

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- Plastic Moulding Assistant / Helper

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING

OCCUPATION: MOULDING

JOB ROLE: PLASTIC MOULDING ASSISTANT /HELPER

REFERENCE ID: ASC/Q4402

ALIGNED TO: NCO-2004/8232.90

Moulding Helper: This role is similar for all types of plastic mouldings and can be performed both manually and through automated processes

Brief Job Description: Moulding Helper will be involved in cutting the plastic moulding as per the desired shapes, supporting the operator moulding operations and storing the output at the designated place.

Personal Attributes:

Reading, writing and communication skills, quality consciousness, safety orientation, Dexterity, Physique to sustain strenuous conditions, Ability to use fingers, hands and feet with ease to complete the assigned task (Dexterity), high precision and sensitivity towards safety for self and equipment.

Job Details	Qualifications Pack Code	ASC/Q4402		
	Job Role	Plastic Moulding Helper		
	Credits(NSQF)	TBD	Version number	1.0
	Industry	Automotive	Drafted on	1/10/2013
	Sub-sector	Manufacturing	Last reviewed on	30/10/2013
	Occupation	Plastic Moulding	Next review date	Under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	05/08/2015		

Job Role	Moulding Helper
Role Description	Responsible for cutting the plastic moulding as per the desired shapes, supporting the Operator in various types of pre& post moulding operations, storing output at designated place& process documentation
NSQF level	2
Minimum Educational Qualifications	Class 8
Maximum Educational Qualifications	Class 10
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> Basic moulding and cutting process 5S, housekeeping and Safety Communication Skills
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/ N4404: Clean and Lubricating the extrusion machinery and the dies ASC/N4405:Support the operator in moulding related operations ASC/N4406: Finish and deposit finished goods in the designated area ASC/N0006A: Maintain a safe and healthy working environment ASC/N0021: Maintain 5S at the work premises
Performance Criteria	As described in the relevant NOS units

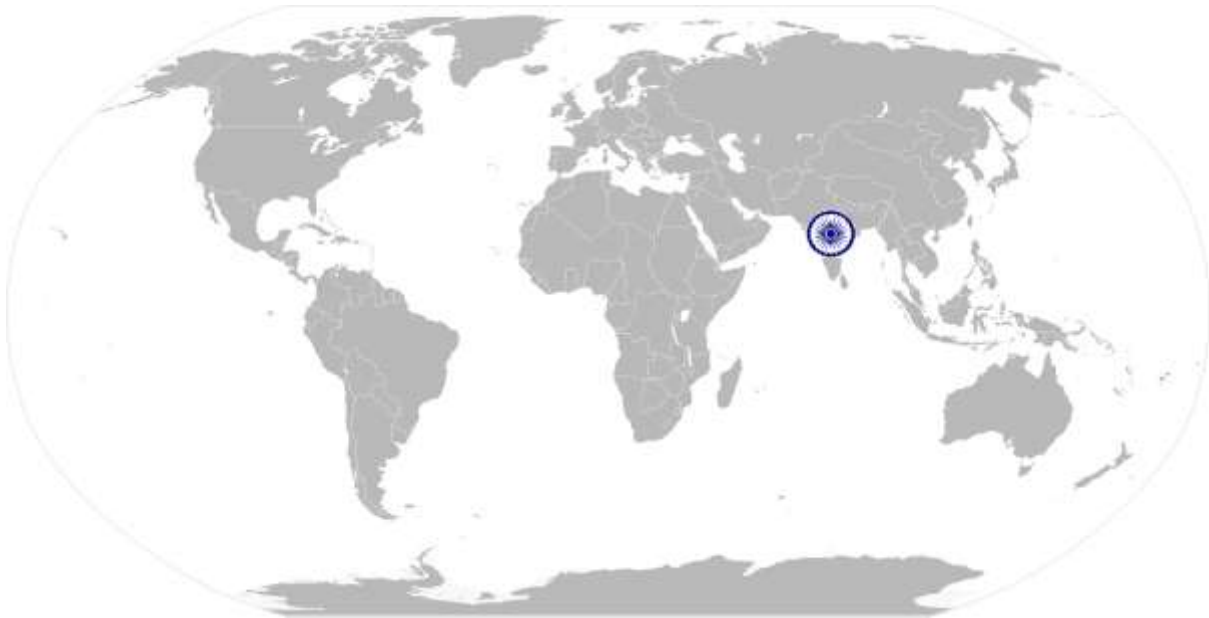
Definitions

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.
Scope	Scope is the 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 the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
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.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Standards Qualifications Framework
OEM	Original Equipment Manufacturer
OS	Occupational Standard(s)
QP	Qualifications Pack

Acronyms

National Occupational Standards



Overview

This unit is about cleaning and lubricating the extrusion machinery and dies being used for moulding operations as per the specifications and the standards specified by the organization

