

Model Curriculum

Casting Line Supervisor

SECTOR: AUTOMOTIVE
SUB-SECTOR: MANUFACTURING
OCCUPATION: CASTING
REF ID: ASC/Q 3206
NSQF LEVEL: 5

 Skill India वीरता धरति - कुशल धरति	 AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL	 N-S-D-C National Skill Development Corporation Transforming the skill landscape
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	"Casting Line Supervisor"	QP No: "ASC/Q3208, NSQF 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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Casting Line Supervisor

CURRICULUM / SYLLABUS

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

Program Name	Casting Line Supervisor		
Qualification Pack Code	ASC/Q3206		
Version No.	1.0	Version Updated	13- 09- 2018
Pre-requisites to Training	ITI - Mechanical / Diploma in Mechanical Engineering		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Manage various metal casting operations: Supervise end to end operations to ensure that the final products manufactured by casting team is as per the quality and production norms set by the organization. • Identify process requirements, ensuring process implementation & suggest basic improvements: Understand required processes, ensure implementation of processes as per the Work instruction/ SOPs/ Control Plan and also providing basic level of inputs for process improvement through deploying different tools/ participating in analysis. • Manage the production related operations of the Shift/ Line on a day to day basis: Ensure Operational Productivity in the Shift/ Line on a day to day basis and manage issues related to the Manpower Deployment, Management of raw material and finished goods and general supervision of the teams involved in the production activities. • Manage the team on the line/ shift on a day to day basis: 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, help them improve the skills levels and manage their grievances in the best possible manner in order to maximize the people productivity at the shop floor. • Maintain a safe and healthy working environment at the workplace: Create a Safe and Healthy work place, adhere to the safety guidelines in the working area, follow practices which are not impacting the environment in a negative manner and train team members on health and safety related issues. • Ensure implementation of 5S activities at the shop floor & the office area: Oversee the implementation of all 5S activities both at the shop floor and the office area by the team members and train the team in implementation of the 5S principles. 		

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

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1.	Introduction Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code	<ul style="list-style-type: none"> List general discipline rules in the class room Discuss about automotive industry List various auto manufacturers Discuss terms associated with the sector List job opportunities as casting supervisor Outline career growth path for a casting supervisor 	Computer and projector
2.	Manage various metal casting operations Theory Duration (hh:mm) 55:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code ASC/N3222	<ul style="list-style-type: none"> Interpret information from sketches and engineering drawings. Know basic principles of engineering drawing. Identify and use different types of tools and machinery required for casting. Identify impact of various physical parameters like temperature, etc on the properties of final output product like strength, shape etc. Discuss do's and don'ts of the manufacturing process as defined in SOPs/ work instructions List mechanical laws and working of pressing/other machines etc. Perform operation of mould making apparatus like hoppers, pouring nozzles etc. Operate shot blasting machine. Setup the respective apparatus as per the selected sand making/ core making/mould making/casting process. Perform monitoring of sand feeding and mixing process. Use measuring instruments like vernier callipers, micrometers and other measurement systems. Describe metallurgical properties and different types of metallurgical processes used in the process. Identify quality defects in work pieces. List safety precautions to be taken for all types of activities. 	PPT's and teaching aids Raw Materials: Sand, die Machinery: hoppers, pouring nozzles, mixers, pressing machines, feeders etc. Auxiliaries: bucket, pouring nozzles, ladles, spatulas, chippers etc. Shot blasting machine Fuel: Charcoal Measuring Tools: Steel tape, Steel rule, Vernier calliper, Micrometer, Compass Cutting Tools: Hacksaw frame adjustable, chisel, scissor, Sand paper Driving Tools: Chipping hammer, wooden mallet, Safety Materials: Fire extinguisher, Leather safety gloves, leather aprons, safety glasses, Ear Plug, Safety Shoe and First aid kit Cleaning material and other tools: Tip cleaner, Wire brush (M.S.), Cleaning agents, Cleaning cloth, Waste container, Dust pan & brush set, Liquid soap, Hand towel

