

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

Contact Us:

ASDC, 1/6,
Siri Institutional Area,
Khel Gaon Road
New Delhi-110049 (India)

E-mail:
SKC.ASDC@gmail.com



Contents:

1. Introduction and Contacts.....	P1
2. Qualifications Pack.....	P2
3. Glossary of Key terms.....	P3
4. OS Units.....	P5
5. Assessment Criteria.....	P18

Introduction

Qualifications Pack- Process Validation Executive

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING SUPPORT

OCCUPATION: PROCESS ENGINEERING

REFERENCE ID: ASC/Q 6408

ALIGNED TO: NCO-2004/Nil

Brief Job Description: Individuals at this job need to validate the manufacturing processes by planning for the activity, conducting the trials for the new process & suggest modifications in order to improve the QCT targets.

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 coordinating & leading the whole gamut of activities in theoretical & practical aspects of the process, information ordering, planning, deductive reasoning, oral expression and comprehension.

Job Details	Qualifications Pack Code	ASC/Q 6408		
	Job Role	Process Validation executive		
	Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
	Sector	Automotive	Drafted on	15/09/13
	Sub-sector	Manufacturing Support	Last reviewed on	30/09/13
	Occupation	Process Engineering	Next review date	Under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	5/08/15		

Job Role	Process Validation Executive
Role Description	Validating the new manufacturing processes and be responsible to provide infrastructure to achieve QCT
NSQF level	5
Minimum Educational Qualifications*	B. Tech/ BE in Industrial / Production / Mechanical Engg
Maximum Educational Qualifications*	
Training (Mandatory) (Suggested)	Basic fundamentals training courses for Process control automation, Robotics knowledge of the manufacturing processes of the organization, TS 16949, APQP, FMEA, PPAP
Minimum Job Entry Age	1 ASDC recommends that candidates should seek full employment not before attaining an age of 18 years. 2 However, as per Factories Act 1948 : - 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. 3 Please note that under the Factories Act 1948, different States may have slightly varying provision which need to be adhered to.
Experience	1-3 years if ASDC Level 4 Certificate or minimum 2-4 years in manufacturing department
Applicable National Occupational Standards (NOS)	Compulsory: ASC/N6417. Plan for the Validation Trials, PPAP, Run at Rate ASC/N0006. Maintain a safe and healthy working environment ASC/N 0021. Maintain 5S at the work premises
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

