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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- Method Study Executive

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING

OCCUPATION: INDUSTRIAL ENGINEERING

JOB ROLE : INDUSTRIAL ENGINEER- METHOD STUDY

REFERENCE ID: ASC/Q6401

ALIGNED TO : NCO-2004/ Nil

Brief Job Description: Individuals at this job need to design, develop, test, and evaluate integrated systems for managing industrial production processes including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.

Personal Attributes: This job requires the individual to work independently and be judicious in making decisions pertaining to his/her area of work. The individual should be result oriented. The individual should also be able to demonstrate skills for information ordering, oral expression, mathematical and deductive reasoning and comprehension. The individual should be willing to work at shop floor based job for long hours.

Qualifications Pack Code	ASC/Q 6401		
Job Role	Industrial Engineer –Method Study Or Executive- Method Study		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Sector	Automotive	Drafted on	13.08.13
Sub-sector	Manufacturing Support	Last reviewed on	23.09.13
Occupation	Industrial Engineering	Next review date	30.09.15

Job Details

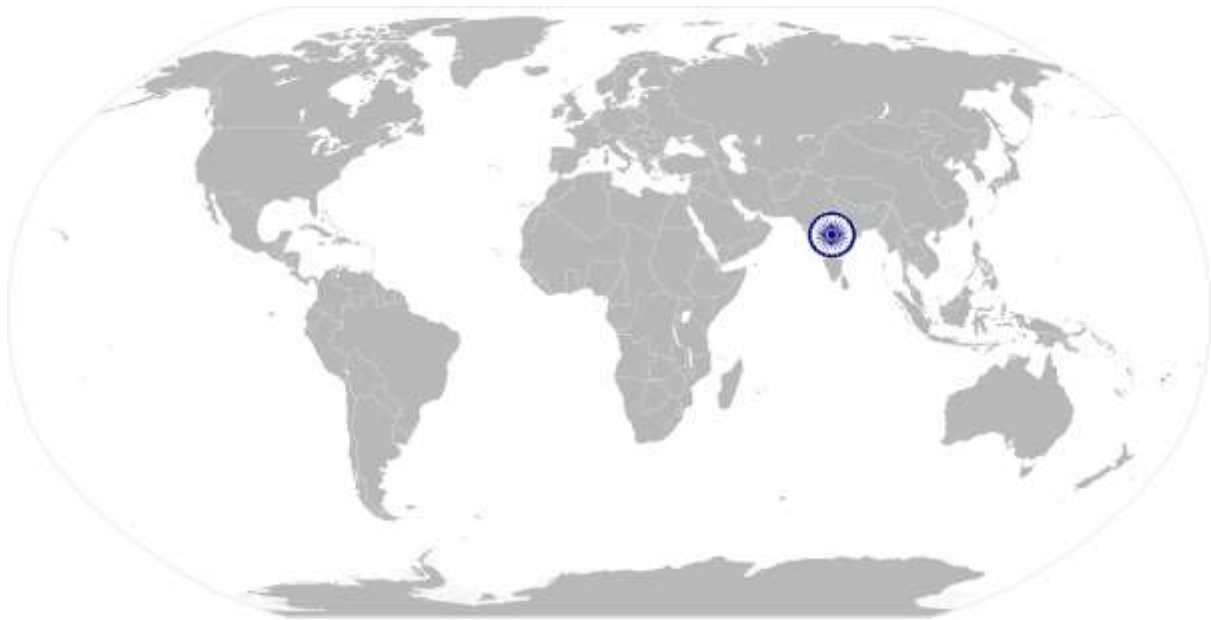
Job Role	Industrial Engineer/ Executive - Method Study
Role Description	Applying statistical methods and performing mathematical calculations to determine manufacturing processes, staff requirements, and production standards
NSQF level	5
Minimum Educational Qualifications*	B. Tech/ BE in Industrial / Production / Mechanical Engineer
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	Basic statistics & Operations research fundamentals
Experience	2-3 years
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <p>ASC/N6401. Analyze the work movement of operator for each shop floor activity</p> <p>ASC/N6402. Measure the time taken for each activity and compute the TAKT time</p> <p>ASC/N6403. Develop the work standards for each activity and maintain the system</p> <p>ASC/N0006A Maintain a safe and healthy working environment at the workplace</p> <p>ASC/N0021 Maintaining 5S 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.

