

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- Spare Parts Operations Executive Level 3

SECTOR: AUTOMOTIVE

SUB-SECTOR: AUTOMOTIVE VEHICLE SERVICE

OCCUPATION: SPARE PART OPERATIONS

JOB ROLE : SPARE PARTS OPERATIONS EXECUTIVE L3

REFERENCE ID: ASC/Q 1501

ALIGNED TO : NCO-2004/ Nil

Spare Parts Operations Executive Level 3 is also known as Picker & Packer, Warehouse Executive and Spare Parts Executive

Brief Job Description: A Spare Parts Operations Executive Level 3 is responsible for handling the spares/ auto components within the warehouse. The individual packs, stores and maintains spare parts at the designated location. The individual is responsible for ensuring storage as per the OEM labelling/ numbering of spare parts to maintain easy retrieval.

Personal Attributes: An individual on this job should primarily have good memory to recall the part number and its storage location for easy retrieval of the stored spares. The individual should be methodological and systematic in his way of working to ensure easy storage/retrieval of spares. The individual should be a systems and process oriented person to ensure adherence to the packing procedures, techniques, tools, and other basic warehouse procedures.

Job Details

Qualifications Pack Code	ASC/Q 1501		
Job Role	Spare Parts Operations Executive Level 3		
Credits(NSQF)	TBD	Version number	1.1
Industry	Automotive	Drafted on	20/06/13
Sub-sector	Automotive Vehicle Service	Last reviewed on	20/06/13
Occupation	Spare PartOperations	Next review date	20/06/15

Job Role	Spare Parts Operations Executive Level 3
Role Description	Pack, store,issue and maintain proper inventory of spare parts
NSQF level	3
Minimum Educational Qualifications	Class VIII
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	On the job training
Experience	Not Applicable
Occupational Standards (OS)	Compulsory: ASC/ N 1501: Store,issue and maintain spare parts ASC/ N 0001: Plan and organise work to meet expected outcomes ASC/ N 0002: Work effectively in a team ASC/ N 0003: Maintain a healthy, safe and secure working environment Optional: N.A.
Performance Criteria	As described in the relevant NOS Units

Definitions

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Dealership	A business established or operated under an authorisation to sell or distribute an automotive company's goods and services
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate NOS they are looking for.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
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 organisation 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 fulfill 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 an 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.
Vehicle	Mode of personal transport including 2-wheelers, 3-wheelers and 4-wheelers (including passenger vehicles and commercial vehicles). This includes gasoline, petrol, CNG, electrical and hybrid vehicles
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualifications Framework
OEM	Original Equipment Manufacturer
OS	Occupational Standard(s)
QP	Qualifications Pack

ASC/ N 1501: Store, issue and maintain spare parts

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an individual to store parts, maintain inventory of parts and properly label the parts to ensure easy retrieval.

ASC/ N 1501: Store, issue and maintain spare parts

National Occupational Standard	Unit Code	ASC/ N 1501
	Unit Title (Task)	Store, issue and maintain spare parts
	Description	This OS unit is about an individual assisting in packaging, storing and maintaining inventory and labelling the spare parts for easy retrieval.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> pack, move and transfer spare parts under supervision maintain the overall storage facility and assist in stock maintenance at the designated areas as per the guidelines
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Store, issue & maintain spare parts	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. count, label and mark the cartons, containers and parts</p> <p>PC2. place documentation and parts code or labels on flat surface that will allow for maximum adhesion</p> <p>PC3. minimise the risk of damage to the spare parts, storage system, and surrounding fittings and components. Familiarize with special requirements of parts to be followed for storage. (Liquids, expiry, orientation etc..)</p> <p>PC4. prepare, handle and pick orders and place the parts at designated area</p> <p>PC5. ensure deliveries are unloaded safely and securely by following appropriate manual handling requirement</p> <p>PC6. assist superiors in processing orders by moving parts from one location to other as advised by the superior</p> <p>PC7. assemble and pack the cartons or containers to ensure tamper-proof packing of the spare parts</p> <p>PC8. use following tools and equipment for packing and storing the parts:</p> <ul style="list-style-type: none"> box sealing tape dispensers bundling machines form or fill or seal machinery staple guns strapping dispenser strapping tensioners or sealers wrapping machinery <p>PC9. ensure the stock and storage area is clear and plan the storage capacity in advance for the expected deliveries</p> <p>PC10. assist in maintaining parts identification records</p> <p>PC11. operate following material handling equipment:</p> <ul style="list-style-type: none"> dollies hand trucks pallet jacks forklifts cranes