ASC/ N4404

Clean and Lubricating the extrusion machinery and the dies

National Occupational Standard

Unit Code	ASC/N4404
Unit Title (Task)	Clean and Lubricating the extrusion machinery and the dies
Description	This NOS unit is about cleaning and lubricating the extrusion machinery and the dies being used for moulding operations as per the standards specified by the organization
Scope	The Moulding Helper will be responsible for <ul style="list-style-type: none"> • Cleaning and lubricating the extrusion machinery • escalations of any queries regarding the job The role holder will interact with maintenance team and material management team
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Clean and Lubricate the Extrusion machinery and the Dies	<p>PC1. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors</p> <p>PC2. Inspect the extrusion machinery and dies after moulding operations for left over plastic or other impurities or any clogging</p> <p>PC3. Load the machinery and dies into cleaning tank with chemicals or manually spray the cleaning agents like caustic solution etc. to ensure that the waste plastic material which has remained in the machine after completion of operations is removed and the machine does not clog</p> <p>PC4. Lubricate the machinery and dies with oil/ grease in order to prepare it for the next cycle of moulding operations</p> <p>PC5. In case of automatic cleaning, adjustable cleaning times are preset and dies are left to be cleaned and lubricated automatically</p> <p>PC6. Examine machinery and dies to ensure they are clean, smooth, and coated as per the specification/ visual sample to be used for next set of operations</p>
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: <ul style="list-style-type: none"> KA1. relevant standards and procedures followed in the company KA2. different types of products manufactured by the company KA3. functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution KA4. quality norms prescribed by the organization for moulding jobs
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. latest cleaning and lubricating agents and chemicals KB2. different types of moulding processes and associated equipment KB3. different parameters pertinent to cleaning process like preset time, cycle time etc. KB4. working of cleaning tools and apparatus KB5. different chemicals used in the cleaning process of extrusion machines and dies KB6. safety precautions to be taken for all types of cleaning activities especially while handling hot , caustic solutions etc.

ASC/ N4404

Clean and Lubricating the extrusion machinery and the dies

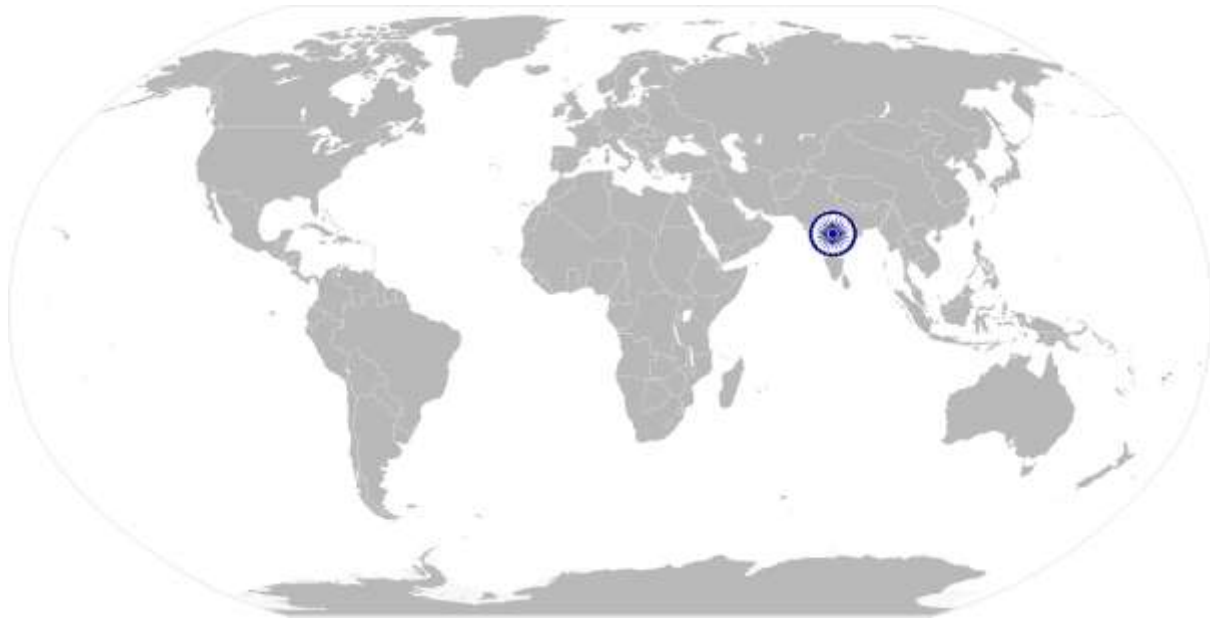
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. write drawings to internal customers on the requirement of cleaning and lubricating agents, etc. SA2. note measurements, equipment panel readings for various process parameters in the required reporting formats
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. read equipment manuals and process documents to understand the equipment and processes better SA4. read instructions (e.g. safety instructions) with symbols while using the equipment in the plant area SA5. read internal drawings sent by internal customers (other functions within the organization)
	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"> SA6. discuss task lists, schedules, and work-loads with co-workers SA7. question internal customers/ Moulding shop supervisor appropriately in order to understand the nature of the problem and make a diagnosis
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. plan and organize the work order and jobs received from the internal customers SB2. plan and organize the design documents received from internal customers SB3. organize all process/ equipment manuals so that sorting out information is without much time delay. SB4. organize apparatus etc. in an orderly manner at designated areas
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB5. understand the requirement of different types of cleaning and lubricating agents for different types of dies SB6. finalize the optimum levels of physical parameters so that the job output meets the prescribed job standards, visual samples
	Problem solving
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB7. think through the problem, evaluate the possible solution and suggest the best possible solution to the operator SB8. identify immediate or temporary solutions to resolve delays

