

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

Contact Us:
ASDC, NEW DELHI

E-mail:
SKC.ASDC@gmail.com



Contents

1. Introduction and Contacts.....P1
2. Qualifications Pack.....P2
3. Glossary of key terms.....P3
4. OS Units.....P5

Introduction

Qualifications Pack- Equipment Designer L5

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING SUPPORT

OCCUPATION: PROCESS ENGINEERING

JOB ROLE : EQUIPMENT DESIGNER

REFERENCE ID: ASC/Q6405

ALIGNED TO : NCO-2004/Nil

Brief Job Description: Also known as *Tool Designer* .Individuals at this job need to design details of the equipment- mechanisms, fixtures, tools, gauges and other instruments for manufacturing & measuring the quality standards of the production process

Personal Attributes: This job requires the individual to work independently and be judicious in making decisions pertaining to one's area of work. The individual should be result oriented. The individual should also be able to demonstrate skills for information ordering, imagination, oral expression, analytical approach, deductive reasoning and comprehension.

Job Details	Qualifications Pack Code	ASC/Q 6405		
	Job Role	Process Equipment/ Tool Designer		
	Credits(NSQF) [OPTIONAL]	TBD	Version number	1.1
	Sector	Automotive	Drafted on	13.08.13
	Sub-sector	Manufacturing Support	Last reviewed on	23.09.13
	Occupation	Process Engineering	Next review date	30.09.15

Job Role	Tool Designer
Role Description	developing equipment for production & measuring the quality standards of the process
NSQF level	5
Minimum Educational Qualifications*	Diploma /B. Tech/ BE in Industrial / Production / Mechanical Engineer/ Diploma in Tool Design
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	CAD , Tool Design, GD & T
Experience	1-3 years experience in tool designing/manufacturing
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <p>ASC/N6413. Design fixtures , workstation and its mechanisms</p> <p>ASC/N6422. Release the drawings and manage the documentation for engineering change</p> <p>ASC/N0002. Work effectively in a team</p> <p>ASC/N 0006 Maintain a safe healthy work environment</p> <p>ASC/ N0021 Maintain 5 S at the work premises</p> <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

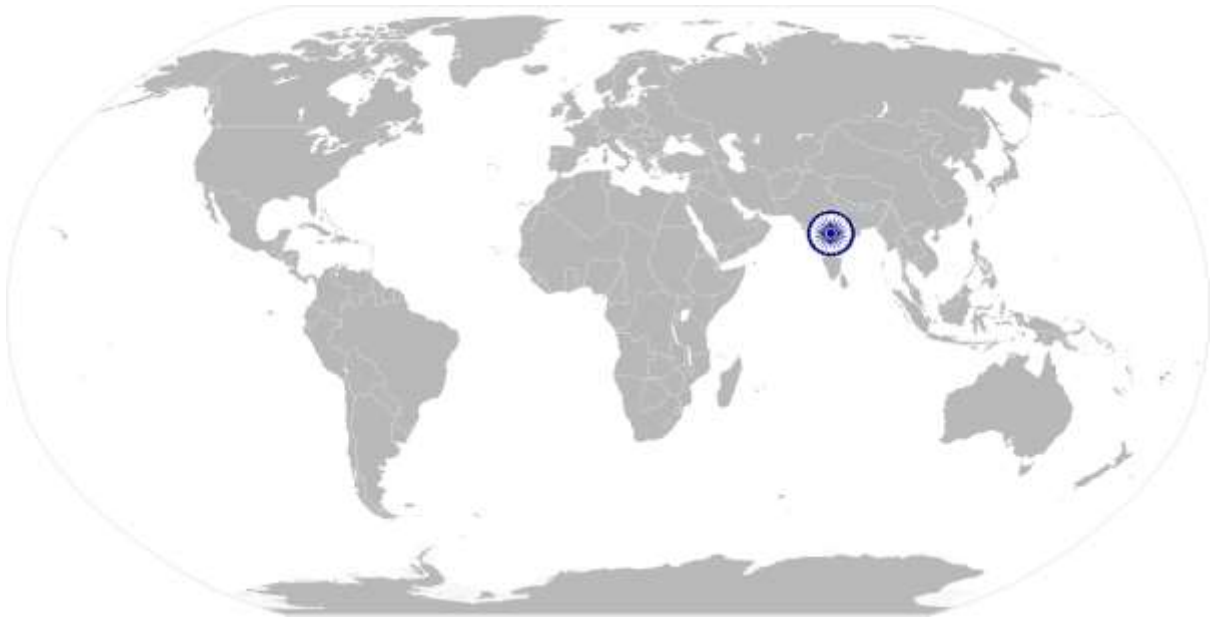
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an 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 OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
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 OS they are looking for.
Scope	Scope is a 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 quality of performance required.
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.
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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Acronyms

Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack
SCM	Supply Chain Management
SAP	System Application and Products
HSE	Health , Safety and Environment
ECN/PCN	Engineering Change Note/ Process Change Note
PPAP	Production Part Approval Process
TS	TS 16949 Quality Management system
APQP	Advanced Product Quality Planning
MSA	Measurement System Analysis
PFMEA / CP	Process Failure Mode & effects Analysis/ Control Plan
GD & T	Geometric Dimensioning & Tolerancing

ASC/N6413. Design fixtures , workstation and its mechanisms

National Occupational Standards



Overview

This unit is about lay-outing & designing the tools, fixtures, workstations and their working mechanisms under guidance of Process Designer /CFT for NPD.

ASC/N6413. Design fixtures , workstation and its mechanisms

National Occupational Standard

Unit Code	ASC/N6413
Unit Title (Task)	Design fixtures , workstation and its mechanisms
Description	This OS unit is about the tool designer applying his technical knowledge for designing the equipment like tools , fixtures and workstations along with their mechanisms of operation for the process
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> preparing the drawings for the tools , fixtures and workstations prepare part lists including associated mechanisms
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing the drawings	<p>Based on types of processes in the organization , to be competent the equipment designer, guided by the Process design Engineer should be able to :</p> <p>PC1. analyze the requirement for a new equipment such as</p> <ul style="list-style-type: none"> workstation mechanisms within online gauge fixtures & associated parts tools & dies for Metal forming processes <p>for facilitating the process of manufacturing for broad classification of process types such as</p> <ul style="list-style-type: none"> assembly Process machining Process basic metal forming – Casting, Forging, Sheet metal etc special processes- Polymer parts, welding, Surface/ Heat treatment <p>PC2. finalize the dimensions for the new equipment based on the process requirement, space constraints, aux. main equipment selected for the process by the Process Engineer</p> <p>PC3. prepare the drawings for the required equipment using CAD software</p> <p>PC4. share the drawings for the new equipment to the in – house tool room or third party agency whichever applicable for preview & later for fabrication</p>
Designing the mechanism , Layout , detailing	<p>To be competent the tool designer should be able to :</p> <p>PC5. use the equipment prepared above for process and identify the sequence of equipment operation</p> <p>PC6. based on the sequence of operations and the manufactured product end requirements , devise the mechanism of working for the equipment</p> <p>PC7. if required , use simulation software for understanding the equipment operation and review the drawings</p>

ASC/N6413. Design fixtures , workstation and its mechanisms

	<p>PC8. in case of robotics/ automation application for equipment functioning , finalize the operation sequence program in consultation with the process engineer</p> <p>PC9. get the outline , dimensions and other details for selected equipment to be used such as motors, sensors, automation parts, etc. for layout preparation</p> <p>PC10. repeat the above process till the final equipment dimensions , profile , mechanism of operation etc. are finalized.</p> <p>PC11. if required , in consultation with Process Designer/ manager use outside Tool – Room agency for design , and manufacture of tools, fixtures . Transfer necessary layout & other information to such agency. Make sure that typical allowances for trimming, shrinkage and warpage etc. are considered based on past experience of the metal forming process.</p> <p>PC12. once finalized , then inform the in – house tool room or third party agency for reviewing the complete equipment profile , dimensions and accordingly if required update the drawings</p> <p>PC13. for any on-line gauges designed as part of this exercise ensure GD & T requirements are adhered to.</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company manufacturing processes</p> <p>KA2. sequence of operations</p> <p>KA3. activity/ Process Flow</p> <p>KA4. development Process in the organization</p>
B. Technical Knowledge	<p>The individual on the job needs to have knowledge of:</p> <p>KB1. technical and functional requirements for tools, online gauges, fixtures etc.</p> <p>KB2. all the economic factors involved in the activity</p> <p>KB3. previous similar design & achieved data for QCT</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read the equipment literature & understand its features.</p> <p>SA2. compile all the data related to main & auxiliary equipment required in the processes</p>
	Communication skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. communicate with the equipment operator to take inputs for finalizing the drawings of the equipment</p> <p>SA4. Communicate with third party consultants used for die design/ manufacture on simultaneous engineering basis.</p>