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
BO	Bought Out (Parts)
BOM	Bills of Material
SCM	Supply Chain Management
SAP	System Application and Products
CRM	Customer Relationship Management
SRM	Supplier Relationship Management
MRP	Material Requirement Planning
PPC	Production Planning and Control
SS	Strategic Sourcing
RFQ	Request for Quotation
HSE	Health , Safety and Environment
ECN/PCN	Engineering Change Note/ Process Change Note
PPAP	Production Part Approval Process
PO	Purchase Order
HIRA	Hazard Identification and Risk Assessment
TS	TS 16949 Quality Management system
APQP	Advanced Product Quality Planning
MSA	Measurement System Analysis
SPC	Statistical Process Control
NPD	New Product Development

ASC/N6401. Analyze the work movement of operator for each shop floor activity

National Occupational Standards



Overview

This unit is about in depth study of both the operator and work related movements involved in performing shop floor activities and thereby develop the best feasible method along with the procedure for minimizing human effort involved.

ASC/N6401. Analyze the work movement of operator for each shop floor activity

National Occupational Standard	Unit Code	ASC/N6401
	Unit Title (Task)	Analyze the work movement of operator for each shop floor activity
	Description	This OS unit is about the industrial engineer studying and analyzing the work or movement of operator performing a shop floor activity. Based on the study, the engineer develops the most convenient work method
	Scope	The unit/ task covers the following: <ul style="list-style-type: none"> • Analyzing the motion of operator while performing the shop floor activity • Studying the movements involved for completion of work in the activity • Developing the most convenient method of working for the operator
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Analyzing the motion of operator	PC1. Select the shop floor activity for motion study PC2. Study all the movements of the operator while doing the work like motion of hand , type of movement involved and henceforth the accuracy of the work done by the operator PC3. Also observe the eye movements being done by the operator PC4. Record the observations in the prescribed format for further analysis.
	Studying the work related movements	PC5. Study the arrangements of the workplace like number of workstations, the position of tools and materials and the work environment. PC6. Also analyze the design of the tools and equipments in order to estimate the human effort involved in job performance for the activity. PC7. Record all these observations in the prescribed format for further analysis.
	Establishment of work standards, deployment	PC8. Based on the observations for both motion and work movements, develop the most practical and convenient work method. PC9. Also establish the procedure for execution of the work in co-ordination with the Process engineer PC10. Incorporate the method in process documentation (PF, CP , WI etc.) ensuring clarity. PC11. Verify the implementation of the work method on a periodic basis. PC 12. Co-ordinate with Production for Problem solving , Improvements of cycle time Ergonomics etc.
	Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company manufacturing processes KA2. Sequence of operations for each shop floor activity 	

ASC/N6401. Analyze the work movement of operator for each shop floor activity

(Knowledge of the company / organization and its processes)	KA3. Recording methods prescribed by organization for conducting the Motion study
B. Technical Knowledge	The individual on the job needs to have knowledge of: KB1. Techniques for doing the motion study KB2. The standards related to human motion while performing the work KB3. All the economic factors involved in the activity
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: SB1. Read the work instructions being displayed at the workplace. SB2. Compile all the data related to motion study for all shop floor activities
	Communication skills
	The user/individual on the job needs to know and understand how to: SB3. Communicate with shop floor workers for motion study at shop floor
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how to: SB4. Assist workers in doing their job as per the standards SB5. Share operation knowledge with co-workers
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Plan the execution of motion study so that he can finish compilation of the data activity wise in the stipulated time at appropriate stage of the development.
	Critical thinking
	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 minimize the operator movement while performing the work

