

---

# Model Curriculum

## FOL Storage and Control Technician

**SECTOR: AEROSPACE AND AVIATION**  
**SUB-SECTOR: MAINTENANCE REPAIR & OVERHAULING**  
**OCCUPATION: BASE MAINTENANCE**  
**REF ID: AAS/Q2007**  
**NSQF LEVEL: 4**

---



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**AEROSPACE & AVIATION SECTOR SKILL COUNCIL (AASSC)**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/Qualification Pack : **'FOL Storage and Control Technician'** QP No. **'AAS/Q2007'** NSQF level **4'**



(Authorised signatory)

Aerospace & Aviation Sector Skill Council (AASSC)

Date of issuance : 01 September 2017

Valid up to : 31 August 2018

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

## TABLE OF CONTENTS

<b>1. Curriculum</b>	<b>4</b>
<b>2. Trainer Prerequisites</b>	<b>9</b>
<b>3. Annexure: Assessment Criteria</b>	<b>10</b>

# FOL storage and control Technician

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “FOL storage and control Technician”, in the “Aerospace & Aviation” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	FOL storage and control Technician		
Qualification Pack Name & Reference ID.	AAS/Q2007		
Version No.	1.0	Version Update Date	15 – 03 - 2017
Pre-requisites to Training	Class XII (Science)		
Training Outcomes	<p>After completing this programme, participants will be able to;</p> <ul style="list-style-type: none"> <li>• Undertake for proper storage, record and issue of Fuel Oil and Lubricants (FOL) for maintenance services.</li> <li>• Identify and use basic tools, equipment &amp; materials; Understanding of carrying out tool box, machinery equipment for its operation.</li> <li>• Acquire basic communication skills and good inter-personal skills.</li> <li>• Stand and walk for long periods of time consistent kneeling, squatting and reaching above the head with caution to avoid accidents.</li> <li>• Work under pressure and to deadlines.</li> <li>• Take clear-cut decisions, have good mathematical ability, and will be able to work well in a team.</li> </ul>		

