & Kaizen meets, brainstorming sessions, safety drills for the team. • Plan shifts and manpower deployment for the shift/ line. • Create week wise shift rosters for the shift/ line manpower. • Maintain the information on leaves/ IN Out time keeping and shift/ line overtime for the operatives and helpers • Identify skilled manpower and do regular up dation of the Skill Matrix/ Skill Chart for the shift/ line/ process area. • Assess daily performance of the team members and take suitable action in case of reduced productivity. 	PPT, Case studies, shift planning document or software, projector

		<ul style="list-style-type: none"> • Conduct training of entry level operators and helpers in the plant to make them aware of target, production plan & productivity target. • Solve issues related to workmen problems/ work men grievances/ complaints/ personal problems etc. for the operators and helpers. • Conduct counselling of employees for any work-related issues or any personal problems. 	
6	<p>Maintain a safe and healthy working environment at the workplace</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code ASC/N0006</p>	<ul style="list-style-type: none"> • List workplace hazards and risks • Use personal protective equipment like safety gloves, safety glasses, safety shoes and safety helmet at workplace. • Identify activities which can cause potential injury • Report concerned authorities about the potential risks • Report concerned authorities about machine breakdowns, damages • Support the safety team and the supervisor in creating the risk mitigation plan • Follow the instructions given in the equipment manual • Follow the safety, health and environment related practices • Follow safety signs placed on the shop floor • Demonstrate use of fire-fighting equipment • List the contents of first aid kit. • Maintain a clean and safe working environment • Attend all safety and fire drills to be self-aware of safety hazards and preventive techniques • Maintain high standards of personal hygiene at the work place • Follow organizational procedure of waste disposal • Report appropriately to medical officer/ HR in case of self or an employee's illness 	<p>Housekeeping material: Cleaning agents, Cleaning cloth, Waste container, Dust pan & brush set, Liquid soap, Hand towel, Fire extinguisher,</p> <p>Safety Gears Safety Shoes, Ear plug, goggles, Gloves, helmet, First Aid Kit</p>

7	<p>Ensure implementation of 5S activities at the shop floor and the office area</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code ASC/N0022</p>	<ul style="list-style-type: none"> Examine that work area, tools, equipment and materials are clean Maintain proper storage for the inventory, cleaning material and equipment. Demonstrate personal hygiene and cleanliness at workplace. Identify daily cleaning standards and schedules to create a clean working environment Sort and label materials, tools and equipment's and spare parts while storing. Segregate waste into hazardous and non-hazardous waste and dispose the waste as per SOP. Follow 5S guidelines at workplace 	5S Charts, Posters and literature
	<p>Total Duration</p> <p>Theory Duration (hh:mm) 150:00</p> <p>Practical Duration (hh:mm) 250:00</p>	<p>Unique Equipment Required:</p> <ul style="list-style-type: none"> PPT's, teaching aids, torquing charts Measuring and Marking Tools: Steel tape, steel rule, Vernier calliper, micrometer, compass, divider, scriber, T Square etc. Tools: pneumatic bolting guns, riveting guns, hand held/ power drills, spanners, screw drivers, torque wrenches, pliers, torque wrenches, clamps Components: bolts, nuts, screws, wires, fasteners, connectors, sealants, adhesive bonding material assembly parts aggregate. Safety Materials: fire extinguisher, leather safety gloves, leather aprons, safety glasses, ear plug, safety shoe, safety helmet and First aid kit Cleaning material and other tools: head cleaner, Wire brush (M.S.), Cleaning agents, Cleaning cloth, Waste container, Dust pan & brush set. 	

Grand Total Course Duration: 400 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by Automotive Skills Development Council)

Trainer Prerequisites for Job role: “Assembly Line Supervisor” mapped to Qualification Pack: “ASC/Q3602, Version 1.0”

S. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>ASC/Q3602, Version 1.0</u> ”.
2	Personal Attributes	<ul style="list-style-type: none"> • Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. • Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well organized and focused. • Eager to learn and keep oneself abreast of the latest developments and newer technologies used in the various systems of the vehicle and its aggregates is highly desirable. • Should be able to demonstrate the usage of workshop equipment, instruments, special instruments and tools. • Should be hands-on with vehicle assembling to provide actual training.
3	Minimum Educational Qualifications	Diploma in mechanical engineering
4a	Domain Certification	Certified for Job Role: “ <u>Assembly Line Supervisor</u> ” mapped to QP: <u>ASC/Q3602, V1.0</u> . Minimum qualifying score - 80%, as per ASDC guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “ <u>Trainer</u> ”, mapped to the Qualification Pack: “ <u>MEP/Q2601</u> ”. Minimum accepted score as per ASDC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> ▪ 5 years for diploma holder