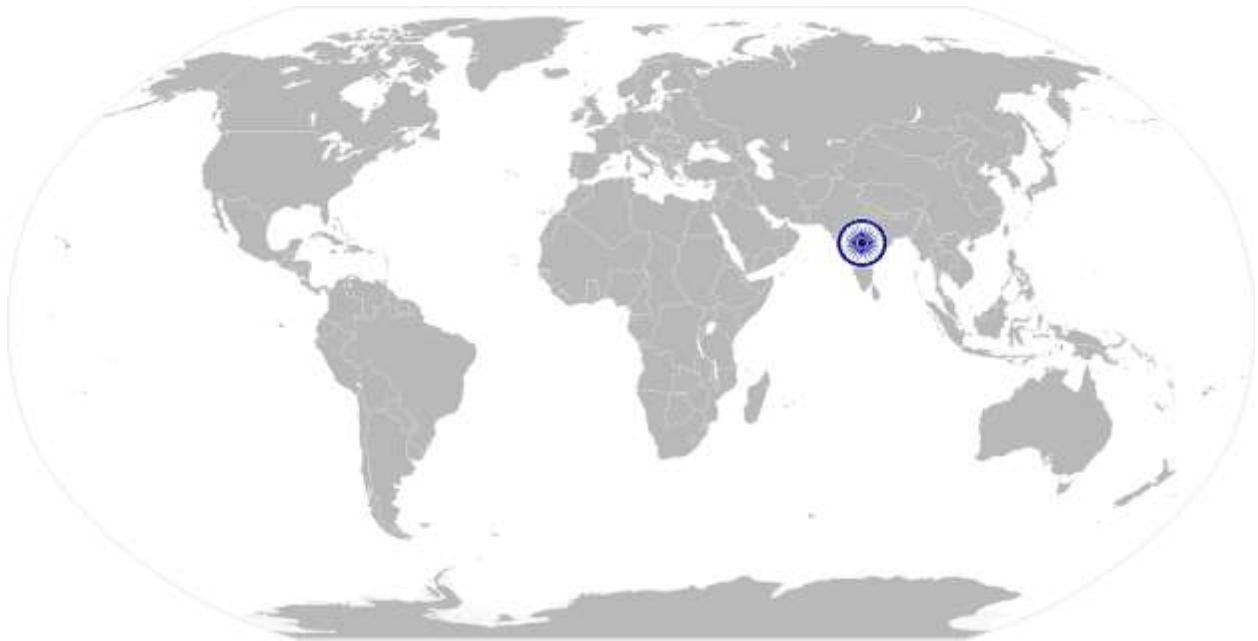
ASC/N6401. Analyze the work movement of operator for each shop floor activity

NOS Version Control

NOS Code	ASC/N6401		
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	Industrial Engineering	Next review date	30.09.15

ASC/N6402. Measure the time taken for each activity and compute the TAKT time

National Occupational Standards



Overview

This unit is about critical examination and measurement of time for shop floor activities and establishment of standard TAKT time for work performance.

ASC/N6402. Measure the time taken for each activity and compute the TAKT time

National Occupational Standard	Unit Code	ASC/N6402
	Unit Title (Task)	Measure the time taken for each activity and compute the TAKT time
	Description	This OS unit is about the industrial engineer studying and measuring the time associated for various shop floor activities. The engineer based on the study establishes the work standards for each shop floor activity and thus compute the TAKT time.
	Scope	The unit/ task covers the following: <ul style="list-style-type: none"> Observing in minutest details for each shop floor activity Calculating the time taken to complete each activity Establishing the time standards for each activity and computing the TAKT time
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Observation of the shop floor activities	PC1. Select the shop floor activity for time study. PC2. Obtain and record all the information available about the job, the operator and the working conditions likely to affect the time study work
	Calculation of time taken activity wise	PC3. Breakdown the activity into distinct parts based on convenience of observation and timing PC4. Measure the time taken by means of a stop watch taken by the operator to perform each element of the operation. PC5. At the same time, assess the operators effective speed of work relative to the observer's concept of 'normal' speed; known as performance rating
	Establishment of work standards	PC6. Adjust the observed time by rating factor to obtain normal time for each element PC7. Add the standard allowances suitably in order to compensate for fatigue, personal needs, contingencies etc. to give standard time for each element PC8. Compute allowed time using MOST production study for the entire job by adding elemental standard times considering frequency of occurrence of each part PC9. Repeat the whole procedure for all the shop floor activities and finally compute the TAKT time of the process
	Compliance to allowance allocation standards	PC10. Ensure that the allowances added for computation of standard time are as per the norms of time motion study
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company /	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company manufacturing processes KA2. Sequence of operations for each shop floor activity KA3. Norms established for Time study 	