ASC/ N4404

Clean and Lubricating the extrusion machinery and the dies

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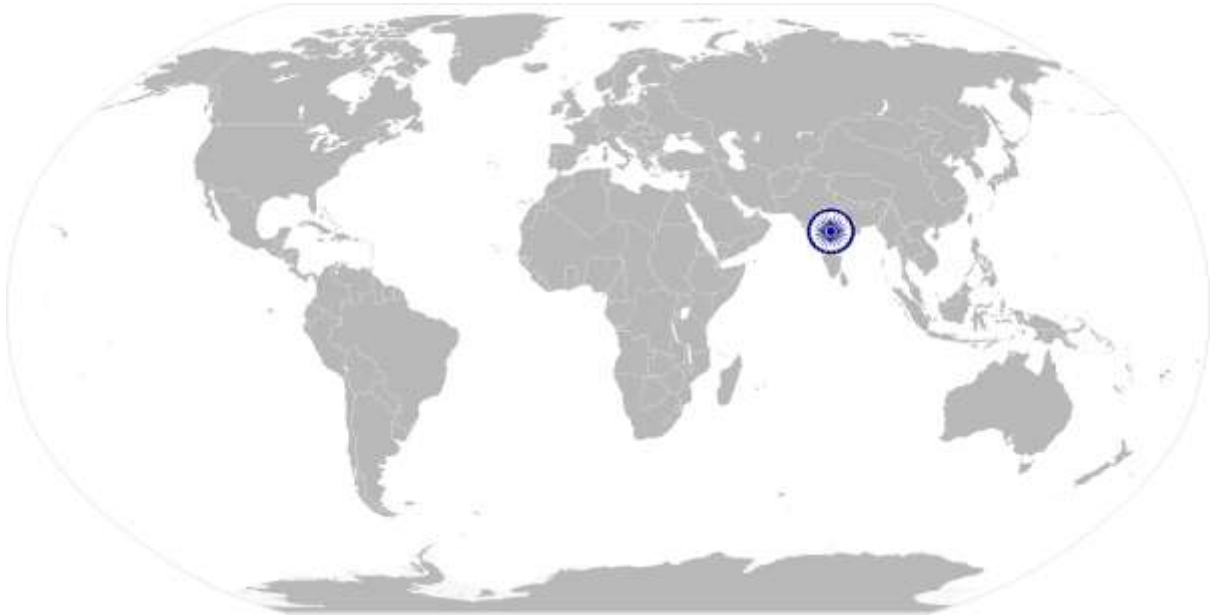
NOS Code	ASC/N4404		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	1/10/2013
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Occupation	Plastic Moulding	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N4405

Support the operator in moulding related operations

National Occupational Standard



Overview

This unit is about pouring the plastic from holding furnace to the moulding, unloading the moulding and stamping the identified parameters as per the final output specifications and the standards specified by the organization

ASC/N4405

Support the operator in moulding related operations

National Occupational Standard

Unit Code	ASC/N4405
Unit Title (Task)	Support the operator in moulding related operations
Description	This NOS unit is about pouring the plastic hopper into the extruder and supporting the operator in various moulding operations as per the final output specifications and the standards specified by the organization
Scope	The Moulding Helper will be responsible for <ul style="list-style-type: none"> feeding the plastic granules in the hopper support the operator in conducting actual moulding process The role holder will interact with maintenance team and material management team
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Feed the plastic granules in the hopper	PC1. Use weighing machines to measure the quantity of granules and ensure that the correct quantity of granules are put in the hopper PC2. Perform preheating of plastic granules to improve their tensile strength PC3. Ensure that the plastic granules are mixed with additives (if any) before being fed into the hopper PC4. Check that the apparatus is being cleaned before starting the moulding operations PC5. Feed the plastic granules into the hopper as per operator's instructions
Support the operator in conducting the actual moulding process	PC6. Unload the moulding from die post moulding operations PC7. Remove the output from the machine once the cycle is complete using proper clamps and other handling tools to carefully pick the product from the machine area PC8. In case the output has to be separately cooled, ensure that the helper cools it using the cooling process as mentioned in the Work Instructions/ SOPs PC9. Clean the plastic moulding to remove runners/ gates or extra materials through degassing and deflashing processes PC10. Stamp the moulding with the identifying information (wherever required) and send the same for further processing
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: <ul style="list-style-type: none"> KA1. relevant standards and procedures followed in the company KA2. different types of products manufactured by the company KA3. functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution KA4. quality norms prescribed by the organization for moulding jobs