ASC/ N 1501: Store, issue and maintain spare parts

	<ul style="list-style-type: none"> conveyers <p>PC12. assist in using storage systems to handle and store products (use equipment to move items and place them in appropriate storage areas or bins)</p> <p>PC13. assist in keeping the overall upkeep of the premises where spares/ components are stocked and other related equipment and assets are controlled and used effectively</p>
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard operating procedures of the organisation/ dealership</p> <p>KA2. the warehouse operations, procedures and processes</p> <p>KA3. systems and procedures for parts storage, parts packaging and labelling</p> <p>KA4. safety requirements for upkeep of spare, equipment and components as prescribed by the OEM</p> <p>KA5. organisational and professional code of ethics and standards of practice</p> <p>KA6. safety and health policies and regulations for the workplace as well as for automotive trade in general which includes handling of different spares/ aggregates</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the technical specifications of various spare parts / aggregates used across OEM vehicular products</p> <p>KB2. the spare parts terminology and codes</p> <p>KB3. how to assist the seniors to keep complete and up-to-date stock records</p> <p>KB4. the procedure required to use mechanical handling equipment</p> <p>KB5. maintain records of parts identification and easy retrieval</p> <p>KB6. the tools and technology used for packing and storing the parts:</p> <ul style="list-style-type: none"> box sealing tape dispensers bundling machines form or fill or seal machinery staple guns strapping dispenser strapping tensioners or sealers wrapping machinery <p>KB7. how to operate following material handling equipment:</p> <ul style="list-style-type: none"> dollies hand trucks pallet jacks forklifts cranes conveyers <p>KB8. the arrangement required for effective space utilisation</p> <p>KB9. how to manage the parts storage and inventory as per the instructions provided by the seniors</p>

ASC/ N 1501: Store, issue and maintain spare parts

Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing skills
	The user/ individual on the job needs to know and understand how to:
	SA1. document and record the spare parts stock and codes to maintain proper inventory
	SA2. write in at least one language
	Reading skills
	The user/individual on the job needs to know and understand how to:
B. Professional Skills	SA3. read instructions mentioned on the job card given by service advisor/supervisors
	SA4. read to identify the parts using numbering system or any other procedure implemented to locate parts
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA5. interact with senior spare parts operator and other team members to work efficiently
	SA6. interact with the superiors regarding the maintenance of storage facility and update of stock inventory
	Decision making
	The user/individual on the job needs to know and understand how to:
	SB1. decide when to report low levels of stock to the relevant person
	SB2. decide when to seek assistance from superiors in case of difficulties in selecting packaging and issuing parts
	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB3. arrange and place the spare parts in the inventory and storage facility in an organised manner as per guided by the superiors
	Customer centricity
	The user/individual on the job needs to know and understand how to:
	SB4. assist in providing customer satisfaction
	Problem solving
	The user/individual on the job needs to know and understand how to:
	SB5. inform the senior operator in case of damage or faults found in the parts
	SB6. take remedial action to resolve any issue in the maintenance of storage facility
	Analytical thinking

ASC/ N 1501: Store, issue and maintain spare parts

	The user/individual on the job needs to know and understand how to:
	SB7. evaluate the complexity involved in delivery of parts and seek assistance from the senior parts operator person
	Critical thinking
	The user/individual on the job needs to know and understand how to:
	SB8. evaluate the information gathered from the customer report or job card and store and maintain spare parts inventory



ASC/ N 1501: Store, issue and maintain spare parts

NOS Version Control

NOS Code	ASC/ N 1501		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	20/06/13
Industry Sub-sector	Automotive Vehicle Service	Last reviewed on	20/06/13
		Next review date	20/06/15

ASC/ N 0001: Plan and organise work to meet expected outcomes

National Occupational Standards



Overview

This unit is about planning and organising an individual's work in order to complete it to the required standards, on time and within budget in terms of cost and material.