This course encompasses 3 out of 3 National Occupational Standards (NOS) of “FOL storage and control Technician” Qualification Pack issued by “SSC: Aerospace & Aviation Sector Skill Council (AASCC)”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Follow safety and security procedures</b>  <b>Theory Duration</b> (hh:mm)  <b>25:00</b>  <b>Practical Duration</b>            (hh:mm)  <b>23:00</b>  <b>Corresponding NOS Code</b>  <b>AAS/N0502</b></p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> <li>• comprehend the organisation’s safety and security policies and procedures</li> <li>• comprehend the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference</li> <li>• report any identified breaches of safety, and security policies and procedures to the designated person</li> <li>• coordinate with other resources at the workplace (within and outside the organization) to achieve safe and secure environment</li> <li>• identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individual’s authority</li> <li>• report any hazards outside the individual’s authority to the relevant person in line with organisational procedures and regulatory guidelines</li> <li>• follow organisation’s emergency procedures for accidents, fires or acts of unlawful interference</li> <li>• identify and recommend opportunities for improving health, safety, and security to the designated person</li> <li>• complete all health and safety records are updates and procedures well defined</li> </ul>	<p>White/Black board, Markers, computer and projector, trainer’s guide, student handbook, Charts regarding health &amp; hygiene, fire-fighting, first aid, chart of prohibited items,</p>
2	<p><b>FOL storage and control methods</b>  <b>Theory Duration</b> (hh:mm)  <b>100:00</b>  <b>Practical Duration</b>            (hh:mm)  <b>108:00</b>  <b>Corresponding NOS Code</b>  <b>AAS/N2015</b></p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> <li>• check and confirm the inventory of Fuel, oil and lubricants at base and line stations</li> <li>• confirm with the engineering team the requirements at the base and line stations for fuel, oil and lubricants</li> <li>• identify the gap in the requirements and inventory and raise the necessary purchase requisition as per organisation policy and procedures</li> <li>• To be competent, the user/individual on the job must be able to:</li> <li>• receive the stock of incoming fuel, oil and lubricants from the vendor</li> <li>• confirm the batch number, expiry date and other relevant details of the shipment as required by organisation policy and procedures</li> </ul>	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>store the fuel, oil and lubricants stock in the respective areas in line with the storage instructions and guidelines as per relevant manuals of the organisation</li> <li>update the relevant register/computer systems with the information on the quantity received along with other required information such as batch number and expiry date as required by the organisation policy and procedures</li> <li>issue the required quantity of fuel, oil and lubricant to the required stations as per First In First Out (FIFO) method</li> <li>update the systems regularly regarding the issued quantity of fuel, oil and lubricants</li> <li>To be competent, the user/individual on the job must be able to:</li> <li>periodically monitor the stock of fuel, oil and lubricants to check for any visual damage to the storing containers or leakages</li> <li>monitor periodically the shelf life remaining of the fuel, oil and lubricants in stock</li> <li>ensure that the stock is disposed off in the manner as per the procedures in the organisation manual in case of shelf life expiry</li> <li>update the system with the disposed off stock</li> </ul>	
3	<p><b>Maintain 5S at the work premises</b>  <b>Theory Duration (hh:mm)</b>  <b>09:00</b>  <b>Practical Duration (hh:mm)</b>  <b>23:00</b>  <b>Corresponding NOS Code</b>  <b>ASC/N0021</b></p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> <li>follow the sorting process and check that the tools, fixtures &amp; jigs that are lying on workstations are the ones in use and un-necessary items are not cluttering the workbenches or work surfaces.</li> <li>ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions</li> <li>follow the technique of waste disposal and waste storage in the proper bins as per SOP</li> <li>segregate the items which are labeled as red tag items for the process area and keep them in the correct places</li> <li>sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</li> </ul>	<p>White/Black board, Markers, computer and projector, trainer's guide, student handbook,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>• ensure that areas of material storage areas are not overflowing</li> <li>• 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</li> <li>• return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</li> <li>• follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</li> <li>• follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</li> <li>• check that the items in the respective areas have been identified as broken or damaged</li> <li>• follow the given instructions and check for labeling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</li> <li>• make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</li> <li>• check whether safety glasses are clean and in good condition</li> <li>• keep all outside surfaces of recycling containers are clean</li> <li>• ensure that the area has floors swept, machinery clean and generally clean.</li> <li>• ensure that proper displays are maintained on the floor which indicate potential safety hazards</li> <li>• check whether all hoses, cabling &amp; wires are clean, in good condition and clamped to avoid any mishap or mix up</li> <li>• ensure workbenches and work surfaces are clean and in good condition</li> <li>• follow the cleaning schedule for the lighting system to ensure proper illumination</li> <li>• store the cleaning material and equipment in the correct location and in good condition</li> <li>• ensure self-cleanliness - clean</li> </ul>	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		uniform, clean shoes, clean gloves, clean helmets, personal hygiene <ul style="list-style-type: none"> <li>• follow the daily cleaning standards and schedules to create a clean working environment</li> <li>• attend all training programs for employees on 5S</li> <li>• support the team during the audit of 5 S</li> <li>• participate actively in employee work groups on 5S and encourage team members for active participation</li> <li>• 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</li> </ul>	
	<b>Total Duration</b> <b>Theory Duration</b> (hh:mm) <b>134:00</b> <b>Practical Duration</b> (hh:mm) <b>154:00</b>	Unique equipment used; <ul style="list-style-type: none"> <li>• Video/2D or 3D software based audio-visual training package</li> <li>• Common &amp; special gauges and testers</li> <li>• Common &amp; special tools</li> <li>• ATF bowser</li> <li>• personal protective equipment (PPE) (consisting of safety jacket, safety goggles, ear plugs, gloves, safety shoes &amp; safety helmet)</li> <li>• fuel/oil fire fighting equipment</li> </ul>	

*Grand Total Course Duration: **288 Hours, 0 Minutes***

*(This syllabus/ curriculum has been approved by **SSC: Aerospace & Aviation**)*

## Trainer Prerequisites for Job role: “FOL storage and control Technician” mapped to Qualification Pack: “AAS/Q2007”

Sl. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “AAS/Q2007”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Graduate (with Class XII in Science)
4a	Domain Certification	Statutory Certificate from Aerospace & Aviation Sector Skill Council (AASSC) for Job Role: “FOL storage and control Technician” mapped to QP: “AAS/Q2007”. Minimum accepted score for domain certification will be 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the job role “Trainer” mapped to the Qualification Pack : “MEP/Q 0102”. Minimum accepted percentage as per respective SSC guidelines is 80%.
5	Experience	2-3 years of experience