ASC/N6402. Measure the time taken for each activity and compute the TAKT time

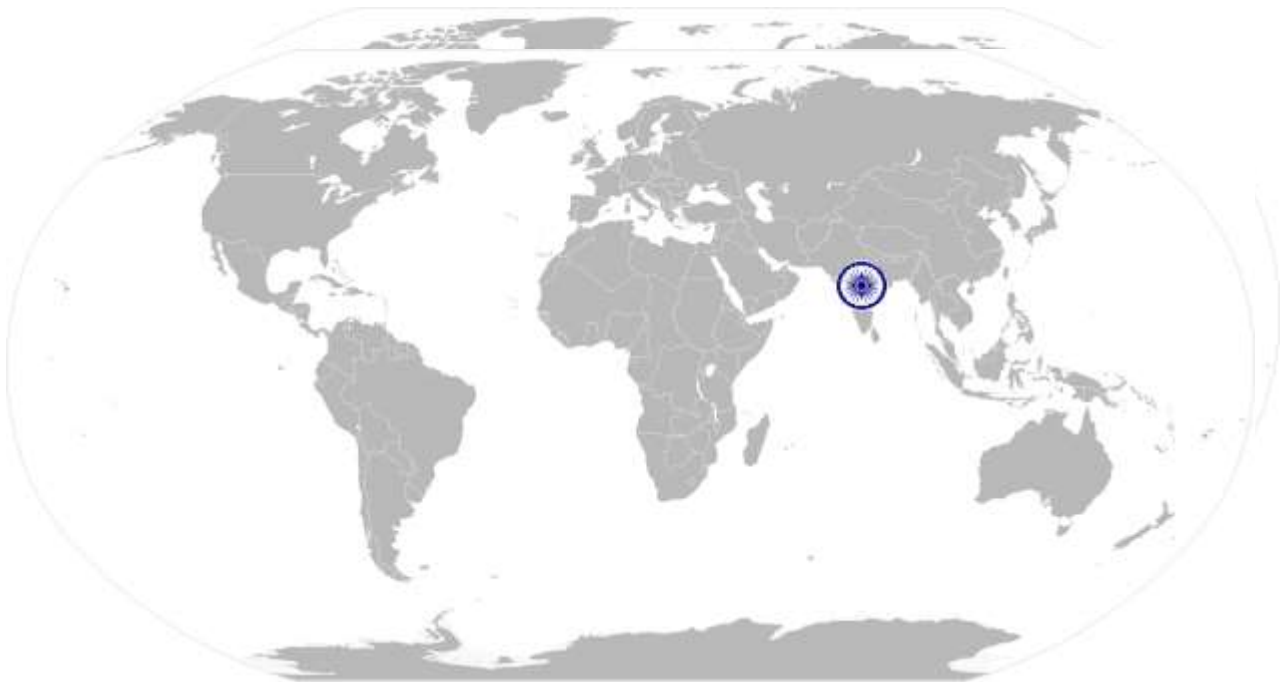
organization and its processes)	
B. Technical Knowledge	The individual on the job needs to have knowledge of: KB1. MOST Production studies for computation of standard time KB2. Working of various tools , machines and gauges for shop floor activities KB3. All factors involved in the activity like economic and human apart from technical
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. Calculate the time taken for each activity using stopwatch SA2. Compile all the data related to time study for all shop floor activities
	Communication skills
	The user/individual on the job needs to know and understand how to: SA3. Communicate with shop floor workers for time motion study at shop floor SA4. Communicate with process design / validation engineers to share data related to method study for NPD/ CI projects.
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how to: SA5. Assist workers in doing their job as per the standards SA6. Share operation knowledge with co-workers
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Plan the execution of time study so that he can finish compilation of the data activity wise in the stipulated time
	Critical thinking
	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 minimize the ineffective time taken in each activity

ASC/N6402. Measure the time taken for each activity and compute the TAKT time

NOS Version Control

NOS Code	ASC/N6402		
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	Industrial Engineering	Next review date	30.09.15

National Occupational Standards



Overview

This unit is about the development and updation of the most practical, economic and effective work standards for each shop floor activity in order to effectively utilize men, machine and materials.