ASC/N4405

Support the operator in moulding related operations

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. reading panels, meters, indicators etc. to monitor the process</p> <p>KB2. different types of moulding processes, associated equipment like dies, screw/ reciprocating screw/ plunger, heaters etc. and their working</p> <p>KB3. different parameters pertinent to moulding process like heater temperature, hydraulic pressure/ air pressure/ vacuum pressure, rotating speed of the screw, operating current and voltage, injection time, refilling time etc. and the impact of these parameters on the process</p> <p>KB4. various types of plastics like thermoplastics/ thermosetting plastics and their properties</p> <p>KB5. various types of coolants like water etc. and their properties</p> <p>KB6. moulding defects and how they are generated, how they can be prevented, different consumables used in the melt shop</p> <p>KB7. extruder operation, melting process, and safety process of handling hot liquid plastic and control</p> <p>KB8. measuring instruments like vernier callipers, micrometer and other</p> <p>KB9. geometry and dimensions</p> <p>KB10. sketches and engineering drawings</p> <p>KB11. safety precautions to be taken for all types of moulding activities</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document, interpret information from the sketches and engineering drawings</p> <p>SA2. write log book in terms of output quantity, set up parameters, machine setting parameters and loss details etc.</p> <p>SA3. note measurements, equipment panel readings for various process parameters in the required reporting formats</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. read and interpret engineering drawing and sketches</p> <p>SA5. read equipment manuals and process documents to understand the equipment and processes better</p> <p>SA6. read safety instructions especially symbols while use the equipment in the plant area</p>
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA8. question internal customers/ Moulding shop supervisor in order to understand the nature of the problem and make a diagnosis</p>
B. Professional Skills	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. organize all process/ equipment manuals so that sorting out information is fast</p>

ASC/N4405

Support the operator in moulding related operations

	SB2. organize apparatus etc. in an orderly manner at proper designated areas
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB3. visualize the final job product after understanding the given drawing/ sketches
	Problem solving
	The user/individual on the job needs to know and understand how to: SB4. think through the problem, evaluate the possible solution and suggest the best possible solution to the problem

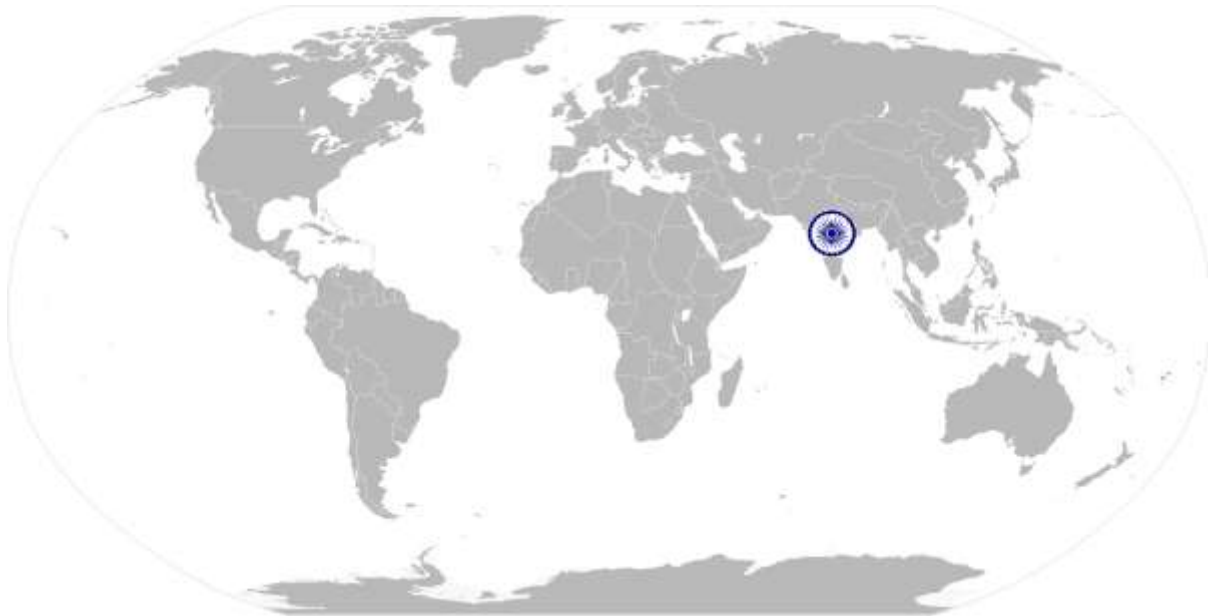
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NOS Code	ASC/N4405		
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Industry Sub-sector	Manufacturing	Last reviewed on	30/10/2013
occupation	Plastic Moulding	Next review date	Under revision expected date of revised version 31-Dec-15

ASC/N4406

Finish and deposit finished goods in the designated area

National Occupational Standard



Overview

This unit is about cutting the output as per the final product specifications and the standards and storing the finished goods in the designated area of the manufacturing unit as per the processes laid by the organization.