ASC/ N 0001: Plan and organise work to meet expected outcomes

National Occupational Standard	Unit Code	ASC/ N 0001
	Unit Title (Task)	Plan and organise work to meet expected outcomes
	Description	This NOS unit is about planning and organising an individual's work in order to complete it to the required standards on time.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> work requirements including various activities, deliverables or work output required in the given time, maintain set quality standards appropriate use of resources (both material / equipment's and manpower)
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Work requirements including various activities within the given time and set quality standards	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. keep immediate work area clean and tidy</p> <p>PC2. treat confidential information as per the organisation's guidelines</p> <p>PC3. work in line with organisation's policies and procedures</p> <p>PC4. work within the limits of job role</p> <p>PC5. obtain guidance from appropriate people, where necessary</p> <p>PC6. ensure work meets the agreed requirements</p>
	Appropriate use of resources	<p>PC7. establish and agree on work requirements with appropriate people</p> <p>PC8. manage time, materials and cost effectively</p> <p>PC9. use resources in a responsible manner</p>
	Knowledge and Understanding (K) w.r.t. the scope	
	Element	Knowledge and Understanding
	A. Organisational Context (Knowledge of the Company/Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organisation's policies, procedures and priorities for area of work, role and responsibilities in carrying out that work</p> <p>KA2. the limits of responsibilities and when to involve others</p> <p>KA3. specific work requirements and who these must be agreed with</p> <p>KA4. the importance of having a tidy work area and how to do this</p> <p>KA5. how to prioritize workload according to urgency and importance and the benefits of this</p> <p>KA6. the organisation's policies and procedures for dealing with confidential information and the importance of complying with these</p> <p>KA7. the purpose of keeping others updated with the progress of work</p> <p>KA8. who to obtain guidance from and the typical circumstances when this may be required</p> <p>KA9. the purpose and value of being flexible and adapting work plans</p>

ASC/ N 0001: Plan and organise work to meet expected outcomes

	to reflect change
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to complete tasks accurately by following standard procedures</p> <p>KB2. technical resources needed for work and how to obtain and use these</p>
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. write in at least one language
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2.read instructions, guidelines/procedures
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA3.ask for clarification and advice from appropriate persons
	SA4.communicate orally with colleagues
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make a decision on a suitable course of action appropriate for accurately completing the task within resources
	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB2. agree objectives and work requirements
	SB3. plan and organise work to achieve targets and deadlines
	CustomerCentricity
	The user/individual on the job needs to know and understand how to:
	SB4. deliver consistent and reliable service to customers
	SB5. check own work and ensure it meets customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB6. refer anomalies to the concerned persons
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. analyse problems and identify work -arounds taking help from

ASC/ N 0001: Plan and organise work to meet expected outcomes

	concerned persons where required
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. apply own judgement to identify solutions in different situations



ASC/ N 0001: Plan and organise work to meet expected outcomes

NOS Version Control

NOS Code	ASC/ N 0001		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	10/06/13
Industry Sub-sector	NA	Last reviewed on	10/06/13
		Next review date	10/06/15

ASC/ N 0002: Work effectively in a team

National Occupational Standards



Overview

This unit is about working effectively with colleagues, either in own work group or in other work groups within organisation.

