Automotive
Skills Development Council

ASDC

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QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AUTOMOTIVE INDUSTRY

Contents:

What are Occupational Standards(OS)?

➢ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➢ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Parts Picker Level 3

SECTOR: AUTOMOTIVE

SUB-SECTOR: SUPPLY CHAIN MANAGEMENT

OCCUPATION: LOGISTICS

JOB ROLE : PARTS' PICKER LEVEL 3

REFERENCE ID: ASC/Q 6103

ALIGNED TO: NCO-2004/ Nil

Brief Job Description: Individuals at this job need to issue different parts and assemblies according to production and shipping schedules picking these up from Stores/ warehouse.

Personal Attributes: The individual on this job should be able to demonstrate skills for information ordering, analytical reasoning and clarity of thought, oral expression and comprehension. They should have sense of time management and respect the organizational schedule commitments.

Job Details

Qualifications Pack Code	ASC/Q6103		
Job Role	**Parts Picker - Pick parts for Issue**		
Credits(NSQF) [*OPTIONAL*]	TBD	**Version number**	1.1
Sector	**Automotive**	**Drafted on**	**23/05/13**
Sub-sector	**Supply Chain Management**	**Last reviewed on**	**10/06/13**
Occupation	**Logistics**	**Next review date**	**30//07/15**

Job Role	**Parts Picker**
Role Description	choosing parts from stores as per BOM and issue these for production/despatch.
NSQF level	3
Minimum Educational Qualifications*	10+2
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	• Knowledge about various parts / processes used in the manufacturing of goods
Experience	• 0 years if ASDC Level 2 certificate otherwise 0-1 years of experience in manufacturing industry
Applicable National Occupational Standards (NOS)	**Compulsory:** ASC/N6103 Choose the parts from stores as per BOM & Issue ASC/N0006 Maintain a safe ,clean and secure working environment ASC/ N0021 Maintaining 5S in the work premises **Optional:**
Performance Criteria	As described in the relevant OS units

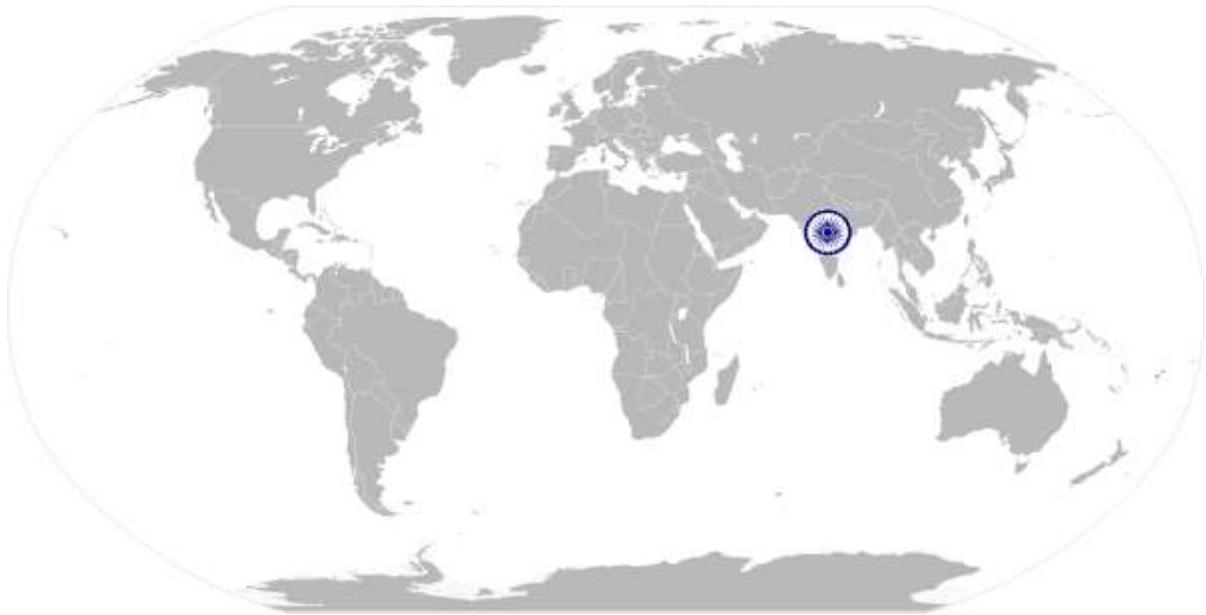| Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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 organization.
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 organizational specific knowledge that an individual needs in order to perform to the required standard.

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Organizational Context	Organizational context includes the way the organization 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.
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 Skills Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack
BOM	Bill of Materials

Acronyms

National Occupational Standards

Overview

This unit is about picking & issuing materials as per the BOM to meet production and shipment schedule.