ASC/N4406

Finish and deposit finished goods in the designated area

National Occupational Standard

Unit Code	ASC/N4406
Unit Title (Task)	Finish and deposit the finished goods in the designated area
Description	This NOS unit is about removing the finished goods from the assembly line, cut them as per requirement and storing the finished goods in the designated area in the plant/ forwarding the finished pieces to the next process in the assembly process
Scope	The Moulding Helper will be responsible for <ul style="list-style-type: none"> cutting the output pieces removing finished goods from the moulding block storing the finished goods in designated areas The role holder will interact with maintenance team and material management team
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Cut the moulding	PC1. Understand the set parameters for dimensions of each of the output PC2. Cut the moulding as per the desired specifications within the desired timelines PC3. Keep a count of number of output pieces produced after cutting
Removing the finished goods from the moulding block	PC4. Inspect the goods for scratches, flashes, marks at the time of removal from moulding block PC5. Hold the finished Goods with necessary equipment like clamps, cranes, hoist etc. for unloading from the moulding block PC6. Safely lift the Finished Goods and move them to a designated area to prevent any damage to the finished goods PC7. In case the plastic moulding are to be moved forward in the assembly line, ensure that the right hangers are used for transportation of finished goods in a safe manner
Storing the finished goods in the designated area	PC8. Tag the finished Goods with Job number, piece number and other markings for identification PC9. Arrange the goods as per the batch number, piece number etc. into designated packing boxes PC10. In case of assembly line, transport the finished goods to the next assembly line process
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: <ul style="list-style-type: none"> KA1. relevant standards and procedures followed in the company for Finished Goods storage KA2. different types of products manufactured by the company KA3. functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution

ASC/N4406

Finish and deposit finished goods in the designated area

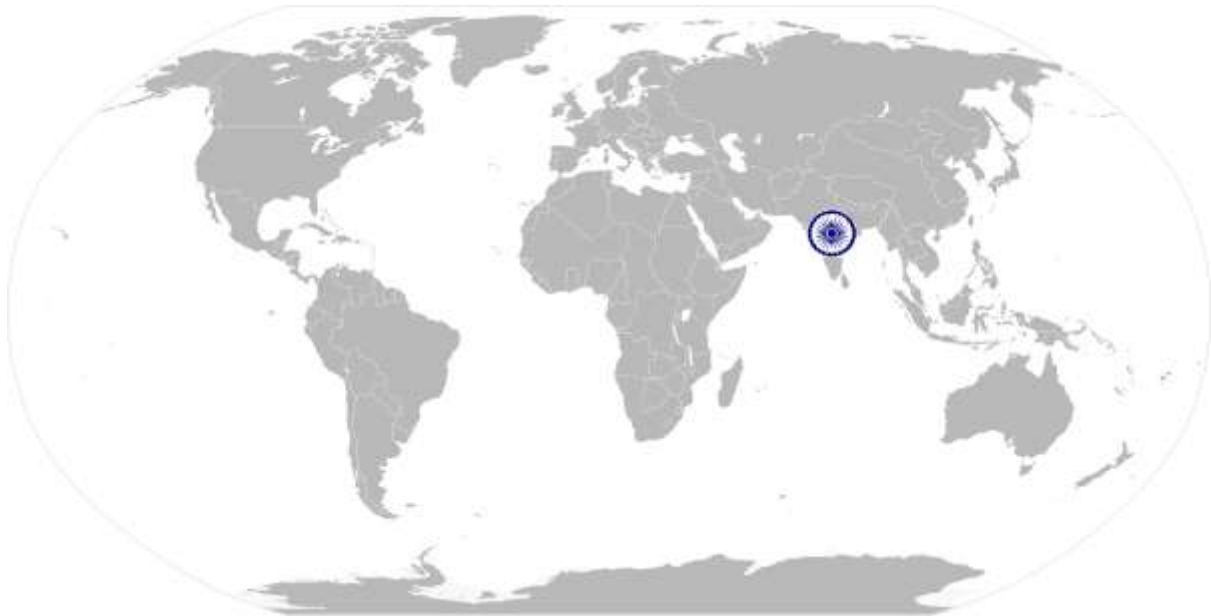
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. usage of clamps, cranes, hoists for lifting work pieces</p> <p>KB2. tagging of the finished goods as per batch codes, material/ part codes, piece numbers etc.</p> <p>KB3. arranging of the tagged goods in the finished goods storage area</p> <p>KB4. safety precautions to be taken for material movement</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write drawings to internal customers on the requirement of moulding apparatus etc.</p> <p>SA2. note batch codes, material codes, piece number in the prescribed formats and records for the same</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read equipment manuals and process documents to understand the equipment and processes better</p> <p>SA4. read instructions especially safety instructions especially for using material handling equipment</p> <p>SA5. read internal information drawings sent by internal customers (other functions within the organization)</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA7. question internal customers/ Moulding shop supervisor appropriately in order to understand the nature of the problem and make a diagnosis</p>
B. Professional Skills	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan and organize the work order and jobs received from the internal customers</p> <p>SB2. plan and organize the finished Goods as per the batch/ product number in the designated area</p>