ASC/ N 0002: Work effectively in a team

Unit Code	ASC/ N 0002
Unit Title (Task)	Work effectively in a team
Description	This NOS unit is about working effectively within a team, either in individual's own work group or in other work groups outside the organisation.
Scope	<p>This unit/task covers the following:</p> <p>Colleagues:</p> <ul style="list-style-type: none"> Interact & communicate effectively with colleagues including member in the own group as well as other groups
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Interact & communicate effectively with colleagues including member in the own group as well as other groups	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain clear communication with colleagues (by all means including face-to-face, telephonic as well as written)</p> <p>PC2. work with colleagues to integrate work</p> <p>PC3. pass on information to colleagues in line with organisational requirements both through verbal as well as non-verbal means</p> <p>PC4. work in ways that show respect for colleagues</p> <p>PC5. carry out commitments made to colleagues</p> <p>PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons</p> <p>PC7. identify problems in working with colleagues and take the initiative to solve these problems</p> <p>PC8. follow the organisation's policies and procedures for working with colleagues</p>
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organisation's policies and procedures for working with colleagues, role and responsibilities in relation to this</p> <p>KA2. the importance of effective communication and establishing good working relationships with colleagues</p> <p>KA3. different methods of communication and the circumstances in which it is appropriate to use these</p> <p>KA4. the importance of creating an environment of trust and mutual respect</p> <p>KA5. the implications of own work on the work and schedule of others</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand:

ASC/ N 0002: Work effectively in a team

	<p>KB1. different types of information that colleagues might need and the importance of providing this information when it is required</p> <p>KB2. the importance of helping colleagues with problems, in order to meet quality and time standards as a team</p>
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. complete written work with attention to detail
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2. read instructions, guidelines/procedures
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand how to:
	SA3. listen effectively and orally communicate information
	SA4. ask for clarification and advice from the concerned person
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions on a suitable course of action or responsekeeping in view resource utilization while meeting commitments
	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB2. plan and organise work to achieve targets and deadlines
	CustomerCentricity
	The user/individual on the job needs to know and understand how to:
	SB3. check that the work meets customer requirements
	SB4. deliver consistent and reliable service to customers
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB5. apply problem solving approaches in different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB6. apply balanced judgements to different situations

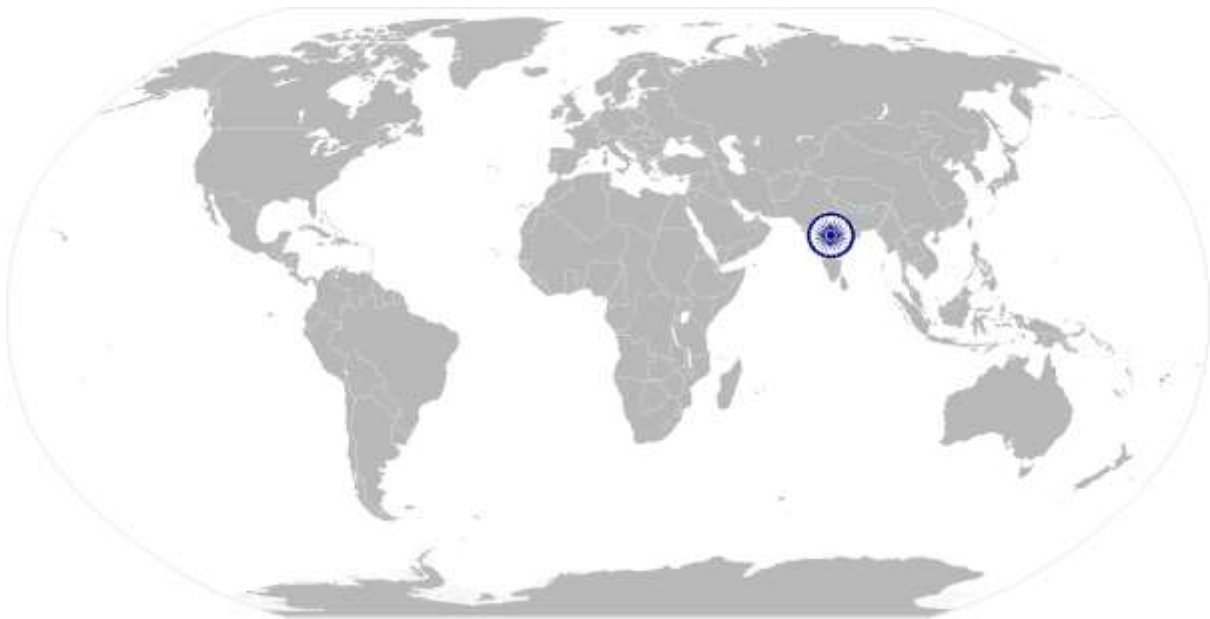
ASC/ N 0002: Work effectively in a team

NOS Version Control

NOS Code	ASC/ N 0002		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	10/06/13
Industry Sub-sector	NA	Last reviewed on	10/06/13
		Next review date	10/06/15

ASC/ N 0003: Maintain a healthy, safe and secure working environment

National Occupational Standards



Overview

This unit is about monitoring work place practices and making sure they meet requirements for health, safety, security and environmental concerns.