ASC/N6103   Choose   the parts from stores as per BOM & issue

Unit Code	ASC/N6103
Unit Title (Task)	Choose the parts from stores as per BOM & issue
Description	This OS unit is about the parts picker carefully selecting the parts as per BOM and keeping it in bins/racks for production/shipping process
Scope	The unit/ task covers the following: • selecting the parts • keeping the selected parts into corresponding shop floor process storage area

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Part selection	PC1. Before selecting the part , ensure that you have the pertaining documents of dispatch schedule & BOM for product/s being manufactured/shipped PC2. As per the desired BOM , pick parts corresponding to the part no. mentioned in BOM and also in the storage bin of stores
Sending it to shop floor / despatch	PC3. Ensure selection of appropriate material handling equipment to handle & send the parts. PC4. Ensure that the selected part is safely kept in storage locations of shop floor and at correct stage/operation. PC5. Ensure for spare parts/ vehicles / after market despatches specified papers, items are accompanied in the packing box .e.g. leaflets for usage , moisture restricting capsules in adequate numbers ,commercial papers/ insurance documents. PC6. Ensure shipping address and packing box indicators are correctly marked as per WI / customer documentation . e.g. complete address with contact telephone information & orientation of box etc.

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. product portfolio of organization KA2. the manufacturing processes of organization KA3. layout for identification of material storage locations in each plant: in both the Stores/ warehouse & in the manufacturing process shop.
B. Technical Knowledge	The individual on the job needs to have knowledge of: KB1. parts being used for manufacturing of each product KB2. Storage & preservation conditions required for each material KB3. Traceability requirements & corresponding batch identification for the parts. KB4. Special requirements if any for cleanliness, packing, safety etc. e.g. washing/air cleaning before assembly, orientation during handling/ packing .

ASC/N6103   Choose   the parts from stores as per BOM & issue

Skills (S) [Optional]	
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 the part nos. engraved on the parts SA2. read the part nos. mentioned in the storage locations of various stages/operations process. SA3. read the WI for handling, storage , packing, safety etc in the Stores/ warehouse area relevant for working. SA4. interpret obsolescence requirements if any .
	Communication skills
	The user/individual on the job needs to know and understand how to: SA5. communicate with the shop floor and stores departments SA6. escalate matters if any non-conforming issue is observed during the course of work.

NOS Code	ASC/N6103		
Credits(NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Industry	Automotive	Drafted on	23/05/13
Industry Sub-sector	Supply Chain Management	Last reviewed on	10/06/13
Occupation	Logistics	Next review date	30/07/15

NOS Version Control

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National Occupational Standards

Overview

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

ASC/N0006.   Maintain a healthy, safe and secure working environment

Unit Code	ASC/N0006
Unit Title (Task)	Maintain a healthy , safe and secure working environment
Description	This OS 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	This unit/task covers the following: Types of processes: • handling , • storage • preservation Types of products • individual child parts • part assemblies

Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Identify and report the risks identified	To be competent , the user/individual on the job must be able to : PC1. identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise PC2. inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc PC3. inform the concerned authorities about damages which can potentially harm man/ machine during operations PC4. create awareness amongst other by sharing information on the identified risks
Create and sustain a Safe, clean and environment friendly work place	PC5. follow the instructions given on the equipment manual describing the operating process of the equipments PC6. follow the Safety, Health and Environment related practices developed by the organization PC7. operate the machine using the recommended Personal Protective Equipments (PPE) PC8. maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production

ASC/N0006.   Maintain a healthy, safe and secure working environment

	waste, oil, solvents etc PC9. maintain high standards of personal hygiene at the work place PC10. ensure that the waste disposal takes place in the designated area as per organization SOP. PC11. 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.
Knowledge and Understanding (K) w.r.t. the scope	
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. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company
A. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. basic knowledge of Safety procedures(fire fighting, first aid) within the organization KB2. basic knowledge of various types of PPEs and their usage KB3. basic knowledge of risks associated with each occupation in the organization KB4. knowledge of personal hygiene and how an individual an contribute towards creating a highly safe and clean working environment
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 associate with the equipment
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. effectively communicate information to team members and Inform employees in the plant and concerned functions about potentials Safety, Health and Environment related risks observed SA5. question operator/ supervisor in order to understand the safety related issues SA6. attentively listen with full attention and comprehend the

	information given by the speaker during safety drills and training programs
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

NOS Code	ASC/N0006		
Credits(NSQF)Optional	TBD	**Version number**	1.0
Industry	Automotive	**Drafted on**	23/5/13
Industry Sub-sector	Supply Chain Management	**Last reviewed on**	10/6/13
Occupation	Logistics	**Next review date**	30/7/15

NOS Version Control

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

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 • 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	PC1. Follow the sorting process and check that thetools, fixtures & jigs that are lying on workstations are the ones in use and un- necessary itemsare not cluttering the workbenches or work surfaces. 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 labelled 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 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
Ensure proper documentation and storage (organizing , streamlining)	PC10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists PC11. Check that the items in the respective areas have been identified as broken or damaged PC12. Follow the given instructions and check for labelling of fluids, oils.