ASC/N4406

Finish and deposit finished goods in the designated area

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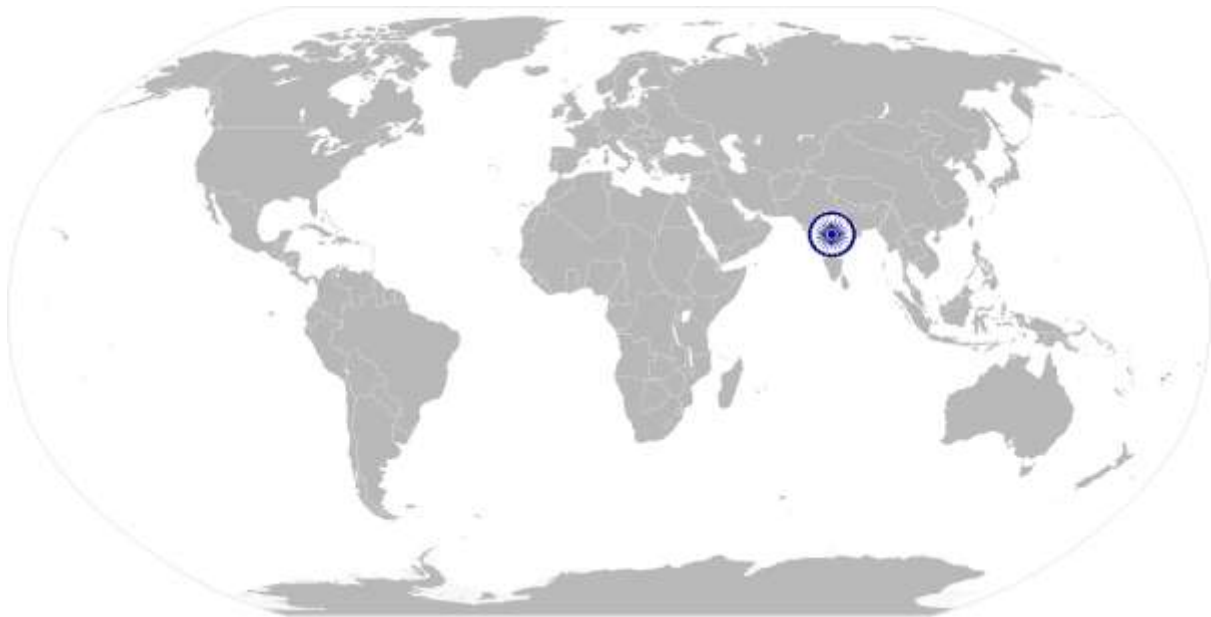
NOS Code	ASC/N4406		
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Industry	Automotive	Drafted on	1/10/2013
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ASC/N0006

Maintain a safe and healthy working environment

National Occupational Standards



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/N0006
	Unit Title (Task)	Maintain a safe and healthy working environment
	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 <p>This NOS will be applicable to all Automotive sector manufacturing job roles</p>
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Identify and report the risks identified	<p>PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise</p> <p>PC2. 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	

ASC/N0006

Maintain a safe and healthy working environment

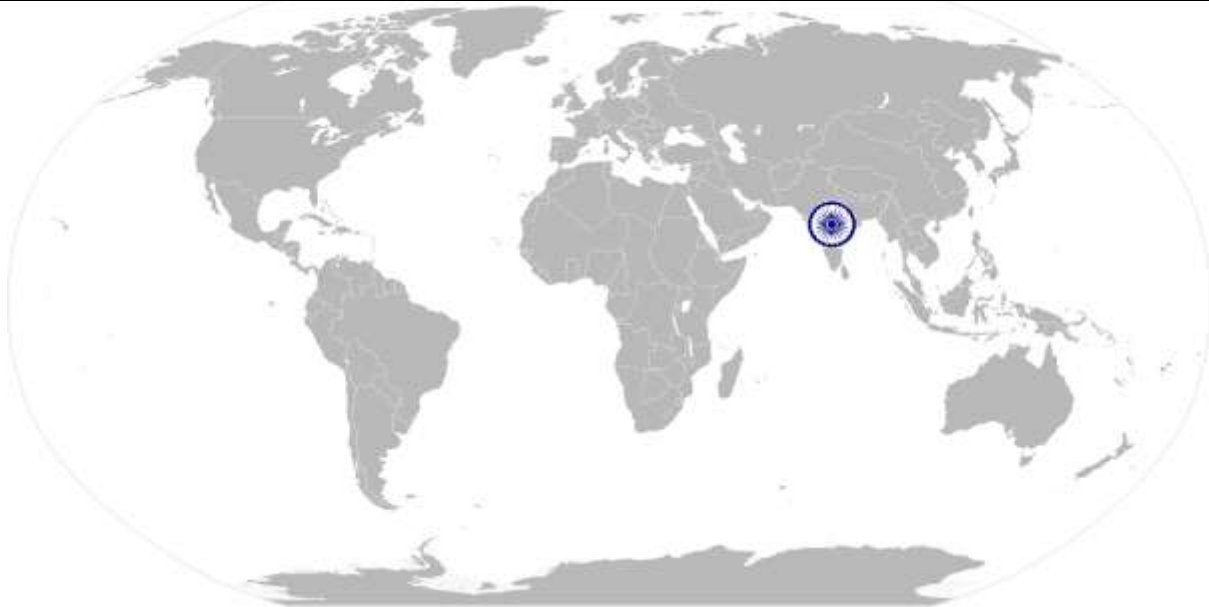
Element	Knowledge and Understanding
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company KA2. emergency handling procedures & hierarchy for escalation
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/hazards associated with each occupation in the organization KB4. knowledge of personal hygiene and how an individual can 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 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
B. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB1. use common sense and make judgments during day to day basis SB2. use reasoning skills to identify and resolve basic problems