ASC/ N 0003: Maintain a healthy, safe and secure working environment

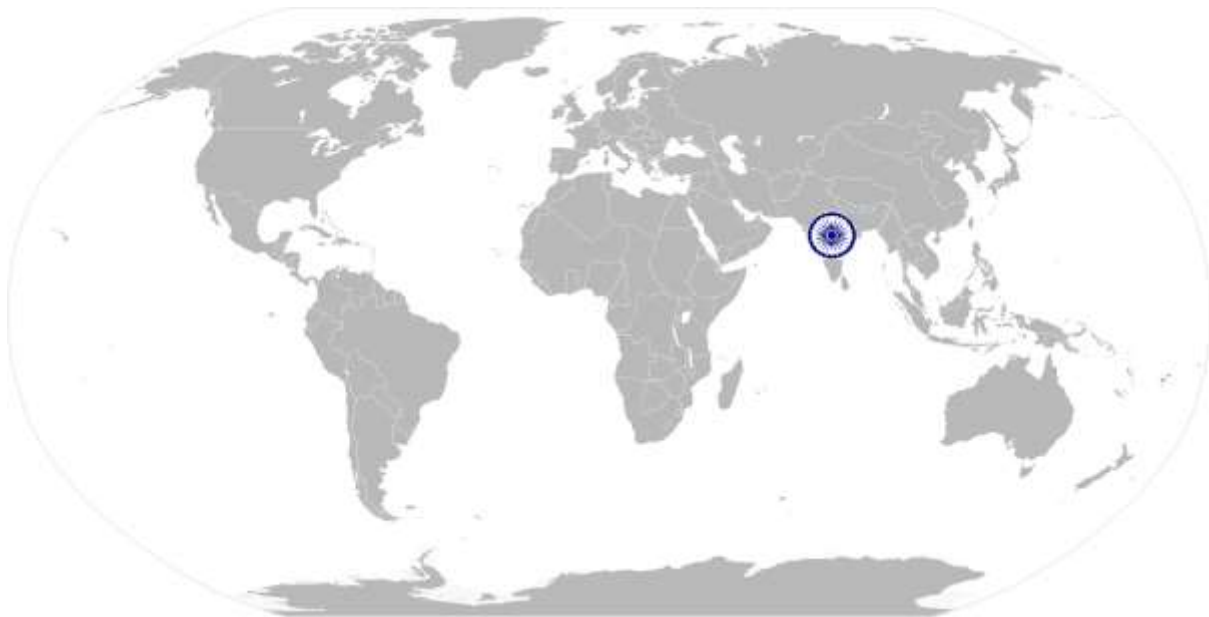
Unit Code	ASC/ N 0003
Unit Title (Task)	Maintain a healthy, safe and secure working environment
Description	This NOS unit is about monitoring the working environment and making sure it meets requirements for health, safety and security.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Resources (both material & manpower) needed to maintain a safe working environment as per the prevalent norms & government policies including emergency procedures for illness, accidents, fires or any other reason which may involve evacuation of the premises
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Resources needed to maintain a safe, secure working environment	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with organisation's current health, safety and security policies and procedures</p> <p>PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person</p> <p>PC3. Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires, earthquakes etc.</p> <p>PC4. identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p> <p>PC5. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected</p> <p>PC6. follow organisation's emergency procedures for accidents, fires or any other natural calamity</p> <p>PC7. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC8. complete all health and safety records are updates and procedures well defined</p>
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislative requirements and organisation's procedures for health, safety and security and individual's role and responsibilities in relation to this</p> <p>KA2. what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace</p> <p>KA3. how and when to report hazards</p> <p>KA4. the limits of responsibility for dealing with hazards</p>

