

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AUTOMOTIVE INDUSTRY

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 –Press Shop Assistant / Helper

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING

OCCUPATION:PRESSING

JOB ROLE: PRESS SHOP ASSISTANT / HELPER

REFERENCE ID:ASC/Q3401

ALIGNED TO:NCO-2004/7221.90

Press Shop Helper: This role is involved in assisting the operator and the entire team in peripheral activities/ non-core activities in the press operations.

Brief Job Description: The Helper Press Shop role involves minor routine jobs like removing the scrap generated during the pressing operations (blanking, piercing, etc.), loading blanks and unloading of work pieces on the press line.

Personal Attributes: The individual should have basic writing and communication skills, safety orientation, ability to do physical tasks like lifting, holding etc. and dexterity.

Job Details	Qualifications Pack Code	ASC/Q3401		
	Job Role	Press Shop Assistant /Helper		
	Credits(NSQF)	TBD	Version number	1.0
	Industry	Automotive	Drafted on	1/07/13
	Sub-sector	Manufacturing	Last reviewed on	10/07/13
	Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	20/07/15		

Job Role	Press Shop Assistant/ Helper
Role Description	Able to undertake routine jobs of removing scrap produced, loading blanks & unloading work pieces on press line
NSQF level	Level 2
Minimum Educational Qualifications	Class 8
Maximum Educational Qualifications	Class 10
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> Basic press shop and housekeeping skills 5S and Safety
Minimum Job Entry Age	<p>1 ASDC recommends that candidates should seek full employment not before attaining an age of 18 years.</p> <p>2 However, as per Factories Act1948 :</p> <ul style="list-style-type: none"> - No one can be employed before attaining the age of 15 - A person between the age of 15 – 18 (both inclusive) could be employed only With employers who follow safety and security systems & processes and also that the employee in this bracket will be working under supervision. <p>3 Please note that under the Factories Act 1948, different States may have slightly varying provision which need to be adhered to.</p>
Experience	0-2 years
Occupational Standards (OS)	<ol style="list-style-type: none"> ASC/ N3401:Undertake routine activities during press operations ASC/N 0021: Maintain 5S at the work premises ASC/N 0006: Maintain a safe and healthy working environment <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant NOS units

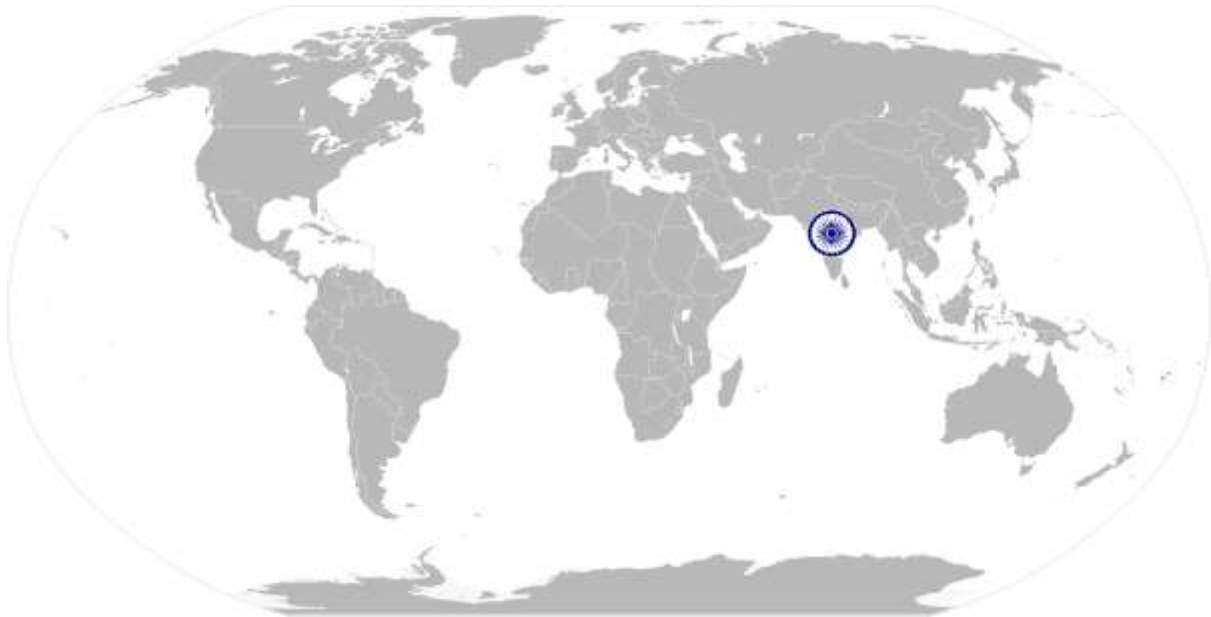
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
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 NOS they are looking for.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or 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 NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational 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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms	Keywords /Terms	Description
	NOS	National Occupational Standard(s)
	NSQF	National Skills Qualifications Framework
	OEM	Original Equipment Manufacturer
	OS	Occupational Standard(s)
	QP	Qualifications Pack