ASC/N6413. Design fixtures , workstation and its mechanisms

	<p>Teamwork and multitasking</p>
	<p>The user/individual on the job needs to know and understand how to: SA5. share operation knowledge with co-workers</p>
<p>B. Professional Skills</p>	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to: SB1. plan the execution of equipment designing activity ; long term and short term activities so that he can finish the task activity wise in the stipulated time</p>
	<p>Critical thinking</p>
	<p>The user/individual on the job needs to know and understand how to: SB2. analyze the way in which job is being performed and think of some other suitable method in order to optimize the QCT while performing the work SB3. co-ordinate and link practical aspects of own work as inputs for the design activity</p>

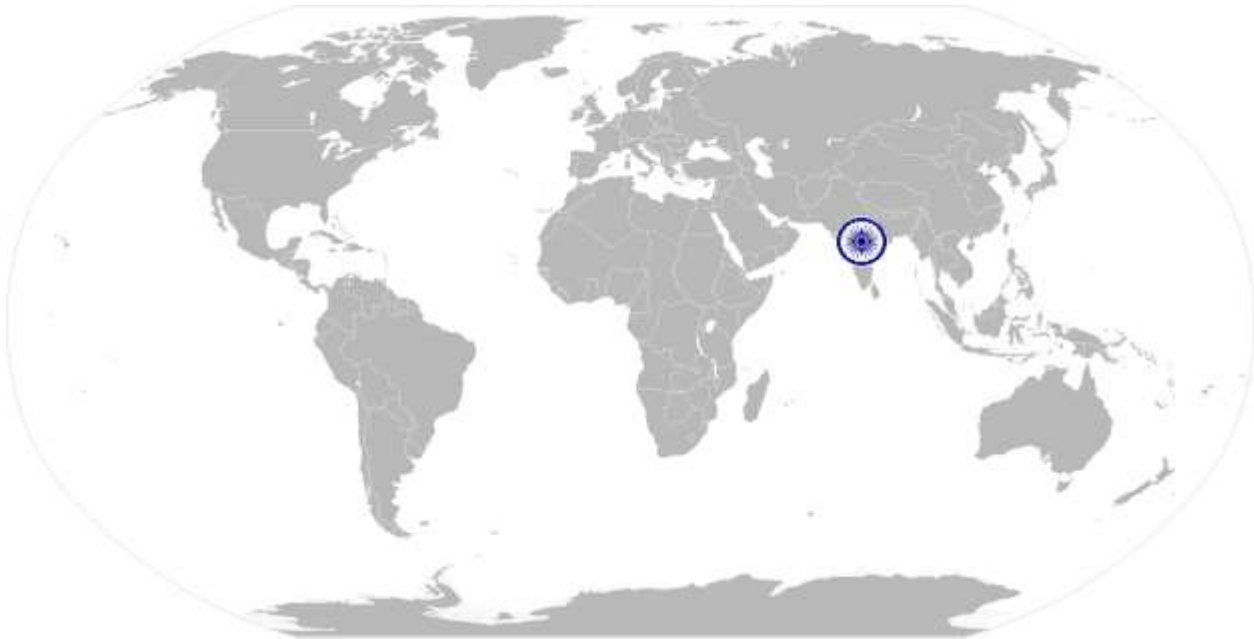
ASC/N6413. Design fixtures , workstation and its mechanisms

NOS Version Control

NOS Code	ASC/N6413		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	13.08.13
Industry Sub-sector	Manufacturing Support	Last reviewed on	23.09.13
Occupation	Process Engineering	Next review date	30.09.15

ASC/N6422. Release the drawings and manage the documentation for engineering change

National Occupational Standards



Overview

This unit is about the releasing the finalized drawings for the tool and documentation for new process/engineering changes

ASC/N6422. Release the drawings and manage the documentation for engineering change