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Assembly Line Supervisor
Qualification Pack	ASC/Q3602, v1.0
Sector Skill Council	Automotive

Sr. No.	Guidelines for Assessment
1	Assessment to be conducted by ASDC as per competency output defined in the NOS/QP and the assessment criteria provided in the NOS/QP
2	Assessment to be carried out by a third-party assessment body duly affiliated to the SSC.
3	ASDC assessments will be comprehensive and cover all aspects of acquired knowledge, practical skills and basic ability to communicate. Accordingly, evaluation process would include: <ol style="list-style-type: none"> Theory/Knowledge test Practical demonstration test Face to Face Viva-Voice
4	Theory/Knowledge assessment will be carried out on line through a link provided for each assessment that generates a random paper from a bank of questions available at the back end. <ul style="list-style-type: none"> Exception to an online test in favour of Paper Test would be subject to non-availability of requisite broad band and/or hardware. On line test would be conducted in the presence of an ASDC assessor till web enabled proctoring is deployed.
5	ASDC assessor would be conducting Practical and Viva as per the criteria provided in the NOS/QP.
6	Cut off criteria for certification (Marks obtained in 75%)

Assessable Outcome	Assessment Criteria	Total Mark	Out of	Marks allocation	
				Theory	Practical
1. ASC/N3614 Manage various assembly operations like fitting, tightening, torquing for a shift/line	PC1. Ensure that the assembly team have fully understood the job/ task mentioned in the work order.	150	3	1	2
	PC2. Ensure that the team members understand and follow all the do's and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors/ master technicians.		3	1	2
	PC3. Address that 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.		4	1	3
	PC4. Ensure that the fitters have selected the specified drawings and sketches to enable them to join the required parts as mentioned in the Work Instructions/ Control Plan/ SOPs/ Work Order.		4	1	3
	PC5. Check for material availability in the stores for the assembly team as per the production plan shared for the shift/ day and escalated issues to the concerned in		4	1	3

	case material unavailability.			
	PC6. Check for the correct assembly equipment's and apparatus selected by the fitter for conducting the process.	4	1	3
	PC7. Ensure that all measuring instruments used by the fitters like measuring scales, Vernier caliper, micrometre, gauges, nut-runner etc. are calibrated.	4	1	3
	PC8. Ensure assembly fixtures etc are validated as per frequency.	4	1	3
	PC9. Ensure that the fitter regularly cleans and maintain the apparatus as per the checklist provided.	4	1	3
	PC10. Ensure that the assembly fitter arranges the parts to be assembled in the given position Assemble the required parts using pneumatic, hydraulic/ PLC controlled assembly tools.	4	1	3
	PC11. Ensure operator does the tightening of nuts and bolts using bolting guns/ riveting guns as per the required specifications for fitment of each part.	6	2	4
	PC12. Ensure that the fitter team is using the specified types of screws, nuts, clamps, rivets for fitting the required components and validate that the assembly of components is as per the process laid out in the process manual/ Work Instructions.	6	2	4
	PC13. Ensure correct assembly of electrical and electronic systems.	6	2	4
	PC14. Ensure conducting of Ultrasonic or High Frequency welding as per the SOP/WI for the required parts.	6	2	4
	PC15. Ensure that the TAT time prescribed by the Process excellence team for every assembly station is rigorously followed by the fitter team.	6	2	4
	PC16. In case of any delays at a particular assembly station, ensure that the problem is identified a rectified as soon as possible.	6	2	4

PC17. Ensure that every manufactured vehicle/ aggregate component is checked and tested as per the SOP/WI.	6	2	4
PC18. Ensure poke yoke, qualifying mechanism /gauge for the stations are working, verified at the start stage.	6	2	4
PC19. Ensure full inspection of the physical body of the Auto Component/ Automobile by the operator to detect any quality related defects related to body surface, paint, dents, grooves, cracks, rough edges etc.	6	2	4
PC20. Ensure that the errors get tagged/ marked immediately so that they can be rectified at the earliest and the vehicle can be prepared for dispatch.	6	2	4
PC21. Ensure that all the errors observed get noted in the log books as per the format shared with the operators.	6	2	4
PC22. Ensure part clearances are done as specified in the Work Instructions/ Standard Operating Processes.	6	2	4
PC23. Ensure inspection by operator of key electrical and electronic components.	4	1	3
PC24. In case of electrical circuits, conduct visual inspection of the bundled electrical and electronics wiring, circuits, harness, connectors and terminal orientation.	4	1	3
PC25. Ensure that the fitter conducts test for any short circuit/ open circuit in the circuit wiring.	4	1	3
PC26. Ensure that all the tests mentioned for electrical and mechanical assembly are conducted as per the checklist by the fitter and necessary steps are taken to remove the defects identified.	4	1	3
PC27. Ensure that the test observations are noted by the fitter in the format shared by the QA/ QC team.	4	1	3
PC28. Verify the production and material movement related data entries in the system (manual/ ERP) for the line/ shift and ensure correctness of the data.	4	1	3
PC29. 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.	4	1	3