ASC/N0006

Maintain a safe and healthy working environment

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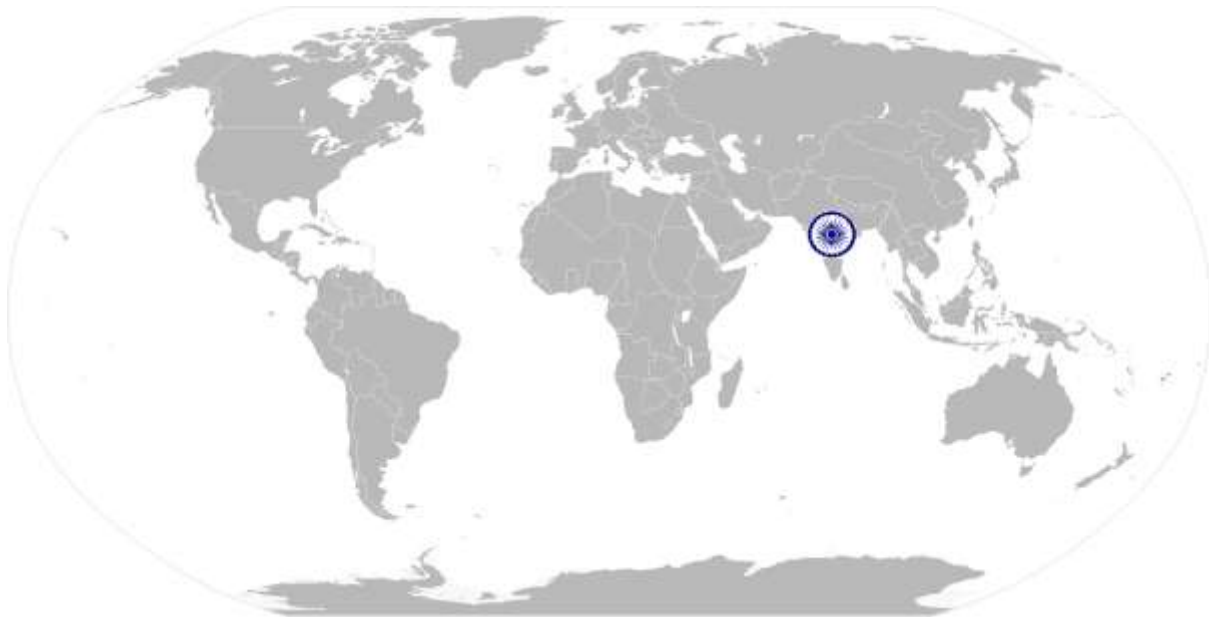
NOS Code	ASC/N0006		
Credits(NSQF)	TBD	Version number	1.0
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ASC/N0021

Maintaining 5S at the work premises

National Occupational Standard



Overview

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

ASC/N0021

Maintaining 5S at the work premises

National Occupational Standard

Unit Code	ASC/N0021
Unit Title (Task)	Maintaining 5S in the work premises
Description	This NOS is about ensuring all 5 S activities both at the shop floor and the office area to facilitate increase in work productivity
Scope	<p>The individual needs to</p> <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.</p>

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	<p>lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>
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>

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	KB11. know , how to identify various types of waste products KB12. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body KB13. have knowledge of best ways of cleaning & waste disposal KB14. understand the importance of standardization in processes KB15. understand the importance of sustainability in 5S KB16. have knowledge of TQM process KB17. have knowledge of various materials and storage norms KB18. understand visual controls, symbols, graphs etc.
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA8. write basic level notes and observations SA9. note down observations (if any) related to the process SA10. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA11. read 5S instructions put up across the plant premises
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA12. effectively communicate information to team members inform employees in the plant and concerned functions about 5S SA13. question the process head in order to understand the 5S related issues SA14. attentively listen with full attention and comprehend the information given by the speaker during 5S training programs
B. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB3. use common sense and make judgments during day to day basis SB4. use reasoning skills to identify and resolve basic problems using 5S
	Persuasion
	The user/ individual on the jobs needs to know and understand how to: SB5. persuade co team members to follow 5 S SB6. ensure that the co team members understand the importance of using 5 S tool
	Creativity

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	The user/individual on the job needs to know and understand how to : SB7. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor SB8. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work
	Self –Discipline
	The user/individual on the job needs to know and understand how to: SB9. do what is right, not what is a popular practices SB10. follow shop floor rules& regulations and avoid deviations; make 5S an integral way of life SB11. ensure self-cleanliness on a daily basis SB12. demonstrate the will to keep the work area in a clean and orderly manner

NOS Version Control

NOS Code	ASC/N0021		
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	Plastic Moulding	Next review date	Under revision expected date of revised version 31-Dec-15