National Occupational Standard	Unit Code	ASC/N6422
	Unit Title (Task)	Release the drawings and manage the documentation for engineering change
	Description	This OS unit is about the equipment designer releasing the drawings of the finalized equipment and making the documentation for change management
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> • release of equipment drawings • documentation for change management
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Release of tool drawings	To be competent the equipment designer should be able to PC1. complete the parts- list and drawings / specifications for all the items required for the Equipment. PC2. release the drawings of the equipment to Production department/ In – House / external Tool Room as per SOP and monitor its development for any revisions, clarity required etc. PC3. in case of any problem encountered while development of the equipment, usage by Production during process , probe the reasons and if required , modify/re-design in coordination with in – house tool room or third party agency, based on the severity of problem
	Documentation for change management	To be competent the equipment designer should be able to : PC4. In case of an Engineering Change Note for a design change OR a process change for CA/ CI activity review the impact on fixture parts / mechanism and decide the action of Rework / re make based on cost and time available / production schedules on the equipment Co-ordinate activities related to WIP , stocks during ECN Mnaagement ; record these on the ECN document PC5. based on the above make the changes in drawing / part-list and order the parts/ rework with help of Validation/ Process engineer PC6. make final changes in documentation after trials by validation agency are declared successful and release the change documents as per SOP PC7. in consultation with the process engineer / CFT meeting output share the finalized documents for equipment & PF FMEA ,CP with the end users
	Knowledge and Understanding (K) w.r.t. the scope	

ASC/N6422. Release the drawings and manage the documentation for engineering change

Element	Knowledge and Understanding
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company manufacturing processes KA2. sequence of operations KA3. norms established CP
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. technical and functional requirements for tools, online gauges, fixtures etc. KB2. all the economic factors involved in the activity KB3. previous similar design & achieved data for QCT KB4. PFMEA/CP/WI documents KB5. APQP,PPAP KB6. ECN/PCN documentation requirements
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/ individual on the job needs to know and understand how to: SA1. interpret and prepare the PFMEA/CP documents as per the TS requirements
	Communication skills
	The user/individual on the job needs to know and understand how: SA2. communicate with Production department for drawings release and equipment modification/re-designing SA3. communicate with the process engineer for documents review
	Team work and multi tasking
	The user/individual on the job needs to know and understand how: SA4. assist Production department if required for equipment operation SA5. share operation knowledge with co-workers SA6. coordinate and take inputs from the shop floor workers for devising alternative methods for work content reduction using the equipment
B. Professional Skills	Plan & Organize
	The user/individual on the job needs to know and understand how to: SB1. plan the equipment drawings release activity so that he can finish the activity in the stipulated time
	Decision making
	The user/ individual on the job needs to make decisions pertaining to: SB2. equipment modification/re-designing SB3. change in PFMEA/CP/WI documents in case of change management

ASC/N6422. Release the drawings and manage the documentation for engineering change

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s) SB5. identify immediate or temporary solutions to resolve delays and crisis situations
	Reflective thinking
	The user/individual on the job needs to know and understand: SB6. how to learn from past mistakes to resolve technical and non-technical problems

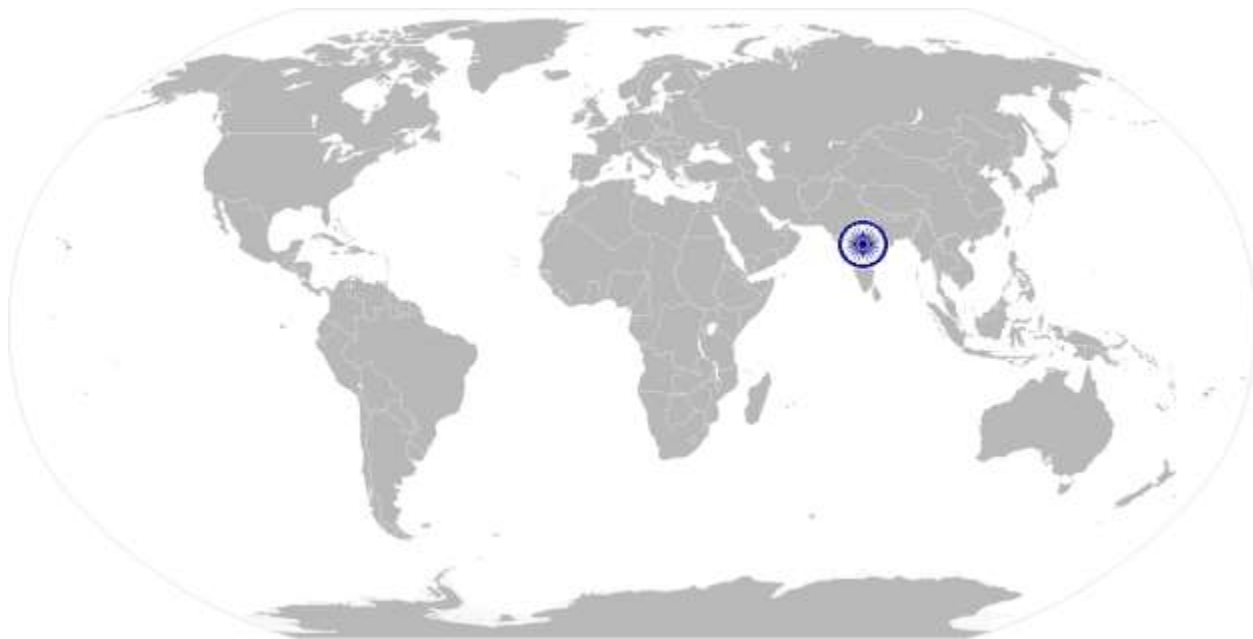
ASC/N6422. Release the drawings and manage the documentation for engineering change