	PC30. Ensure that all fixtures, tools, equipment and spare parts are stored in an organized way as indicated in the equipment		3	1	2
	PC31. manual and the designated area as defined in the 5S manual of the organization and are regularly cleaned to prevent accumulation of dust, moisture and waste material		3	1	2
	PC32. Coordinate with various functions like material management, stores, paint shop, assembly line, safety, production planning etc. to ensure communication of required information and resolution of queries		3	1	2
	PC33. Ensure that the operator and helper are using the required Personal Protective Equipment like Goggles, masks, gloves at the time of conducting the fitting, torqueing and tightening process		3	1	2
	Total		150	45	105
2. ASC/N0013 Understand process requirements, ensure process implementation	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.	100	4	1	3
	PC2. Share knowledge of processes, inputs and outputs with the operators to enhance their skill levels.		4	1	3
	PC3. Ensure the various SOW/WI created by the master technician are displayed and understood at each and every work station.		4	1	3
	PC4. Maintain work flow by monitoring steps of the processes, setting variables, observing control points and equipment.		4	1	3
	PC5. Support in defining detailed processes for each step and line.		4	1	3
	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.).		6	2	4
	PC7. Ensuring recording and reporting procedures and systems are in place.		6	2	4
	PC8. Facilitating corrections to malfunctions within process control points.		6	2	4
	PC9. Ensure 5S implementation in the production line by analyzing possible areas of systems and process improvements and ensure implementation of the recommended measures to address the gaps.		6	2	4

	PC10. Ensure successful implementation of the completed Poka Yoke and kaizen on the running line		6	2	4
	PC11. Ensure compilation of data of breakdown maintenance and reporting the same to the maintenance team.		6	2	4
	PC12. Conduct random sampling on the incoming quality of material and provide the relevant feedback on the same to the store.		6	2	4
	PC13. Conduct random sampling of the process parameters and WIP products and provide necessary feedback to the line leaders.		4	1	3
	PC14. Conduct random sampling of the finished goods and provide the necessary feedback.		4	1	3
	PC15. Conduct batch wise product quality check in order to ensure that the quality of the product produced meet customer requirements.		4	1	3
	PC16. Support in ensuring optimum resource utilization and wastage reduction through process improvements, Kaizens, TQM, Poka Yoke etc.		4	1	3
	PC17. Support and provide inputs on analysis of breakdown trends and current maintenance process to identify areas for improvement to achieve cost savings and reduce breakdown timing.		5	2	3
	PC18. Identify areas of improvement in the existing processes/systems and take counter measures to adhere to the identified Kaizens.		5	2	3
	PC19. Support the master technician in sharing inputs from the line for various Poka Yoke, kaizen activities.		4	1	3
	PC20. Encourage team members/ operators to suggest quality improvement measures through suggestion schemes, evaluate feasibility of the ideas and discuss their implementation with seniors.		4	1	3
	PC21. Support in analyzing internal and external rejection data, planning and ensuring.		4	1	3
	Total		100	30	70
3. ASC/N0014 Manage production related operations of the shift/ line on a day to day basis	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.	100	3	1	2

PC2. Support Shift in Charge/ Process head/ Shop head is finalizing the shift rosters for the week and month based on the production plan available.	4	1	3
PC3. Send inventory requirements to Stores and Purchase department and follow up with stores and purchase to ensure timely receipt of material (Spares, Consumables).	4	1	3
PC4. 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.	4	1	3
PC5. Support the In Charge/ Shop head in fulfilment of the production plan for the shop in a given line/ shift.	4	1	3
PC6. 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.	5	1	4
PC7. Responsible for End of Line Inspection under supervision.	5	1	4
PC8. Ensure that the operators and helpers have the required tools and equipment at the start of the process.	5	1	4
PC9. Facilitate the production runs along with Engineering and Quality Function.	6	2	4
PC10. Ensure optimal resource utilization (man, machine and material) and streamlining of activities within the shift.	6	2	4
PC11. Identify and implement action steps to reduce losses and wastages during shift operation and ensure minimum rejection of components.	6	2	4
PC12. Prepare daily and monthly production MIS reports to match actual performance vis-à-vis the targets and report the same to Production In-chart.	6	2	4
PC13. Verify the production and material movement related data entries in the system (manual/ ERP) for the line/ shift and ensure correctness of the data.	3	1	2
PC14. Support the In charge/ Engineer/ Shop Head in analysing the various data sheets related to production, maintenance, manpower deployment etc.	3	1	2
PC15. Support the maintenance team in finalizing the preventive maintenance schedule for the shop/ line.	3	1	2
PC16. Support the maintenance function to ensure execution of the maintenance schedules.	3	1	2