ASC/N 6403 Develop the work standards for each activity & maintain the system

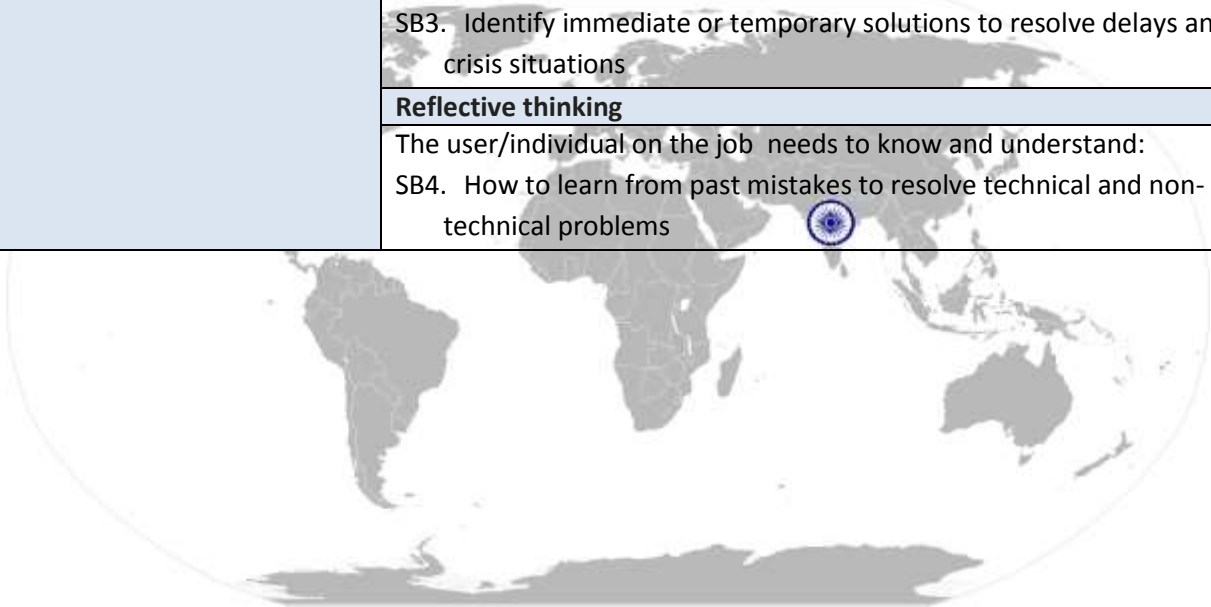
National Occupational Standard	Unit Code	ASC/N6403
	Unit Title (Task)	Develop the work standards for each activity and maintain the system
	Description	This OS unit is about the development of work standards for all shop floor activities by the industrial engineer through Method study in order to improve the efficiency of processes by eliminating unnecessary operations, avoidable delays and other forms of waste.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> • Improvement of working conditions for increasing labor efficiency • Eliminating waste and NVA operations • Developing the works standards and updating in system
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Improvement of working conditions	<p>PC1. Based on Time Motion study , identify the time consuming and high fatigue operations for the selected shop floor activity</p> <p>PC2. Arrange the material and tools if applicable to permit the best sequence of operator motions and thereby reduce searching</p> <p>PC3. Ensure provisions for adequate lightning, and a chair of type and height to permit good posture</p> <p>PC4. If necessary, modify the height of workplace and seat to allow alternate standing and seating</p>
	Elimination of waste and ineffective operations	<p>PC5. Identify the repetitive and non-repetitive type of work for each shop floor activity during Time study</p> <p>PC6. Based on MOST studies , identify the NVA operations in each activity</p> <p>PC7. Evaluate alternatives for removal of NVA operations by developing economic and effective working methods for same</p> <p>PC8. Implement the best alternative and recalculate the TAKT time for the activity.</p> <p>PC9. Calculate the cycle time reduction after implementation of the developed method</p>
	Development of work standards and updating in system	<p>PC10. Based on the inputs from time motion study, devise the standard working method and establish the procedure for all the shop floor activities</p> <p>PC11. Calculate the new TAKT time for the modified activities and update the same in system in ERP /SAP and PLM</p> <p>PC12. Also update the MOST timings for all activities process wise and link it with ERP/SAP system.</p> <p>PC13. Link the MOST timings to SAP routings and release the same for production costing and entry in system</p>

ASC/N 6403 Develop the work standards for each activity & maintain the system

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. Company manufacturing processes KA2. Sequence of operations for each shop floor activity KA3. Norms established for Time Motion study KA4. Method study procedures followed in organization KA5. SAP modules being followed in the organization
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. MOST Production studies for computation of standard time KB2. Working of various tools , machines and gauges for shop floor activities KB3. All the factors involved in the activity like economic and human apart from technical KB4. work content reduction techniques KB5. All arithmetic calculations for determining productivity and cost of manufacturing KB6. Proficiency of working with SAP module for costing and production entry purposes
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. Record the observations of the time motion study SA2. Read and understand the work instructions if displayed at shop floor SA1. SAP software and its data usability for all production related entry and costing calculations
	Communication skills
	The user/individual on the job needs to know and understand how: SA2. Communicate with shop floor workers for time motion study at shop floor SA3. Communicate with Production/ Process engineering engineers for work related to NPD / CI projects.
	Team work and multi tasking
	The user/individual on the job needs to know and understand how: SA3. Assist workers in doing their job as per the standards SA4. Share operation knowledge with co-workers SA4. Coordinate and take inputs from the workers for devising alternative methods for work content reduction
B. Professional Skills	Plan & Organize
	The user/individual on the job needs to know and understand how to: SB1. Plan the execution of time study so that he can finish compilation of the data activity wise in the stipulated time & at appropriate stage