NOS Version Control

NOS Code	ASC/N6422		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	13.08.13
Industry Sub-sector	Manufacturing Support	Last reviewed on	23.09.13
Occupation	Process Engineering	Next review date	30.09.15

ASC/N0002. 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/N0002. Work effectively in a team

National Occupational Standard

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"> • Superiors • Members of own work group • People in other work groups within or outside the organisation <p>Communicate:</p> <ul style="list-style-type: none"> • Face-to-face • By telephone • In writing
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
A. Compulsory	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Maintain clear communication with colleagues</p> <p>PC2. Work with colleagues</p> <p>PC3. Pass on information to colleagues in line with organisational requirements</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> <p>PC9. Ability to share resources with other members as per priority of tasks</p>
B. Optional	N.A.
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>

ASC/N0002. Work effectively in a team

	KA3. Different methods of communication and the circumstances in which it is appropriate to use these KA4. The importance of creating an environment of trust and mutual respect KA5. The implications of own work on the work and schedule of others
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Different types of information that colleagues might need and the importance of providing this information when it is required KB2. The importance of helping colleagues with problems, in order to meet quality and time standards as a team
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)
	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
B. Professional Skills	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

ASC/N0002. Work effectively in a team

	Critical Thinking
--	--------------------------

NOS Code	ASC/ N 0002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	13/08/13
Industry Sub-sector	Manufacturing Support	Last reviewed on	23/09/13
	Process Engineering	Next review date	30/09/15
	The user/individual on the job needs to know and understand how to: SB6. Apply balanced judgements to different situations		