	PC17.Ensure shift handover to the next shift supervisor.		3	1	2
	PC18.Observe and note the consumption of energy, fuel, steam on the production line and support the engineer in optimization of utilization of factors of production.		3	1	2
	PC19.Ensure that the operator and helper are using the required Personal Protective Equipment like Goggles, masks, gloves and other PPEs at the time of conducting the painting operation.		3	1	2
	PC20.Conduct incoming quality inspection of material and provide the relevant feedback on the same to the store.		3	1	2
	PC21.Conduct quality inspection of the process parameters, lab parameters and WIP products and provide necessary feedback to the line leaders.		3	1	2
	PC22.Conduct quality inspection of the finished goods and provide the necessary feedback.		3	1	2
	PC23.Conduct quality inspection of the first sample/batch to ensure that the quality of the product produced meet customer requirements.		3	1	2
	PC24.Conduct inspection and analysis of the defects observed in the process and products.		3	1	2
	PC25.Take overall responsibility to ensure adherence to Safety standards by all employees and establish zero accident practice in the section.		3	1	2
	PC26.Implement various business excellence techniques like Kaizen, 5S Initiatives.		3	1	2
	Total		100	30	70
4. ASC/N0015 Manage the team on the line/ shift on a day to day basis	PC1. Ensure operators and helpers on the production line/ shift are aware of the job expectations on a daily basis.	100	3	1	2
	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.		4	1	3
	PC3. Involve operators and helpers for the daily floor meeting/ morning meetings/ staff meetings to communicate information intended for them.		4	1	3
	PC4. Ensure communication to line operators/ helpers on any changes in policies/ processes by the organization through required verbal/ written mechanisms.		4	1	3

PC5. Ensure participation of employees in various engagement initiatives organized at the plant and other place by the organization.	4	1	3
PC6. Involve operators and helpers in Quality Circles, TQM & Kaizen meets, Brainstorming sessions, safety drills etc. to increase their involvement in manufacturing operations.	5	1	4
PC7. Ensure availability of tea, snacks, drinking water and basic hygiene facilities at the shop floor for the operative workforce.	5	1	4
PC8. Escalate issues to Shift In Charges/ concerned staff in case of any issue related to operative deployment and engagement.	5	1	4
PC9. Support the Shift In Charges in finalizing the shift planning and manpower deployment for the shift/ line as per the proposed production plan.	6	2	4
PC10. Support the Shift In Charge/ Production Manager is creating week wise shift rosters for the shift/ line manpower and ensure rotation of manpower as per the organizational norms and guidelines.	6	2	4
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.	6	2	4
PC12. Support the Shift In Charge/ Production Manager in identifying skilled manpower and up dation of the Skill Matrix/ Skill Chart for the shift/ line/ process area.	6	2	4
PC13. Ensure identification and deployment of right skilled people at the right places on the line/ process area.	6	2	4
PC14. Ensure that all the operative manpower is aware of the production targets, production plan and daily productivity targets.	3	1	2
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.	3	1	2
PC16. Provide feedback to the operators and helper in case of any process deviation observed by the supervisor.	3	1	2
PC17. Provide feedback to Shift In Charges/ Production Managers pertaining to performance appraisals of operators and helpers.	3	1	2