ASC/N 6403 Develop the work standards for each activity & maintain the system

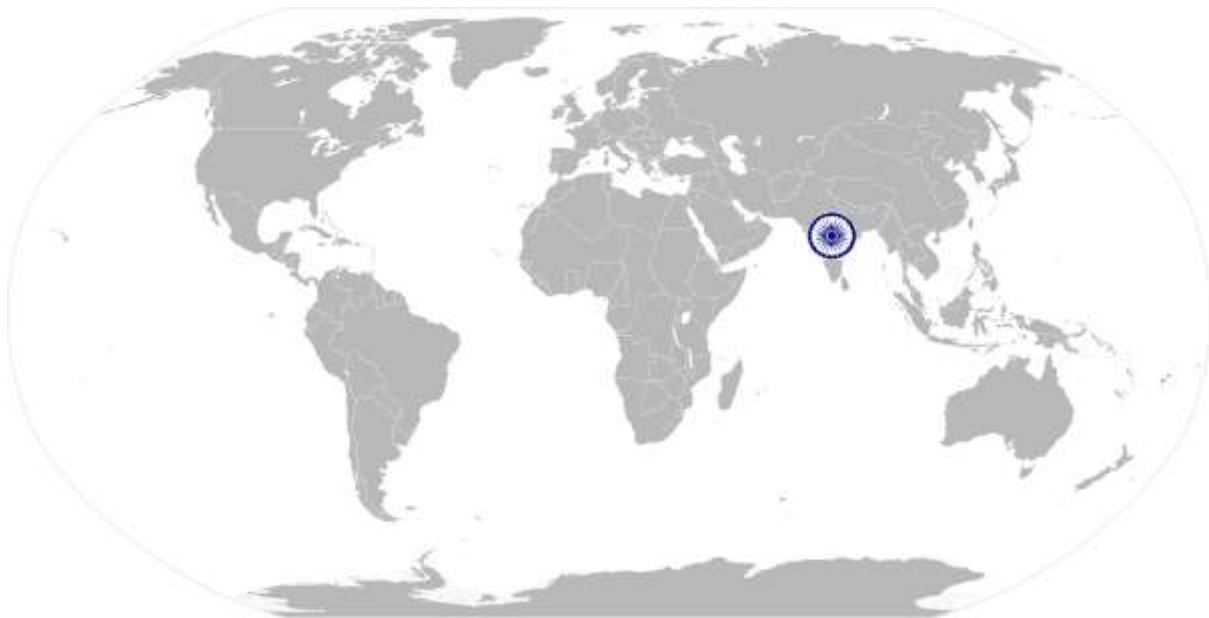
	of the project timeline.
	Decision making
	The user/ individual on the job needs to make decisions pertaining to: SB1. Workplace arrangements for reduction of human effort SB2. Identification of the NVA operations SB3. Selection of the best work content reduction technique to be followed SB2. Defining the linkages of work standards to production data in SAP system
	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) SB3. Identify immediate or temporary solutions to resolve delays and crisis situations
	Reflective thinking
The user/individual on the job needs to know and understand: SB4. How to learn from past mistakes to resolve technical and non-technical problems	



ASC/N 6403 Develop the work standards for each activity & maintain the system

NOS Version Control

NOS Code	ASC/N6403		
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	Industrial Engineering	Next review date	30.09.15



ASC/N 0006 Maintain a healthy, safe and secure working environment

National Occupational Standard



Overview

This unit is about establishing a Safe, Healthy and Environment friendly workplace at the organization shop floor

ASC/N 0006 Maintain a healthy, safe and secure working environment

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	The role holder will be responsible for <ul style="list-style-type: none"> identifying and reporting of risks creating and sustaining a safe, clean and environment friendly work place This NOS will be applicable to all Automotive sector manufacturing job roles
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</p>