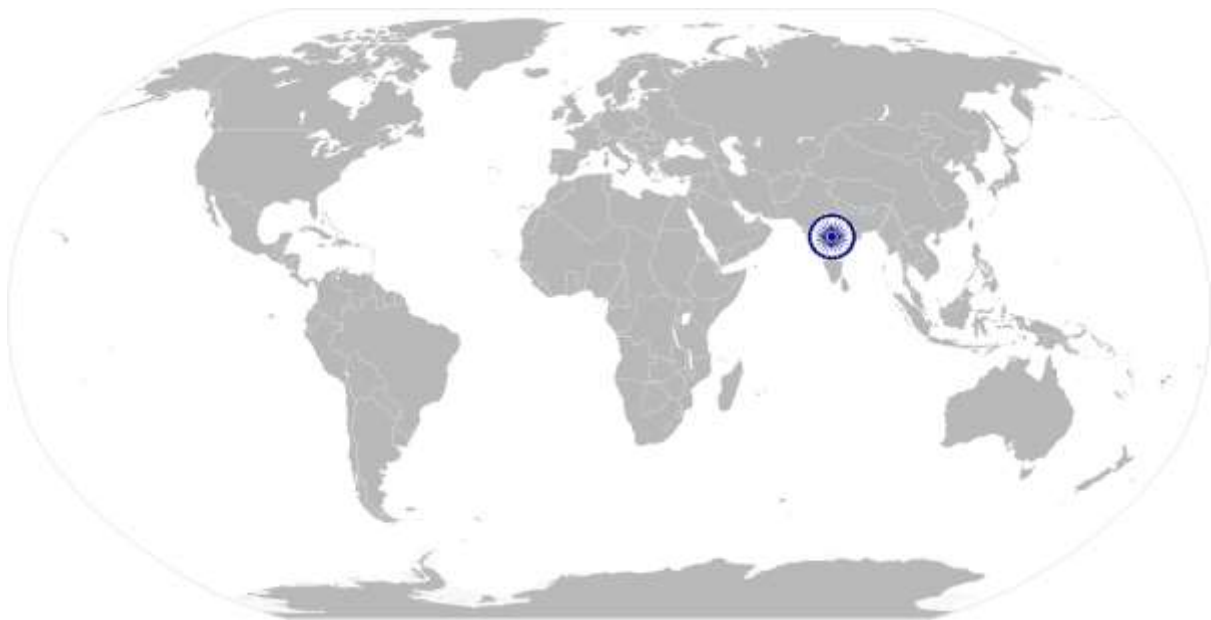
NOS Version Control



ASC/N0002. Work effectively in a team

ASC/N0021 Maintaining 5S at the work premises

National Occupational Standard



Overview

This unit is about establishing a Safe, Healthy and Environment friendly workplace

ASC/N0021 Maintaining 5S at the work premises

National Occupational Standard

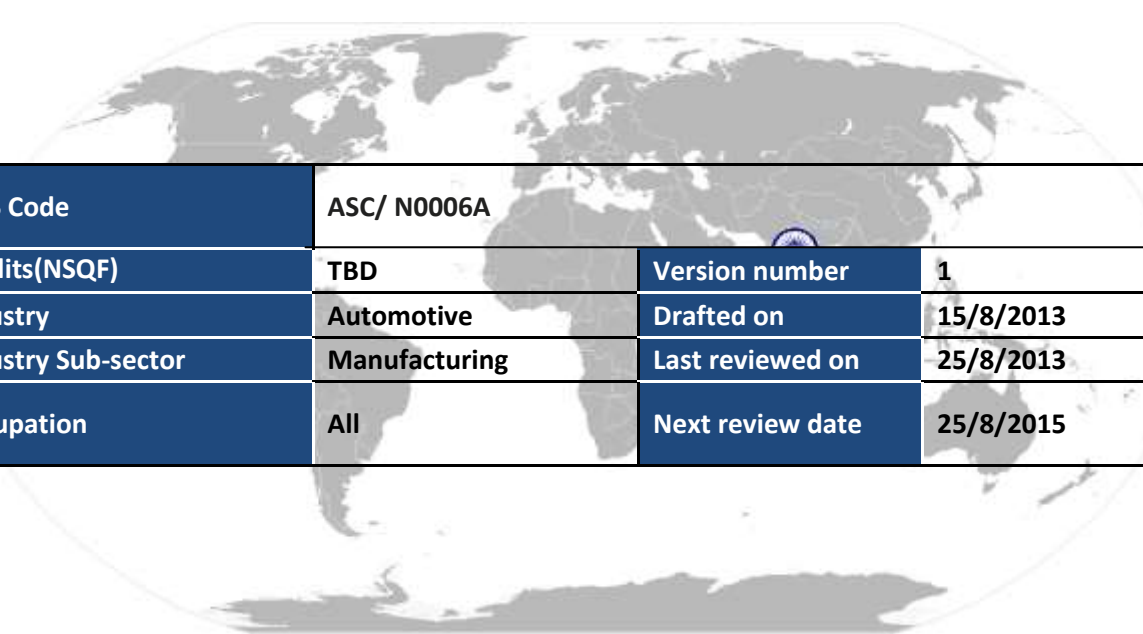
Unit Code	ASC/N0006A
Unit Title (Task)	Maintain a safe and healthy working environment at the work place
Description	This NOS unit is about creating a Safe and Healthy work place, adhering to the safety guidelines in the working area, following practices which are not impacting the environment in a negative manner
Scope	<p>The role holder will be responsible for</p> <ul style="list-style-type: none"> identifying and reporting of risks creating and sustaining a safe, clean and environment friendly work place <p>This NOS will be applicable to all Automotive sector manufacturing job roles</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Identify and report the risks identified	<p>PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise</p> <p>PC2. Identify areas in the plant which are potentially hazardous/ unhygienic in nature</p> <p>PC3. Conduct regular checks with support of the maintenance team on machine health to identify potential hazards due to wear and tear of machine</p> <p>PC4. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc.</p> <p>PC5. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations</p> <p>PC6. Create awareness amongst other by sharing information on the identified risks</p>
Create and sustain a Safe, clean and environment friendly work place	<p>PC7. Support the Safety team and the supervisor in creating the risk mitigation plan</p> <p>PC8. Follow the instructions given on the equipment manual describing the operating process of the equipment</p> <p>PC9. Follow the Safety, Health and Environment related practices developed by the organization</p> <p>PC10. Ensure relevant safety boards/ signs are placed on the shop floor</p> <p>PC11. Operate the machine using the recommended Personal Protective Equipment (PPE) and ensure team members also use the related PPEs at the workplace</p> <p>PC12. Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc.</p> <p>PC13. Attend all safety and fire drills to be self-aware of safety hazards and preventive techniques</p> <p>PC14. Maintain high standards of personal hygiene at the work place</p> <p>PC15. Ensure that the waste disposal is done in the designated area and</p>