Qualification Pack for Plastic Moulding Helper

Criteria for assessment of Trainees

JOB ROLE	PLASTIC MOULDING HELPER L2
Qualification Pack	ASC/Q 4402
No. Of NOS	3 Role specific , 2 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description		Marks allocation	
			Viva	Practical
ASC/N4404	Clean and Lubricating the extrusion machinery and the dies	Theory		
Clean and Lubricate the Extrusion machinery and the Dies	<p>PC1. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors</p> <p>PC2. Inspect the extrusion machinery and dies after moulding operations for left over plastic or other impurities or any clogging</p> <p>PC3. Load the machinery and dies into cleaning tank with chemicals or manually spray the cleaning agents like caustic solution etc. to ensure that the waste plastic material which has remained in the machine after completion of operations is removed and the machine does not clog</p> <p>PC4. Lubricate the machinery and dies with oil/ grease in order to prepare it for the next cycle of moulding operations</p> <p>PC5. In case of automatic cleaning, adjustable cleaning times are preset and dies are left to be cleaned and lubricated automatically</p> <p>PC6. Examine machinery and dies to ensure they are clean, smooth, and coated as per the specification/ visual sample to be used for next set of operations</p>		20	0
	Sub total		20	50
ASC /N4405	Support the operator in moulding related operations	Theory	Viva	Practical
Feed the plastic granules in the hopper	PC1. Use weighing machines to measure the quantity of granules and ensure that			

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	<p>the correct quantity of granules are put in the hopper</p> <p>PC2. Perform preheating of plastic granules to improve their tensile strength</p> <p>PC3. Ensure that the plastic granules are mixed with additives (if any) before being fed into the hopper</p> <p>PC4. Check that the apparatus is being cleaned before starting the moulding operations</p>		20	30
Support the operator in conducting the actual moulding process	<p>PC5. Feed the plastic granules into the hopper as per operator's instructions</p> <p>PC6. Unload the moulding from die post moulding operations</p>		10	10
	<p>PC7. Remove the output from the machine once the cycle is complete using proper clamps and other handling tools to carefully pick the product from the machine area</p> <p>PC8. In case the output has to be separately cooled, ensure that the helper cools it using the cooling process as mentioned in the Work Instructions/ SOPs</p> <p>PC9. Clean the plastic moulding to remove runners/ gates or extra materials through degassing and deflashing processes</p> <p>PC10. Stamp the moulding with the identifying information (wherever required) and send the same for further processing</p>		10	10
	Sub total		40	50
ASC /N4406	Finish & deposit the finished products in designated area	Theory	Viva	Practical
Cut the moulding	<p>PC1. Understand the set parameters for dimensions of each of the output</p> <p>PC2. Cut the moulding as per the desired specifications within the desired timelines</p> <p>PC3. Keep a count of number of output pieces produced after cutting</p>		10	10
Removing the finished	PC4. Inspect the goods for scratches, flashes,			

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goods from the moulding block	<p>marks at the time of removal from moulding block</p> <p>PC5. Hold the finished Goods with necessary equipment like clamps, cranes, hoist etc. for unloading from the moulding block</p> <p>PC6. Safely lift the Finished Goods and move them to a designated area to prevent any damage to the finished goods</p> <p>PC7. In case the plastic moulding are to be moved forward in the assembly line, ensure that the right hangers are used for transportation of finished goods in a safe manner</p>		10	20
Storing the finished goods in the designated area	<p>PC8. Tag the finished Goods with Job number, piece number and other markings for identification</p> <p>PC9. Arrange the goods as per the batch number, piece number etc. into designated packing boxes</p> <p>PC10. In case of assembly line, transport the finished goods to the next assembly line process</p>		10	20
	subtotal		30	50
ASC/N0006	Maintain a safe and healthy working environment	Theory	Viva	Practical
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 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>		10	0
			10	10
Create and sustain a Safe, clean and environment friendly work place	<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</p>		10	20

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	<p>sharing information on the identified risks.</p> <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. Operate the machine using the recommended Personal Protective Equipment (PPE) and ensure team members also use the related PPEs at the workplace</p> <p>PC11. 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>PC12. Attend all safety and fire drills to be self-aware of safety hazards and preventive techniques</p> <p>PC13. Maintain high standards of personal hygiene at the work place</p> <p>PC14. Ensure that the waste disposal is done in the designated area and manner as per organization SOP.</p> <p>PC15. Inform 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>		30	10
	Sub total		60	40
ASC / N 0021	Maintain 5S at the work premises	Theory	Viva	Practical
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</p>		10	10

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	<p>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>		20	10
Ensure proper documentation and storage (organizing , streamlining)	<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> <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 places and in the manner indicated in the 5S instructions</p>		10	10
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>		10	10

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	<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>PC22. Follow the daily cleaning standards and schedules to create a clean working environment</p> <p>PC23. Attend all training programs for employees on 5 S</p> <p>PC24. Support the team during the audit of 5 S</p> <p>PC25. Participate actively in employee work groups on 5S and encourage team members for active participation</p> <p>PC26. Follow the guidelines for What to do and What not to do to build sustainability in 5S as mentioned in the 5S check lists/ work instructions</p>		10	
	Sub total		60	40
	Total		210	230