	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.		3	1	2
	PC19. Support the Shift In Charges/ Production Managers/ Training team in training of entry level operators and helpers in the plant.		3	1	2
	PC20. Share knowledge of processes, inputs and outputs with the operators to enhance their skill levels.		3	1	2
	PC21. Other than technical trainings, support the team in delivering trainings related to quality and safety for the operators and helpers.		3	1	2
	PC22. In case the operating staff has any queries, ensure that the queries are resolved either by self or escalated to the concerned person.		3	1	2
	PC23. Listen to issues related to workmen problems/ work men grievances/ Complaints/ Personal Problems etc. for the operators and helpers.		3	1	2
	PC24. Resolve issues which are under the purview of the supervisor and escalate the ones which need higher intervention to the concerned team.		3	1	2
	PC25. Counsel employees for any work-related issues or any personal problems highlighted by the employee.		3	1	2
	Total		100	30	70
5. ASC/N0006 Maintain a safe and healthy working environment	PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise	100	3	1	2
	PC2. Identify areas in the plant which are potentially hazardous/ unhygienic in nature.		4	1	3
	PC3. Conduct regular checks on machine health to identify potential hazards due to wear and tear of machine.		4	1	3
	PC4. Ensure that all equipment is tested of conformance as per the cycle/ timelines identified in the organization.		4	1	3
	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.		4	1	3

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.	5	1	4
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.	6	2	4
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.	6	2	4
PC9. Support the Safety team in risk identification and creation of a risk mitigation plan.	6	2	4
PC10. Train team members on safety and health related issues.	6	2	4
PC11. Ensure that all team members operate the machine using the recommended Personal Protective Equipment (PPE) and ensure self-usage of the required PPEs.	6	2	4
PC12. Ensure that all operatives follow the instructions given on the equipment manual describing the operating process of the equipment to prevent any hazard.	6	2	4
PC13. Ensure that all team members follow the Safety, Health and Environment related practices developed by the organization.	6	2	4
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.	4	1	3
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.	4	1	3
PC16. Ensure that a documented record of all minor and major injuries is kept and updated on the shop floor.	4	1	3
PC17. Ensure that the waste disposal is done in the designated area and manner as per organization SOP.	4	1	3

	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.		3	1	2
	PC19. Participate in all safety related initiatives like Safety Committee participations, Safety Day Celebrations etc.		3	1	2
	PC20. Maintain high standards of personal hygiene at the work place.		3	1	2
	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.		3	1	2
	PC22. Periodically counsel and train employees on good health and safe working practices.		3	1	2
	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.		3	1	2
	Total		100	30	70
6. ASC/N0022 Ensure implementation of 5S activities at the shop floor & the office area	PC1. Ensure all recyclable materials are put in designated containers.	100	3	1	2
	PC2. Ensure no Tools, fixtures & jigs are lying on workstations unless in use and no unnecessary items is lying on workbenches or work surfaces unless in use.		3	1	2
	PC3. Ensure that the operators and other team members are segregating the waste in hazardous/ Non-Hazardous waste as per the sorting work instructions		3	1	2
	PC4. Ensure that all the operators are following the technique of waste disposal and waste storage in the designated bins		3	1	2
	PC5. Segregate the items which are labelled at red tag items for the process area and keep them in the correct places.		3	1	2
	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.		3	1	2
	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.		5	2	3
	PC8. Oversee removal of unnecessary equipment, storage, furniture, unneeded inventory, supplies, parts and material.		4	1	3

PC9. Ensure that areas of material storage areas are not overflowing.	4	1	3
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.	4	1	3
PC11. Ensure that the team follows the given instructions and checks for labelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.	3	1	2
PC12. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions.	4	1	3
PC13. Ensure that organizing the workplace takes place with due considerations to the principles of wasted motions, ergonomics, work and method study.	4	1	3
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.	4	1	3
PC15. Ensure workbenches and work surfaces are clean and in good condition.	3	1	2
PC16. Ensure adherence to the cleaning schedule for the lighting system to ensure proper illumination.	4	1	3
PC17. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene.	3	1	2
PC18. Ensure that daily cleaning standards and schedules to create a clean working environment are followed across the plant.	4	1	3
PC19. Oversee that various cleaning and organizing tasks have been developed and assigned for the work area.	3	1	2
PC20. Ensure logical and user-friendly documentation and file management for all activities across the plant and create guidelines around standardization of processes.	3	1	2
PC21. Ensure timely creation and sharing of the 5S checklists.	4	1	3
PC22. Ensure that the 5S manual are available as per the timelines.	3	1	2
PC23. Ensure team cooperation during the audit of 5S activities.	4	1	3

	PC24. Ensure that workmen are periodically trained to address challenges related to 5S		3	1	2
	PC25. Participate actively in employee work groups on 5S and encourage team members for active participation.		3	1	2
	PC26. Oversee that the staff/ operators are trained and fully understand 5S procedures		3	1	2
	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.		4	1	3
	PC28. Ensure continuous training of the team members on 5S in order to increase their awareness and support implementation.		3	1	2
	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.		3	1	2
	Total		100	30	70
	Grand Total	650	650	195	455
	Percentage Weightage (%)			30	70