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3.	<p>Understanding process requirements, ensuring process implementation and suggest basic improvements</p> <p>Theory Duration (hh:mm) 50:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code ASC/N0013</p>	<ul style="list-style-type: none"> Discuss different types of manufacturing processes used in industry. Identify requirement of raw materials used in the process. List tools, jigs and fixtures required Use tools, jigs and fixtures. Do maintenance of tools, jigs and fixtures Operate the machine in both, automatic and manual mode. Use various measurement tools like vernier callipers, micrometers, rulers, scales, weighing machines etc. Identify different types of defects in the final product. Describe metallurgical and chemical properties of material. Demonstrate handling of electrical equipment and circuits, rectifiers and control panel etc. Demonstrate measurement of workpiece for the correct specifications in terms of thickness, hardness, durability, tightness, finesse etc. List various problems solving tools like 7QC, Why Why Analysis, Brain storming etc. Follow 5S practices in production line. Execute process improvement techniques like Kaizens, TQM, and Poka Yoke at workplace. 	<p>PPT's and teaching aids</p> <p>Raw Materials: Sand, die</p> <p>Machinery: hoppers, pouring nozzles, mixers, pressing machines, feeders etc.</p> <p>Auxiliaries: bucket, pouring nozzles, ladles, spatulas, chippers etc.</p> <p>Shot blasting machine</p> <p>Fuel: Charcoal</p> <p>Measuring Tools: Steel tape, Steel rule, Vernier calliper, Micrometer, Compass</p> <p>Cutting Tools: Hacksaw frame adjustable, chisel, scissor, Sand paper</p> <p>Driving Tools: Chipping hammer, wooden mallet,</p> <p>Safety Materials: Fire extinguisher, Leather safety gloves, leather aprons, safety glasses, Ear Plug, Safety Shoe and First aid kit</p> <p>Cleaning material and other tools: Tip cleaner, Wire brush (M.S.), Cleaning agents, Cleaning cloth, Waste container, Dust pan & brush set, Liquid soap, Hand towel</p>
4.	<p>Perform production related operations of the Shift/ Line on a day to day basis</p> <p>Theory Duration (hh:mm) 50:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code ASC/N0014</p>	<ul style="list-style-type: none"> Perform effective shift planning based on manpower allocation. Make shift rosters for the week and month based on the production plan. Send inventory requirements to Stores and Purchase department. Describe various functions like material management, stores, paint shop, assembly line, quality, safety, production planning etc. Perform end of line inspection. Identify requirement of tools and equipment for the operators and helpers. Do optimal resource utilization (man, machine and material) Identify & 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>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Prepare daily and monthly production MIS reports. • Verify the production and material movement related data entries in the system (manual/ ERP) for the line/ shift. • Prepare the preventive maintenance schedule for the shop/ line and execute on time. • Follow safety guidelines in the workshop. • Conduct quality inspection of the process parameters, lab parameters and WIP products. • Conduct quality inspection of the material and finished goods. 	
5.	<p>Manage the small groups on the line/ shift on a day to day basis</p> <p>Theory Duration (hh:mm) 50:00</p> <p>Practical Duration (hh:mm) 40:00</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, maintaining records and sharing them with the concerned in the required format. • List shift roster norms and guidelines. • List HR policies and processes followed by the organization. • Provide production targets and timelines required to helpers and operators for processing a work order as finalized in the production plan. • Conduct daily floor meeting/ morning meetings/ staff meetings. • Conduct Quality Circles, TQM & Kaizen meets, Brainstorming sessions, safety drills etc. • Demonstrate shift planning 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 up dation of the Skill Matrix/ Skill Chart for the shift/ line/ process area. • Execute tracking of operators and helpers daily performance during the shift. • Conduct training of entry level operators and helpers in the plant. • Resolve 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. 	PPT, Case studies, shift planning document or software, projector

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	ASC/N0022	Non-Hazardous waste and dispose the waste as per SOP <ul style="list-style-type: none"> Follow 5S guidelines at workplace 	
	Total Duration Theory Duration 250:00 Practical Duration 200:00	Unique Equipment Required: <ul style="list-style-type: none"> PPT's and teaching aids Raw Materials: Sand, die Machinery: hoppers, pouring nozzles, mixers, pressing machines, feeders etc. Auxiliaries: bucket, pouring nozzles, ladles, spatulas, chippers etc. Shot blasting machine Fuel: Charcoal Measuring Tools: Steel tape, Steel rule, Vernier calliper, Micrometre, Compass Cutting Tools: Hacksaw frame adjustable, chisel, scissor, Sand paper Driving Tools: Chipping hammer, wooden mallet, Safety Materials: Fire extinguisher, Leather safety gloves, leather aprons, safety glasses, Ear Plug, Safety Shoe and First aid kit Cleaning material and other tools: Tip cleaner, Wire brush (M.S.), Cleaning agents, Cleaning cloth, Waste container, Dust pan & brush set, Liquid soap, Hand towel 	

Grand Total Course Duration: **450 Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: “Casting Line Supervisor” mapped to Qualification Pack: “ASC/Q3206, Version 1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ASC/Q3206, Version 1.0”.
2	Personal Attributes	<p>Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training.</p> <ul style="list-style-type: none"> • Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised 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 have sharp diagnostic abilities for identifying reasons of problems in vehicles and troubleshoot. • Should be hands-on with casting practices to provide experiential training.
3	Minimum Educational Qualifications	Diploma in mechanical engineering
4a	Domain Certification	Certified for Job Role: “Casting Line Supervisor”, mapped to QP: “ASC/Q3206, Version 1.0”. Minimum accepted qualifying score-80% as per ASDC Guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/ Q0102”. Minimum accepted score as per SSC guidelines is 80%.
5	Experience	5 years for diploma holder