ASC/N3401

Undertake routine activities during press operations

National Occupational Standards



Overview

This unit is about carrying out routine activities of loading and unloading and removing scrap generated during the press operations

ASC/N3401

Undertake routine activities during press operations

National Occupational Standard	Unit Code	ASC/N3401
	Unit Title (Task)	Undertake routine activities during press operations
	Description	This NOS is about carrying out loading and unloading activities and removing scrap generated during the press operations
	Scope	The Press shop helper will be responsible for <ul style="list-style-type: none"> • Removing the scrap generated during the pressing operations • Support the operator in machine operations and maintenance • Escalations of any queries regarding the job The job holder will cover different types of pressing activities like deep drawing, centering, piercing, flanging, cutting etc.
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Removing the scrap generated	PC1. Periodically remove scrap generated during the pressing activities (blanking, piercing, etc.) PC2. Ensure emptying of the waste bucket
	Support the Operator	PC3. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors PC4. Carry out the routine maintenance check as per the standard operating procedures (SOP) at the start of the shift PC5. Support the master technician for setting the process PC6. Support the Operator in loading/ feeding the blanks as per specifications (in case of manual operations) PC7. Assist the technician in applying die lubricant , preservative, etc.
	Remove the output products from the press line	PC8. Remove the output products from the press line in the specified manner PC9. Ensure no damage is done to the products during offloading/ stacking PC10. Inspect finished goods to detect any deviations from the product design as per SOP/ control panel PC11. Request assistance from the operator when required
	Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. relevant standards and procedures followed in the company KA2. different types of products manufactured by the company	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of pressing operations KB2. different types of presses that are used in the pressing process KB3. basic principles of 5 S in manufacturing	

ASC/N3401

Undertake routine activities during press operations

	KB4. knowledge of unloading/ stacking work pieces as per specifications	
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. write in at least one language	
	Reading skills	
	The user/individual on the job needs to know and understand how to: SA3. read and interpret workplace related documentation SA4. interpret/ comprehend the information given in the documents and notes SA5. read and interpret symbols given on equipment's and work area	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand how to: SA6. discuss task lists and job requirements with co-workers SA7. effectively communicate information to team members SA8. question operator/ supervisor in order to understand the nature of the problem SA9. attentively listen with full attention and comprehend the information given by the speaker	
	B. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how to: SB1. judge when to ask for help from a superior	
	Plan and Organise	
The user/individual on the job needs to: SB2. plan and organize the activities/ work allocated by supervisor and operator SB3. organize all equipment and kits so that sorting is easy on a day to day basis		
Problem solving		
The user/individual on the job needs to know and understand how to: SB4. refer problems outside area of responsibility to appropriate person		
Analytical thinking		
The user/individual on the job needs to know and understand how to: SB5. analyse the complexity of work to determine if it can be successfully carried out		
Critical thinking		
The user/individual on the job needs to know and understand how to: SB6. use common sense and make judgments during day to day basis SB7. use reasoning skills to identify and resolve basic problems		