ASC/N0021 Maintaining 5S at the work premises

	<p>manner as per organization SOP.</p> <p>PC16. Inform appropriately the medical officer/ HR in case of self or an employee's illness of contagious nature so that preventive actions can be planned for others</p>
Knowledge and Understanding (K)w.r.t. the scope	
Element	Knowledge and Understanding
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company</p> <p>KA2. emergency handling procedures & hierarchy for escalation</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. basic knowledge of Safety procedures(fire fighting, first aid) within the organization</p> <p>KB2. basic knowledge of various types of PPEs and their usage</p> <p>KB3. basic knowledge of risks/hazards associated with each occupation in the organization</p> <p>KB4. knowledge of personal hygiene and how an individual can contribute towards creating a highly safe and clean working environment</p>
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read safety instructions put up across the plant premises SA3. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB1. use common sense and make judgments during day to day basis SB2. use reasoning skills to identify and resolve basic problems

ASC/N0021 Maintaining 5S at the work premises

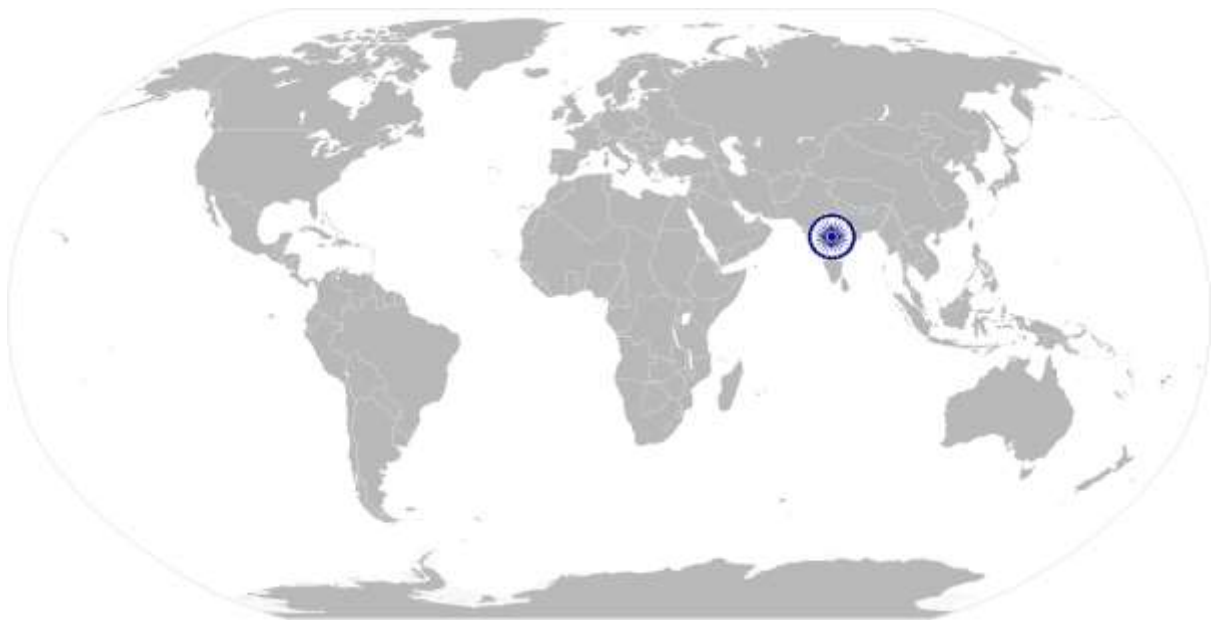
NOS Version Control



NOS Code	ASC/ N0006A		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	15/8/2013
Industry Sub-sector	Manufacturing	Last reviewed on	25/8/2013
Occupation	All	Next review date	25/8/2015

ASC/N0021 Maintaining 5S at the work premises

National Occupational Standard



Overview

This unit is about the understanding all principles of 5S and follow the given guidelines to ensure a clean and efficient working environment in the organization