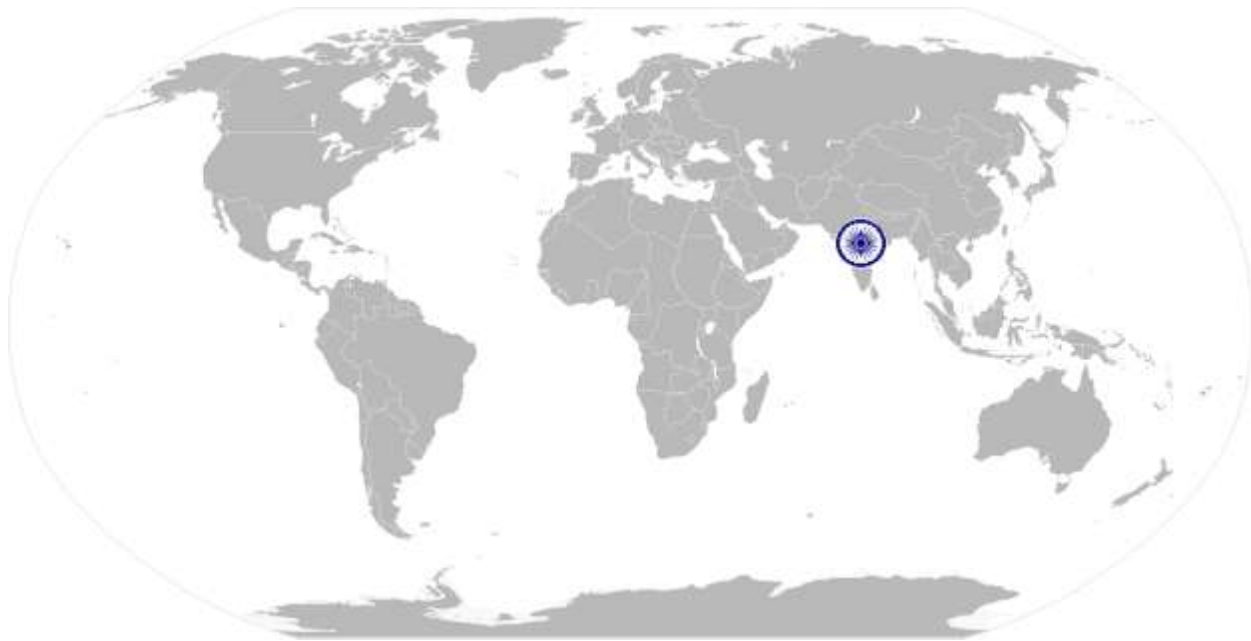
Acronyms

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.
Restricted Access	restricted access means that only the authorized and designated persons would have the permission to access the data and it would not be available in public domain
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Standards Qualifications Framework
QP	Qualifications Pack
PPAP	Production Part Approval Process
PFD	Process Flow Diagram
PFMEA	Process Failure Modes and Effects Analysis
DFMEA	Design Failure Modes and Effects Analysis
MSA	Measurement Systems Analysis
SPC	Statistical Process Control
FTGs	Formalism Transformation Graphs
3D	Three Dimensional

ASC/N6417

Plan for the Validation Trials, PPAP, Run at Rate

National Occupational Standards



Overview

This unit is about the planning activity for the Process validation, PPAP/ Run at Rate ahead of the trial activity of the equipments

ASC/N6417

Plan for the Validation Trials, PPAP, Run at Rate

National Occupational Standard

Unit Code	ASC/ N 6417
Unit Title (Task)	Plan for the Validation Trials, PPAP, Run at Rate
Description	This OS unit is about process validation engineer planning for trial activity in order to validate the new process and go for the witness PPAP
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Planning for the Process Trial /PPAP • performing a trial run of the process, validating the process set-up & parameters • doing process capability (SPC) and MSA studies on the equipment and final product quality and compiling reports of studies for PPAP document • preparation of records, input for finalization of CP
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Planning for the Process Trials	<p>To be competent the user/ individual must be able to plan :</p> <p>PC1. the time schedule for trials & validation from child parts to Assembly (sequentially)</p> <ul style="list-style-type: none"> • the number of parts to cover • customer submission, • validation testing, • gauge validation • SPC study • wastages <p>PC2. Completion of installation /integration of the work station by the try-out engineers ahead of validation.</p> <p>PC3. availability of support activity CFT members e.g. Special Inspection ,setting Master</p> <p>PC4. DOE if any for the process parameters. No of trial runs & time requirement. For some process multiple options of makes of tools , consumables may be planned availability of manpower , any special resources</p>
Preliminary equipment trials	<p>To be competent the user/ individual must be able to :</p> <p>PC5. after installation , start trial equipment run for commissioning</p> <p>PC6. inspect the equipment operating parameters and the output of the equipment for conformance with the specifications mentioned in the scope of supply</p> <p>PC7. in case of any error observed , inform the Quality department and the site engineer from vendor for resolution</p> <p>PC8. prepare a report for the equipment trial</p>
Performing process validation runs	<p>To be competent the user/ individual must be able to plan :</p> <p>PC9. set the process parameter for trial 1 , record & perform a trial run of the process in each equipment starting from input of raw materials to the delivery of finished product</p> <p>PC10.record all the observations during the process and thoroughly inspect the final product quality and ensure it is conforming to the specifications</p> <p>PC11.similarly conduct all trials 1—N as per the plan</p>
MSA and SPC studies	To be competent the user/ individual must be able to plan :

ASC/N6417

Plan for the Validation Trials, PPAP, Run at Rate

Preparation of Reports	<p>PC12.parallel to the trial run , perform the SPC and MSA studies for the critical process operations and equipments using software / SOP</p> <p>PC13.compile all the charts and graphs plotted and prepare a complete report for further analysis and PPAP document</p> <p>PC14.compile a comprehensive report for the process trial run mapping minutest observation encountered during the run in consultation with Quality department</p> <p>PC15.conclude the range of each process parameter, type of tool etc. based on the observations of output.</p> <p>PC16.evaluate the trial results to</p> <ul style="list-style-type: none"> • Define the process setting steps & parameters • Gather inputs e.g TGW /TGR for the next development process • Necessity of modification of poke yoke, automation • Finalize inputs for CP / WI
Knowledge and Understanding (K)	
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. manufacturing processes being followed in the company</p> <p>KA2. sequence of operations for the new process</p> <p>KA3. approved vendors for equipments procurement for the company</p> <p>KA4. systems followed for rejection/replacement of the incoming material</p> <p>KA5. escalation procedure for major rejections of incoming material</p>
B. Technical Knowledge	<p>The individual on the job needs to have knowledge of:</p> <p>KB1. product conformance requirements</p> <p>KB2. tools and equipments functioning for the new process</p> <p>KB3. Impact of each process parameter on the product output</p> <p>KB4. facilities requirement and operation knowledge</p> <p>KB5. complete layout for the process in consideration</p> <p>KB6. material and information flow of the process</p> <p>KB7. knowledge of(Minitab)software for MSA and SPC analysis</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading and Writing skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. interpret the timelines, procurement schedule received from NPD-CFT</p> <p>SA2. read the equipment parameters to check its conformance to the process requirements</p> <p>SA3. read the guidelines and ensure efficient installation of the new equipment</p> <p>SA4. read MSA and SPC reports and analyze the data</p> <p>SA5. compile all the data in forms of reports and presentations as per requirement</p>
	Communication skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA6. communicate with co-workers and perform the MSA and SPC activity for the process and equipment</p>