ASC/N0021. Maintain a 5 S activities at the work premises

	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
Ensure cleaning of self and the work place	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
Ensure sustenance	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
Knowledge and Understanding (K) w.r.t. the scope	
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. relevant standards, procedures and policies related to 5S followed in the company

B. Technical Knowledge	The user/individual on the job needs to :
	  KB1. have basic knowledge of 5S procedures
	  KB2. know various types 5s practices followed in various areas
	  KB3. understand the 5S checklists provided in the department/ team
	  KB4. have skills to identify useful & non useful items
	  KB5. have knowledge of labels , signs & colours used as indicators
	  KB6. Have knowledge on how to sort and store various types of tools,

ASC/N0021.   Maintain a 5 S activities at the work premises

	equipment, material etc.
	KB7. know , how to identify various types of waste products
	KB8. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body
	KB9. have knowledge of best ways of cleaning & waste disposal
	KB10. understand the importance of standardization in processes
	KB11. understand the importance of sustainability in 5S
	KB12. have knowledge of TQM process
	KB13. have knowledge of various materials and storage norms
	KB14. 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: SA1. write basic level notes and observations SA2. note down observations (if any) related to the process SA3. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. 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: SA5. effectively communicate information to team members inform employees in the plant and concerned functions about 5S SA6. question the process head in order to understand the 5S related issues SA7. 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: SB1. use common sense and make judgments during day to day basis SB2. 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: SB3. persuade co team members to follow 5 S SB4. ensure that the co team members understand the importance of using 5 S tool
	Creativity

ASC/N0021. **Maintain a 5 S activities at the work premises**

	The user/individual on the job needs to know and understand how to :
	SB5. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor
	SB6. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work
	Self –Discipline
	The user/individual on the job needs to know and understand how to:
	SB7. do what is right, not what is a popular practices
	SB8. follow shop floor rules& regulations and avoid deviations; make 5S an integral way of life
	SB9. ensure self-cleanliness on a daily basis
	SB10. demonstrate the will to keep the work area in a clean and orderly manner

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ASC/N0021.   **Maintain a 5 S activities at the work premises**

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

Criteria for assessment of Trainees	

JOB ROLE	Parts' Picker L3
Qualification Pack	ASC/Q 6103
No. Of NOS	1 Role specific ,2 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation	
ASC/N6103	**Choose parts from the Stores as per the BOM/WI and issue**	**Viva**	**Practical**
Part selection	PC1. Before selecting the part , ensure that you have the pertaining documents of dispatch schedule & BOM for product/s being manufactured/shipped PC2. As per the desired BOM , pick parts corresponding to the part no. mentioned in BOM and also in the storage bin of stores	30	60
Sending it to shop floor / despatch	PC3. Ensure selection of appropriate material handling equipment to handle & send the parts. PC4. Ensure that the selected part is safely kept in storage locations of shop floor and at correct stage/operation. PC5. Ensure for spare parts/ vehicles / after - market despatches specified papers, items are accompanied in the packing box .e.g. leaflets for usage , moisture restricting capsules in adequate numbers ,commercial papers/ insurance documents. PC6. Ensure shipping address and packing box indicators are correctly marked as per WI / customer documentation . e.g. complete address with contact telephone information & orientation of box etc.	50	80
	subtotal	**80**	**100**

	Maintain safe , healthy environment friendly workplace	Viva	Practical
Identify and report the risks identified	PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise PC2. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc. PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations PC4. Create awareness amongst other by sharing information on the identified risks	20	40
Create and sustain a Safe, clean and environment friendly work place	PC5. Follow the instructions given on the equipment manual describing the operating process of the equipment PC6. Follow the Safety, Health and Environment related practices developed by the organization PC7. Operate the machine using the recommended Personal Protective Equipment (PPE) PC8. Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc. PC9. Maintain high standards of personal hygiene at the work place PC10. Ensure that the waste disposal is done in the designated area and manner as per organization SOP. PC11. 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	50	40
	subtotal	70	80
ASC / N 0021	**Maintain 5 S activities at the workplace**	Viva	practical
Ensure sorting	C1. Follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and un-necessary items are not cluttering the workbenches or work surfaces. 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 labelled as red tag items for the process area and keep them in the correct places	10	20

	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 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	10	20
Ensure proper documentation and storage (organizing , streamlining)	PC10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists PC11. Check that the items in the respective areas have been identified as broken or damaged 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. PC13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions	10	20
Ensure sustenance	PC14. Follow the daily cleaning standards and schedules to create a clean working environment PC15. Attend all training programs for employees on 5 S PC16. Support the team during the audit of 5 S PC17. Participate actively in employee work groups on 5S and encourage team members for active participation PC18. 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	10	20
	Sub total	**50**	**120**
	Total	**200**	**300**