ASC/N0021 Maintaining 5S at the work premises

National Occupational Standard	Unit Code	ASC/N0021
	Unit Title (Task)	Maintaining 5S in the work premises
	Description	This NOS is about ensuring all 5 S activities both at the shop floor and the office area to facilitate increase in work productivity
	Scope	The individual needs to <ul style="list-style-type: none"> Ensure sorting, streamlining & organizing, storage and documentation, cleaning, standardization and sustenance across the plant and office premises of the organization
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Ensure sorting	<p>PC1. Follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.</p> <p>PC2. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions</p> <p>PC3. Follow the technique of waste disposal and waste storage in the proper bins as per SOP</p> <p>PC4. Segregate the items which are labelled as red tag items for the process area and keep them in the correct places</p> <p>PC5. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</p> <p>PC6. Ensure that areas of material storage areas are not overflowing</p> <p>PC7. Properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p> <p>PC8. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC9. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p>
	Ensure proper documentation and storage (organizing, streamlining)	<p>PC10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</p> <p>PC11. Check that the items in the respective areas have been identified as broken or damaged</p> <p>PC12. Follow the given instructions and check for labelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>

ASC/N0021 Maintaining 5S at the work premises

<p>Ensure cleaning of self and the work place</p>	<p>PC14. Check whether safety glasses are clean and in good condition PC15. Keep all outside surfaces of recycling containers are clean PC16. Ensure that the area has floors swept, machinery clean and generally clean. In case of cleaning, ensure that proper displays are maintained on the floor which indicate potential safety hazards PC17. Check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up PC18. Ensure workbenches and work surfaces are clean and in good condition PC19. Follow the cleaning schedule for the lighting system to ensure proper illumination PC20. Store the cleaning material and equipment in the correct location and in good condition PC21. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene</p>
<p>Ensure sustenance</p>	<p>PC1. Follow the daily cleaning standards and schedules to create a clean working environment PC2. Attend all training programs for employees on 5 S PC3. Support the team during the audit of 5 S PC4. Participate actively in employee work groups on 5S and encourage team members for active participation PC5. Follow the guidelines for What to do and What not to do to build sustainability in 5S as mentioned in the 5S check lists/ work instructions</p>
<p>Knowledge and Understanding (K) w.r.t. the scope</p>	
<p>Element</p>	<p>Knowledge and Understanding</p>
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand: KA3. relevant standards, procedures and policies related to 5S followed in the company</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to :</p> <p>KB5. have basic knowledge of 5S procedures KB6. know various types 5s practices followed in various areas KB7. understand the 5S checklists provided in the department/ team KB8. have skills to identify useful & non useful items KB9. have knowledge of labels , signs & colours used as indicators KB10. Have knowledge on how to sort and store various types of tools, equipment, material etc. KB11. know , how to identify various types of waste products KB12. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body KB13. have knowledge of best ways of cleaning & waste disposal KB14. understand the importance of standardization in processes KB15. understand the importance of sustainability in 5S KB16. have knowledge of TQM process</p>

ASC/N0021 Maintaining 5S at the work premises

	KB17. have knowledge of various materials and storage norms KB18. understand visual controls, symbols, graphs etc.
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: SA8. write basic level notes and observations SA9. note down observations (if any) related to the process SA10. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA11. read 5S instructions put up across the plant premises
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA12. effectively communicate information to team members inform employees in the plant and concerned functions about 5S SA13. question the process head in order to understand the 5S related issues SA14. attentively listen with full attention and comprehend the information given by the speaker during 5S training programs
B. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB3. use common sense and make judgments during day to day basis SB4. use reasoning skills to identify and resolve basic problems using 5S
	Persuasion
	The user/ individual on the jobs needs to know and understand how to: SB5. persuade co team members to follow 5 S SB6. ensure that the co team members understand the importance of using 5 S tool
	Creativity
	The user/individual on the job needs to know and understand how to : SB7. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor SB8. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work
	Self –Discipline

ASC/N0021 Maintaining 5S at the work premises

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. do what is right, not what is a popular practices</p> <p>SB10. follow shop floor rules& regulations and avoid deviations; make 5S an integral way of life</p> <p>SB11. ensure self-cleanliness on a daily basis</p> <p>SB12. demonstrate the will to keep the work area in a clean and orderly manner</p>
--	--

NOS Version Control



NOS Code	ASC/N0021		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	1/03/2014
Industry Sub-sector	Manufacturing/ R&D	Last reviewed on	15/03/2014
Occupation	All	Next review date	15/03/2016