ASC/ N 0003: Maintain a healthy, safe and secure working environment

	<p>KA5. the organisation's emergency procedures for different emergency situations and the importance of following these</p> <p>KA6. the importance of maintaining high standards of health, safety and security</p> <p>KA7. implications that any non-compliance with health, safety and security may have on individuals and the organisation</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of breaches in health, safety and security and how and when to report these</p> <p>KB2. evacuation procedures for workers and visitors</p> <p>KB3. how to summon medical assistance and the emergency services, where necessary</p> <p>KB4. how to use the health, safety and accident reporting Procedures and the importance of these</p>
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. complete accurate, well written work with attention to detail
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2. read instructions, guidelines/procedures/rules
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA3. listen to and orally communicate information with all concerned
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions on a suitable course of action or response
B. Professional Skills	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB2. plan and organise work to achieve targets and deadlines
	CustomerCentricity
	The user/individual on the job needs to know and understand how to:
	SB3. build and maintain positive and effective relationships with colleagues and customers
B. Professional Skills	Problem Solving

ASC/ N 0003: Maintain a healthy, safe and secure working environment

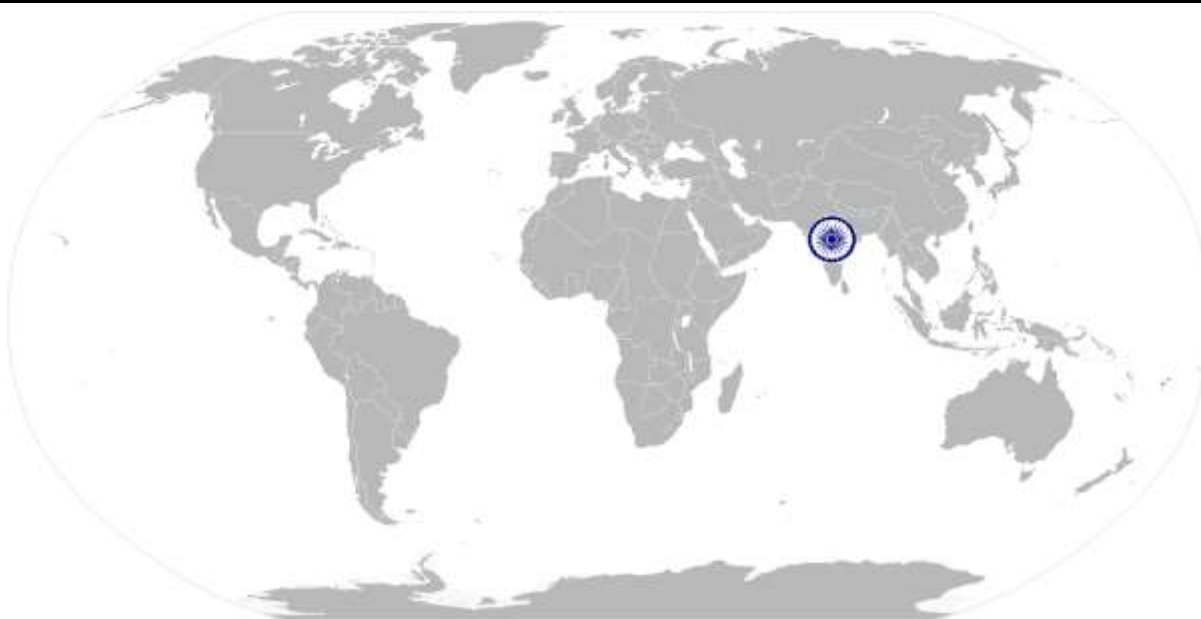
	The user/individual on the job needs to know and understand how to:
	SB4.apply problem solving approaches in different situations
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB5.analyse data and activities
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB6.apply balanced judgements to different situations



ASC/ N 0003: Maintain a healthy, safe and secure working environment

NOS Version Control

NOS Code	ASC/ N 0003		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	10/06/13
Industry Sub-sector	NA	Last reviewed on	10/06/13
		Next review date	10/06/15