ASC/N3401

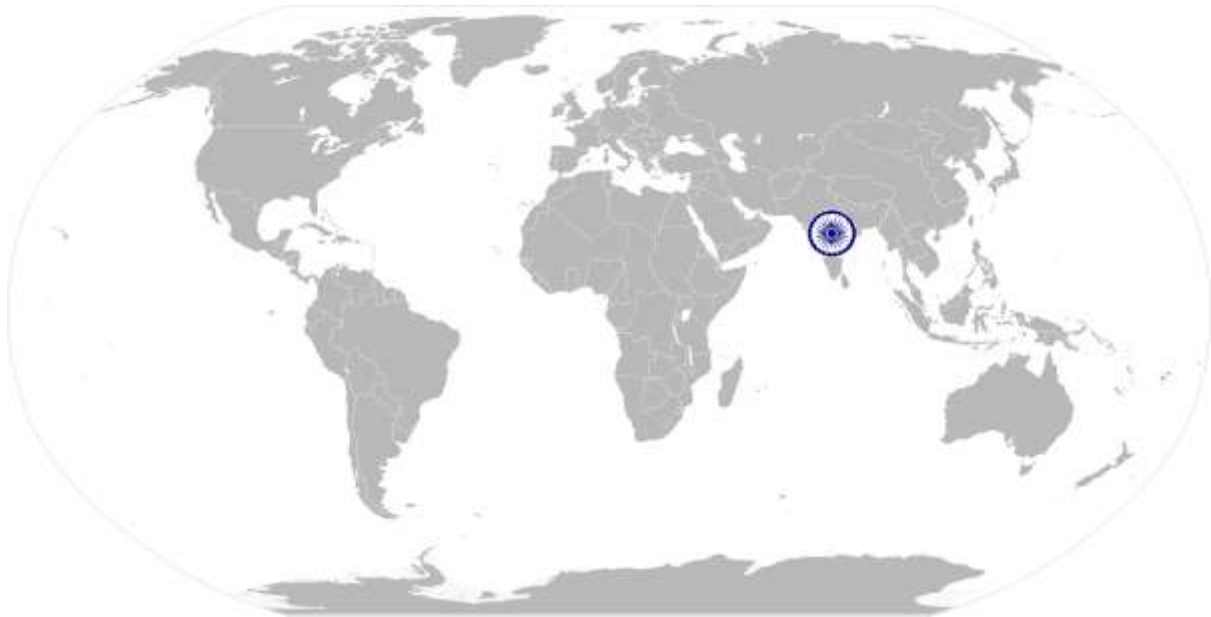
Undertake routine activities during press operations

NOS Version Control

NOS Code	ASC/N3401		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	1/07/13
Industry Sub-sector	Manufacturing	Last reviewed on	10/07/13
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



National Occupational Standards



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

Maintain 5S at the work premises

National Occupational Standard	Unit Code	ASC/N 0021
	Unit Title (Task)	Maintain 5S at the work premises
	Description	This NOS 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 Adhering to the policies and processes for 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. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc.</p> <p>PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations</p> <p>PC4. Create awareness amongst other by sharing information on the identified risks</p>
	Create and sustain a Safe, clean and environment friendly work place	<p>PC5. Follow the instructions given on the equipment manual describing the operating process of the equipment</p> <p>PC6. Follow the Safety, Health and Environment related practices developed by the organization</p> <p>PC7. Operate the machine using the recommended Personal Protective Equipment (PPE)</p> <p>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.</p> <p>PC9. Maintain high standards of personal hygiene at the work place</p> <p>PC10. Ensure that the waste disposal is done in the designated area and manner as per organization SOP.</p> <p>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</p>
	Knowledge and Understanding (K) w.r.t. the scope	
	Element	Knowledge and Understanding
A. Organisational	The user/individual on the job needs to know and understand:	