ASC/N 0006 Maintain a healthy, safe and secure working environment

	<p>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 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)
	The user/individual on the job needs to know and understand how to: SA4. effectively communicate information to team members SA5. inform employees in the plant and concerned functions about events, incidents & potential risks observed related to Safety, Health and Environment. SA6. question operator/ supervisor in order to understand the safety related issues SA7. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs

ASC/N 0006 Maintain a healthy, safe and secure working environment

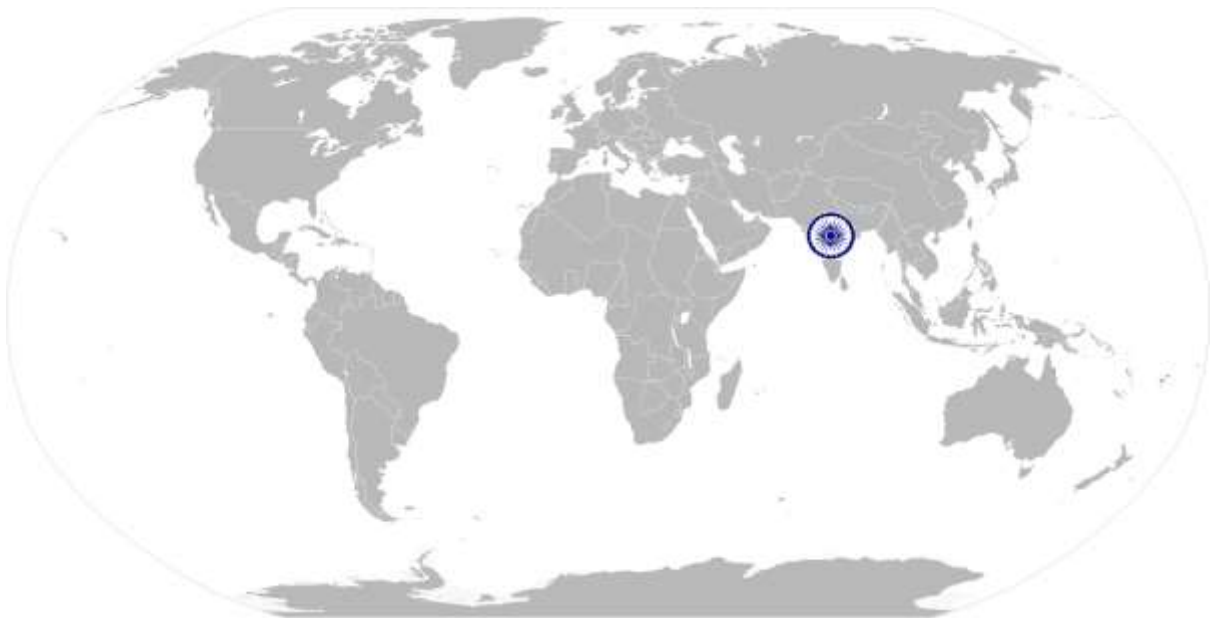
B. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB1. use common sense and make judgments during day to day basis SB2. use reasoning skills to identify and resolve basic problems

NOS 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/N 0006 Maintain a healthy, safe and secure working environment



ASC/N 0021.Maintain 5 S activities in 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/N 0021.Maintain 5 S activities in 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>

ASC/N 0021.Maintain 5 S activities in the work premises

	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: KA3. relevant standards, procedures and policies related to 5S followed in the company
B. Technical Knowledge	The user/individual on the job needs to : 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

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	<p>on the process/ environment/ machinery/ human body</p> <p>KB13. have knowledge of best ways of cleaning & waste disposal</p> <p>KB14. understand the importance of standardization in processes</p> <p>KB15. understand the importance of sustainability in 5S</p> <p>KB16. have knowledge of TQM process</p> <p>KB17. have knowledge of various materials and storage norms</p> <p>KB18. understand visual controls, symbols, graphs etc.</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: 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

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	<p>The user/individual on the job needs to know and understand how to :</p> <ul style="list-style-type: none">SB7. use innovative skills to perform and manage 5 S activities at the work desk and the shop floorSB8. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work
	<p>Self –Discipline</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB9. do what is right, not what is a popular practicesSB10. follow shop floor rules& regulations and avoid deviations; make 5S an integral way of lifeSB11. ensure self-cleanliness on a daily basisSB12. demonstrate the will to keep the work area in a clean and orderly manner

NOS Version Control

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