Qualification Pack for Spare Parts Operations Executive-L3

Criteria for assessment of Trainees
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JOB ROLE	Spare Parts Operations Executive L3
Qualification Pack	ASC/Q 1501
No. Of NOS	1 Role specific ,3 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation	
ASC/N 1501	Store, issue & Maintain Spare Parts	Viva	Practical
Store, issue & maintain spare parts	To be competent, the user/individual on the job must be able to:		
	PC1. count, label and mark the cartons, containers and parts PC2. place documentation and parts code or labels on flat surface that will allow for maximum adhesion PC3. minimise the risk of damage to the spare parts, storage system, and surrounding fittings and components. Familiarize with special requirements of parts to be followed for storage. (Liquids, expiry, orientation etc..)	5	10
	PC4. prepare, handle and pick orders and place the parts at designated area PC5. ensure deliveries are unloaded safely and securely by following appropriate manual handling requirement PC6. assist superiors in processing orders by moving parts from one location to other as advised by the superior PC7. assemble and pack the cartons or containers to ensure tamper-proof packing of the spare parts	20	40
	PC8. use following tools and equipment for packing and storing the parts proficiently : <ul style="list-style-type: none"> • box sealing tape dispensers • bundling machines • form or fill or seal machinery • staple guns • strapping dispenser • strapping tensioners or sealers • wrapping machinery 	5	10
	PC9. ensure the stock and storage area is clear and plan the storage capacity in advance for the expected deliveries PC10. assist in maintaining parts identification records PC11. operate following material handling equipment: <ul style="list-style-type: none"> • dollies • hand trucks • pallet jacks 	10	15

Qualification Pack for Spare Parts Operations Executive-L3

	<ul style="list-style-type: none"> • forklifts • cranes • conveyers PC12. assist in using storage systems to handle and store products (use equipment to move items and place them in appropriate storage areas or bins) PC13. assist in keeping the overall upkeep of the premises where spares/ components are stocked and other related equipment and assets are controlled and used effectively	5	30
	subtotal	45	105
ASC/N 0001	Plan & organize work to meet expected outcome	Viva	Practical
Work requirements including various activities within the given time and set quality standards	To be competent, the user/individual on the job must be able to: PC1. keep immediate work area clean and tidy PC2. treat confidential information as per the organisation's guidelines PC3. work in line with organisation's policies and procedures PC4. work within the limits of job role PC5. obtain guidance from appropriate people, where necessary PC6. ensure work meets the agreed requirements	30	60
Appropriate use of resources	PC7. establish and agree on work requirements with appropriate people PC8. manage time, materials and cost effectively PC9. use resources in a responsible manner	20	40
	subtotal	50	100
ASC/N 0002	Work effectively in a team	Viva	Practical
Interact & communicate effectively with colleagues including member in the own group as well as other groups	To be competent, the user/individual on the job must be able to: PC1. maintain clear communication with colleagues (by all means including face-to-face, telephonic as well as written) PC2. work with colleagues to integrate work PC3. pass on information to colleagues in line with organisational requirements both through verbal as well as non-verbal means PC4. work in ways that show respect for colleagues PC5. carry out commitments made to colleagues PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons PC7. identify problems in working with colleagues and take the initiative to solve these problems PC8. follow the organisation's policies and procedures for working with colleagues	30	70
	subtotal	30	70

Qualification Pack for Spare Parts Operations Executive-L3

ASC/N 0003	Maintain safe , healthy environment friendly workplace	Viva	Practical
Resources needed to maintain a safe, secure working environment	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with organisation's current health, safety and security policies and procedures</p> <p>PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person</p> <p>PC3. Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires, earthquakes etc.</p> <p>PC4. identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p> <p>PC5. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected</p> <p>PC6. follow organisation's emergency procedures for accidents, fires or any other natural calamity</p> <p>PC7. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC8. complete all health and safety records are updates and procedures well defined</p>	35	65
	subtotal	35	65
	Total	160	340