ASC/N0021

Maintain 5S at the work premises

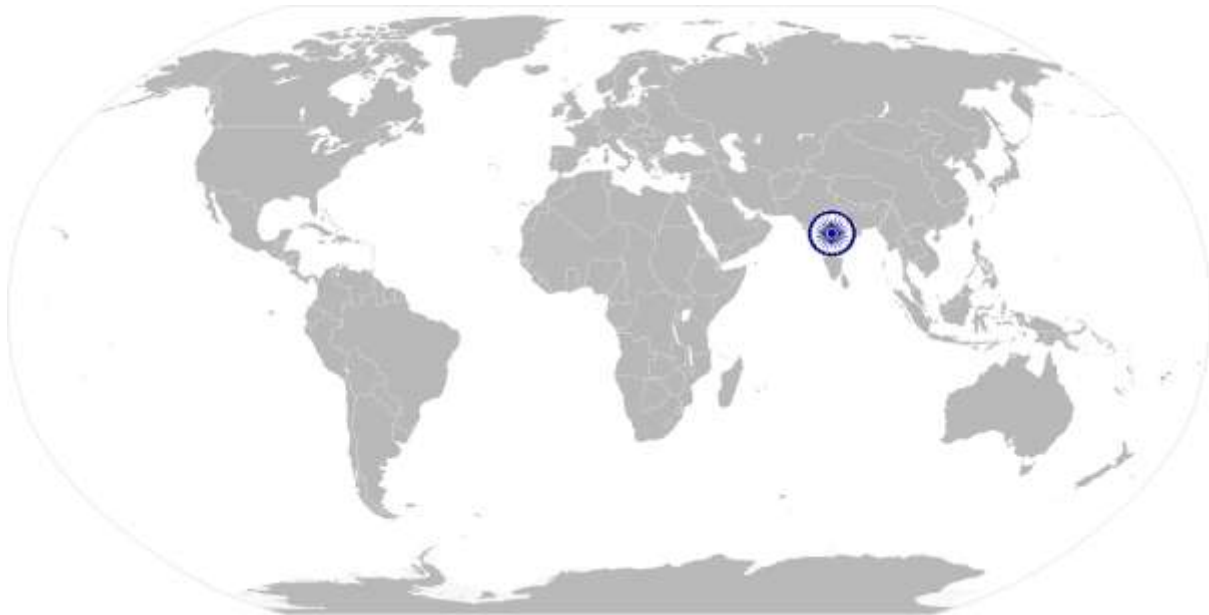
Context (Knowledge of the Company/ Organisation and its processes)	<p>KA1. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company</p> <p>KA2. emergency handling procedures & hierarchy for escalation</p>
B. Technical Knowledge	<p>The user/individual 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 with the equipment	
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand how to:	
SA1. effectively communicate information to team members	
SA2. Inform employees in the plant and concerned functions about events, incidents & potential risks observed related to Safety, Health and Environment.	
SA3. question operator/ supervisor in order to understand the safety related issues	
SA4. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs	

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ASC/N0021

Maintain 5S at the work premises

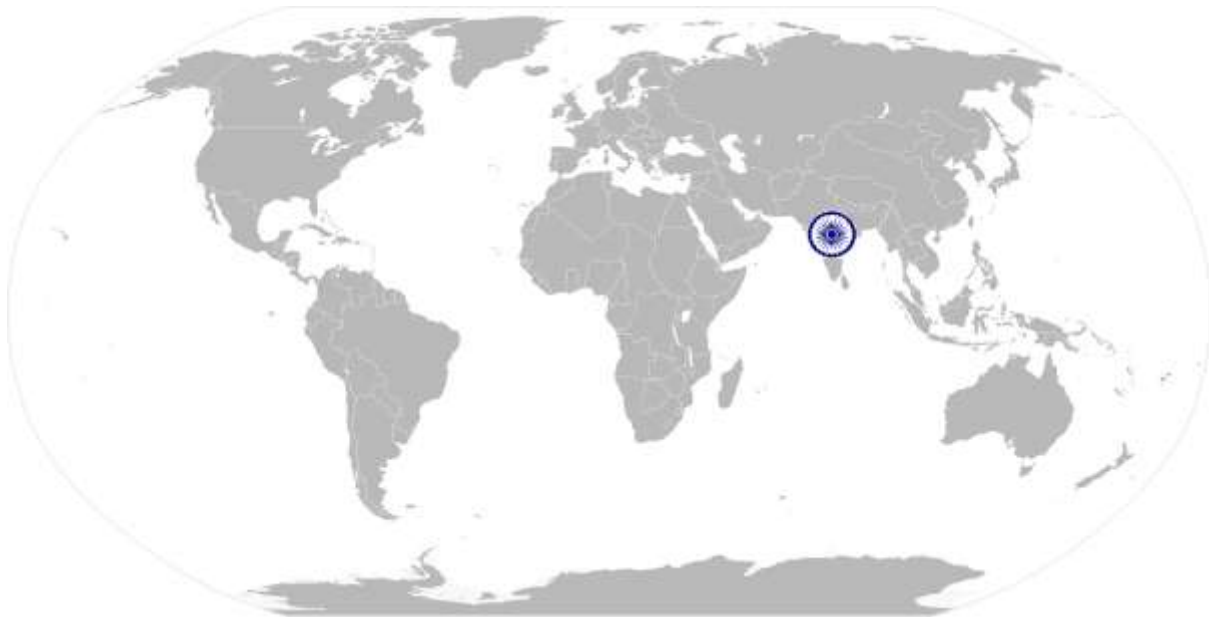
NOS Code	ASC/N0021		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	1/07/13
Industry Sub-sector	Manufacturing	Last reviewed on	10/07/13
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0006

Maintain a safe and healthy working environment

National Occupational Standard



Overview

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

ASC/N0006

Maintain a safe and healthy working environment

National Occupational Standard

Unit Code	ASC/N 0006
Unit Title (Task)	Maintain a safe and healthy working environment
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 labeled 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 labeling 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</p>