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Casting Line Supervisor
Qualification Pack	ASC/Q3206
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 also basic ability to communicate. Accordingly, evaluation process would include: <ol style="list-style-type: none"> i. Theory/Knowledge test ii. Practical demonstration test iii. Face to Face Viva
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%

Annexure: Assessment Criteria

Job Role	Casting Line Supervisor
Qualification Pack	ASC/Q3206
No. Of NOS	1 Role specific, 6 generic

Assessable Outcome	Assessment Criteria	Total Mark	Out of	Marks allocation	
				Theory	Practical
1. ASC/N3222 Manage various metal casting operations	PC1. Ensure that the latest version of the available engineering drawing is available with the team and is adhered to ensure accurate casting.	100	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. Identify the required activities which need to be executed in order to achieve the final output as per the work order.		3	1	2
	PC4. Ensure that the process adopted is according to the Work Instructions/ Standard Operating Procedures adopted.		3	1	2
	PC5. Ensure that operation of mould making apparatus like hoppers, pouring nozzles etc. take place smoothly.		3	1	2
	PC6. Ensure that the assistant operator has the right instructions and SOPs to operate various machines.		3	1	2
	PC7. Ensure that the right components are loaded and the shots in the chamber of the shot blasting machine.		5	2	3
	PC8. Ensure that the required operation code is fed in the pressing machine for it to prepare the core.		4	1	3

PC9. Ensure that the type of sand and apparatus to be used for making the mould is correctly identified	4	1	3
PC10.Setup the respective apparatus as per the selected sand making/ core making/mould making/ Casting process and the standards used in the automobile industry.	4	1	3
PC11.Ensure that the operation of apparatus for sand feeding and mixing like hoppers, mixers etc. is as per the instructions mentioned in the Work Instructions/SOPs.	3	1	2
PC12.Ensure the mixer is fed with the required additives in the right quantities and the additives added in the sand are as per the process requirements mentioned in the Work Instructions/SOPs.	4	1	3
PC13.Monitor the sand feeding and mixing process by observing and analysing the readings on various panels/meters to prevent machine breakdown/stoppages and deviations.	4	1	3
PC14.Ensure that the casting apparatus operations like molten metal carrying bucket, pouring nozzles, ladles etc. are function properly.	4	1	3
PC15.Oversee the quality checks on output sand in terms of grain compressive strength etc.	3	1	2
PC16.Ensure that the core making process (right from sand feeding till core hardening) and the readings on various panels/meters are as per SOPs to prevent machine breakdown and deviations of the output core from desired specifications.	4	1	3
PC17.Ensure that any minor defects like excess slag; holes etc. are rectified by fettling, chipping etc.	3	1	2

PC18.Ensure that the first and last casting from each batch is sent to the lab for quality check on its composition, soundness, nodularity etc.	4	1	3
PC19.Ensure that the final metal casting is as prescribed in the work order and the relevant engineering drawings.	3	1	2
PC20.In case the parts are not as per the given measurements, ensure that the same for further processing in terms of chipping, fettling etc.	3	1	2
PC21.Ensure that the final mould pattern is measured and compared with the dimensions as prescribed in the work order engineering drawing.	4	1	3
PC22.Ensure escalation of any issues related to die setting to the machine setter in the plant.	3	1	2
PC23.Ensure that pouring is in line with the defined work standards and specifications and minimization of metal spillage in the work area and that the pouring observations like parting leak, gas evolution or any abnormality are duly recorded.	4	1	3
PC24.Ensure that the team operates the machine using the recommended Personal Protective Equipment (PPE) at the workplace.	3	1	2
PC25.Ensure that the appropriate medical officer/HR is informed in case an employee's illness is of a contagious nature.	3	1	2
PC26.Ensure relevant safety board's/signs are placed on the shop floor.	3	1	2
PC27.Establish linkage between rejection of output and the pertinent causes for the same (process/ material etc.) and recommend the means for rejection control when required.	4	1	3

	PC28. Obtain help or advice from specialist if the problem is outside the operator's area of competence or experience.		3	1	2
	PC29. Observe and analyse any irregularities in the processes and take preventive steps whenever required.		3	1	2
	Total		100	30	70
2. ASC/N0013 Understan d process requireme nts, ensure process implement ation	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		6	2	4

	the completed Poka Yoke and kaizen on the running line				
	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 & external		4	1	3

	rejection data, planning and ensuring.				
	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 & implement action steps to reduce losses and wastages during shift operation and ensure minimum		6	2	4

	rejection of components.				
	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/		6	2	4

	line as per the proposed production plan.			
	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	3	1	2

	enhance their skill levels.				
	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 B 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 also 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	3	1	2

	self-aware of safety hazards and preventive techniques and ensure that the team participate in all the required safety and fire drills.				
	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 who 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 implement ation 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 un-necessary 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 are 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 & 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 indicates 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	4	1	3

	plant.				
	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	600	600	180	420
	Percentage Weightage (%)			30	70