## Annexure: Assessment Criteria

Job Role : FOL storage and control Technician  
Qualification Pack : AAS/Q2007  
Sector Skill Council : Aerospace & Aviation

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. AAS/N0502 Follow safety and security procedures	PC 1. comprehend the organisation's safety and security policies and procedures	100	10	5	5
	PC 2. comprehend the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference		10	5	5
	PC 3. report any identification breaches of safety, and security policies and procedures to the designated person		10	5	5
	PC 4. coordinate with other resource at the workplace (within and outside the organisation) to achieve safe and secure environment		20	10	10
	PC 5. identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limit of individual's authority		10	5	5
	PC 6. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines		20	10	10
	PC 7. follow organisation's emergency procedures for accidents, fires or acts of unlawful interference		5	2	3
	PC 8. identify and recommend opportunities for improving health, safety, and security to the designated person		10	8	2
	PC 9. complete all health and safety records are updates and procedures well defined		5	2	3
		<b>Total</b>	<b>100</b>	<b>52</b>	<b>48</b>
Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
2. AAS/N2015 FOL storage and control methods	PC1. check and confirm the inventory of Fuel, oil and lubricants at base and line stations		8	4	4
	PC2. confirm with the engineering team the requirements at the base and line stations for fuel, oil and lubricants		8	4	4
	PC3. identify the gap in the requirements and inventory and raise the necessary purchase		8	4	4

	requisition as per organisation policy and procedures				
	PC4. receive the stock of incoming fuel, oil and lubricants from the vendor	8	4	4	
	PC5. confirm the batch number, expiry date and othe relevant details of the shipment as required by organisation policy and procedures	8	4	4	
	PC6. store the fuel, oil and lubricants stock in the respective areas in line with the storage instructions and guidelines as per relevant manuals of the organisation	8	4	4	
	PC7. update the relevant register/computer systems with the information on the quantity received along with other required information such as batch number and expiry date as required by the organisation policy and procedures	8	4	4	
	PC8. issue the required quantity of fuel,oil and lubricant to the required stations as per First In First Out (FIFO) method	8	4	4	
	PC9. update the systems regularly regarding the issued quantity of fuel,oil and lubricants	8	4	4	
	PC10. periodically monitor the stock of fuel, oil and lubricants to check for any visual damage to the storing containers or leakages	7	3	4	
	PC11. periodically monitor the shelf life remaining of the fuel, oil and lubricants in stock	7	3	4	
	PC12.ensure that the stock is disposed off in the manner as per the procedures in the organisation manual, incase of shelf life expiry	7	3	4	
	PC13. update the system with the disposed off stock	7	3	4	
		<b>Total</b>	<b>100</b>	<b>48</b>	<b>52</b>
		<b>Marks Allocation</b>			
	<b>Assessment Criteria for outcomes</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>Assessment outcomes</b>					
3. ASC/N0021 Maintain 5s at the work premises	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	<b>170</b>	30	10	20
	PC2. ensure segregation of waste in hazardous/ non				

	Hazardous waste as per the sorting work instructions			
	PC3. follow the technique of waste disposal and waste storage in the proper bins as per SOP			
	PC4. segregate the items which are labeled as red tag items for the process area and keep them in the correct places			
	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			
	PC6. ensure that areas of material storage areas are not overflowing	30	10	20
	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			
	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			
	PC9. follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards			
	PC10. follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists	30	10	20
	PC11. check that the items in the respective areas have been identified as broken or damaged			
	PC12. follow the given instructions and check for labeling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.			
	PC13. make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions			
	PC14. check whether safety glasses are clean and in good condition	50	10	40
	PC15. keep all outside surfaces of recycling containers are clean			

PC16. ensure that the area has floors swept, machinery clean and generally clean. Also 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				
PC22. follow the daily cleaning standards and schedules to create a clean working environment		30	10	20
PC23. attend all training programs for employees on 5 S				
PC24. support the team during the audit of 5S				
PC25. participate actively in employee work groups on 5S and encourage team members for active participation				
PC26. 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				
	<b>Total</b>	<b>170</b>	<b>50</b>	<b>120</b>