ASC/N0006

Maintain a safe and healthy working environment

	places and in the manner indicated in the 5S instructions
Ensure cleaning of self and the work place	<p>PC14. Check whether safety glasses are clean and in good condition</p> <p>PC15. Keep all outside surfaces of recycling containers are clean</p> <p>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</p> <p>PC17. Check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up</p> <p>PC18. Ensure workbenches and work surfaces are clean and in good condition</p> <p>PC19. Follow the cleaning schedule for the lighting system to ensure proper illumination</p> <p>PC20. Store the cleaning material and equipment in the correct location and in good condition</p> <p>PC21. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene</p>
Ensure sustenance	<p>PC1. Follow the daily cleaning standards and schedules to create a clean working environment</p> <p>PC2. Attend all training programs for employees on 5 S</p> <p>PC3. Support the team during the audit of 5 S</p> <p>PC4. Participate actively in employee work groups on 5S and encourage team members for active participation</p> <p>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>
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 5S followed in the company</p>
B. Technical Knowledge	<p>The user/individual on the job needs to :</p> <p>KB5. have basic knowledge of 5S procedures</p> <p>KB6. know various types 5s practices followed in various areas</p> <p>KB7. understand the 5S checklists provided in the department/ team</p> <p>KB8. have skills to identify useful & non useful items</p> <p>KB9. have knowledge of labels , signs & colours used as indicators</p> <p>KB10. Have knowledge on how to sort and store various types of tools, equipment, material etc.</p> <p>KB11. know , how to identify various types of waste products</p> <p>KB12. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human</p>

ASC/N0006

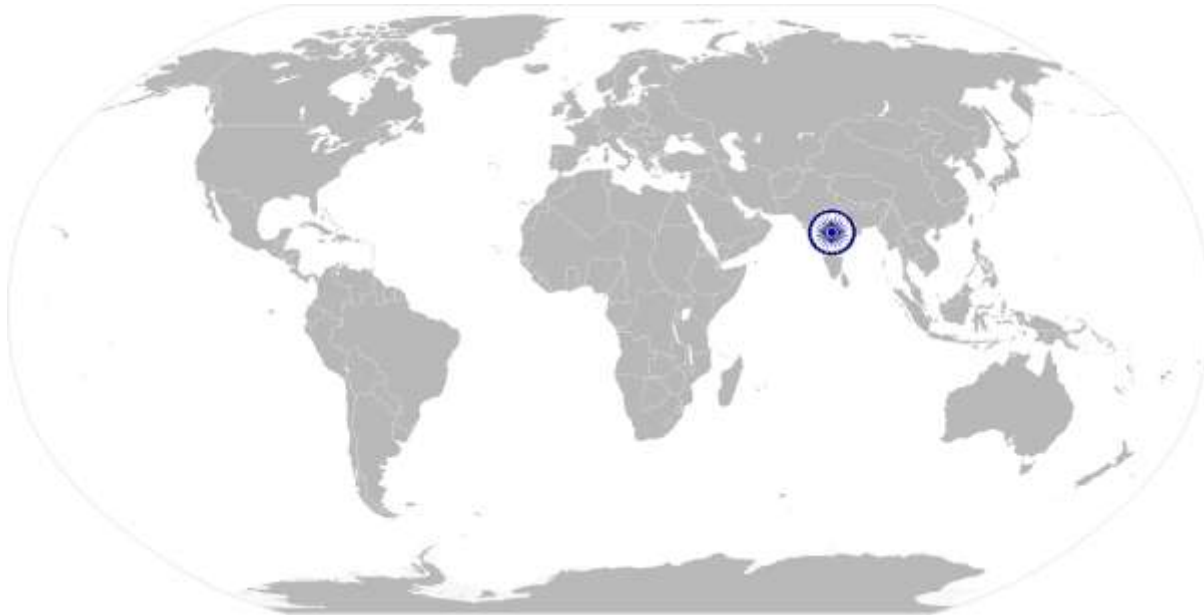
Maintain a safe and healthy working environment

	<p style="text-align: center;">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: <ul style="list-style-type: none"> SA5. write basic level notes and observations SA6. note down observations (if any) related to the process SA7. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA8. 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: <ul style="list-style-type: none"> SA9. effectively communicate information to team members inform employees in the plant and concerned functions about 5S SA10. question the process head in order to understand the 5S related issues SA11. 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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/N0006

Maintain a safe and healthy working environment

	<p>The user/individual on the job needs to know and understand how to :</p> <ul style="list-style-type: none"> 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
	<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"> 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

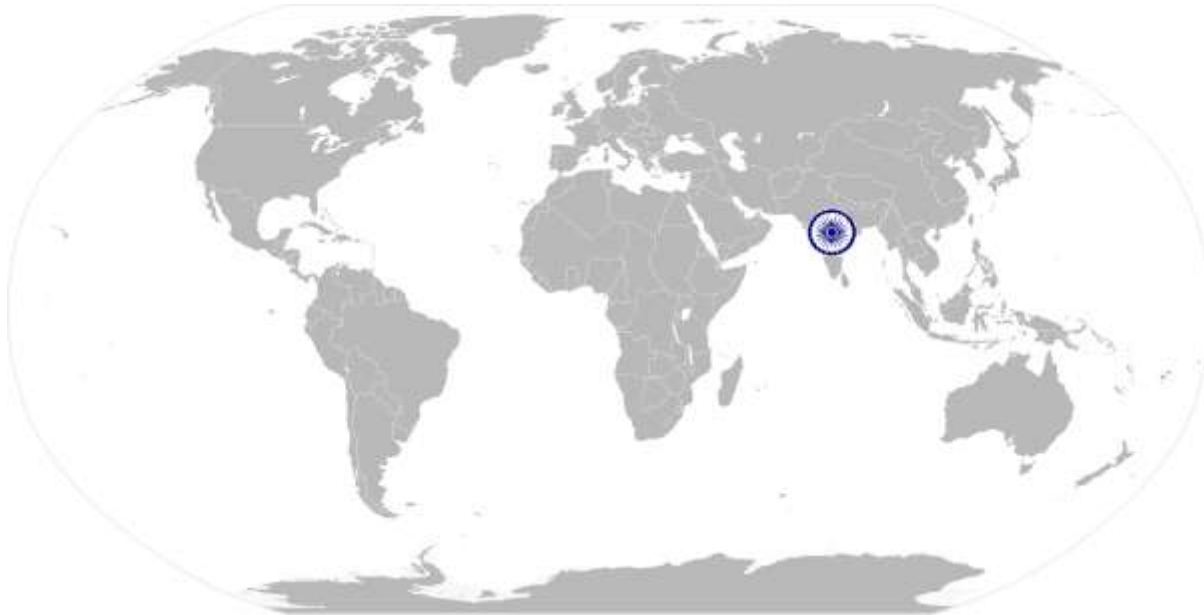


ASC/N0006

Maintain a safe and healthy working environment

NOS Version Control

NOS Code	ASC/N0006		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	1/03/2014
Industry Sub-sector	Manufacturing/ R&D	Last reviewed on	15/03/2014
Occupation	Pressing	Next review date	Under revision expected date of revised version 31-Dec-15



Qualification Pack for Press shop Assistant L2

Criteria for assessment of Trainees

JOB ROLE	Press shop assistant L2
Qualification Pack	ASC/Q 3401
No. Of NOS	1 Role specific ,2 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation		
		Theory	Viva	Practical
ASC/N 3401	Undertake routine activities during press operations			
Removing the scrap generated	PC1. Periodically remove scrap generated during the pressing activities (blanking, piercing, etc.) PC2. Ensure emptying of the waste bucket		5	20
Support the Operator	PC3. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors PC4. Carry out the routine maintenance check as per the standard operating procedures (SOP) at the start of the shift PC5. Support the master technician for setting the process PC6. Support the Operator in loading/ feeding the blanks as per specifications (in case of manual operations) PC7. Assist the technician in applying die lubricant , preservative, etc.		15	10
Remove the output products from the press line	PC8. Move the output products from the press line in the specified manner PC9. Ensure no damage is done to the products during offloading/ stacking PC10. Inspect finished goods to detect any deviations from the product design as per SOP/ control plan PC11. Request assistance from the operator when required		20	40
	Subtotal		60	120

Qualification Pack for Press shop Assistant L2

ASC/N 0006	Maintain a safe and healthy working environment	Theory	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

Qualification Pack for Press shop Assistant L2

ASC/N 0021	Maintain 5S at the work premises	Theory	Viva	Practical
Ensure sorting	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.			
	PC2. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions		10	20
	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		10	20
	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		10	20
	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,			

Qualification Pack for Press shop Assistant L2

	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 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		40	80
	Total	100	170	280