ASC/N6417

Plan for the Validation Trials, PPAP, Run at Rate

	SA7. spell out the equipment commissioning findings to higher management for faster execution
	Team work and multi tasking
	The user/individual on the job needs to know and understand how to: SA8. coordinate with all vendors , Purchase department , site engineers and support functions for timely commissioning of equipments and smooth execution of trials
B. Professional Skills	Plan & Organize
	The user/individual on the job needs to know and understand how to: SB1. plan the commissioning and process trial run activity in a timely and effective manner to ensure smooth new process development validation
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB2. think of alternate methods to resolve the problems and discrepancies observed during equipment commissioning and trial runs SB3. Cause and effect relationships in the process



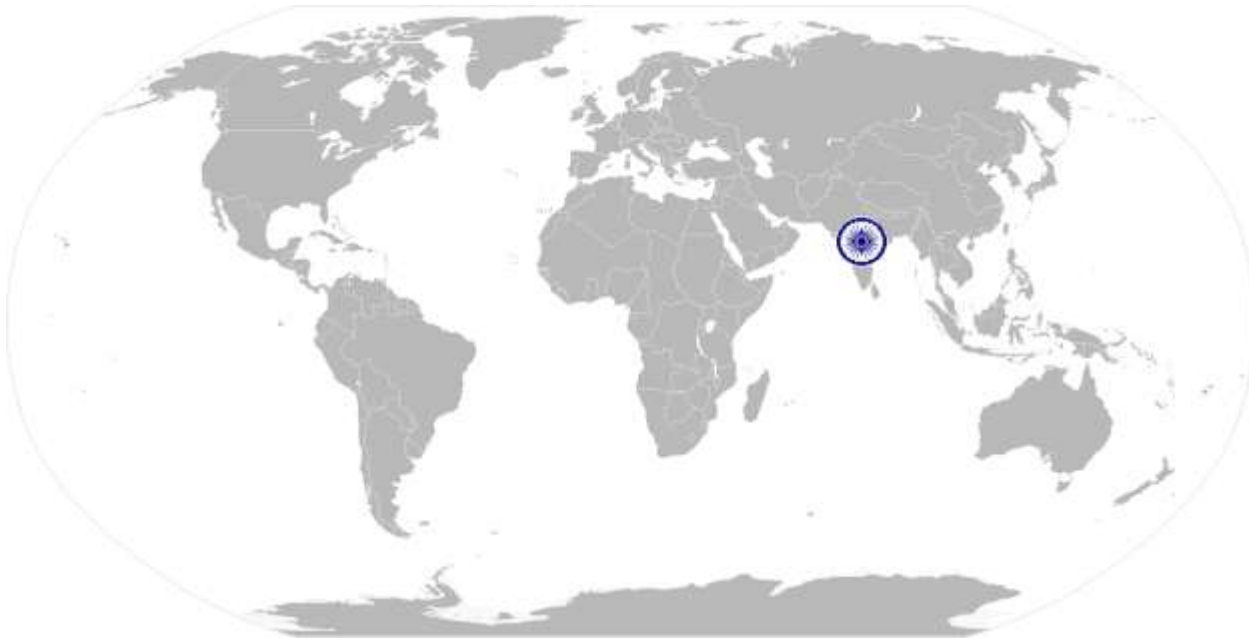
NOS Version Control

NOS Code	ASC/N 6417		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/09/13
Industry Sub-sector	Manufacturing Support	Last reviewed on	30/09/13
Occupation	Process Engineering	Next review date	Under revision expected date of revised version 31-Dec-15

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 at the organization and supplier's shop floor

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 OS unit is about creating a Safe and Healthy work place, adhering to the safety guidelines in the working area of the organization and vendor's shop floor, following practices which are not impacting the environment in a negative manner
	Scope	<p>This unit/task covers the following:</p> <p>Types of processes:</p> <ul style="list-style-type: none"> • tool designing <p>Types of products :</p> <ul style="list-style-type: none"> • tools • online gauges • fixtures • workstation
Performance Criteria (PC) w.r.t. the Scope		
	Element	Performance Criteria
	Identify and report the risks identified	<p>To be competent , the user/individual on the job must be able to :</p> <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 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 equipments</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 Equipments (PPE)</p> <p>PC8. maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production</p>

ASC/N0006

Maintain a safe and healthy working environment

	<p>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 takes place in the designated area 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. 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>
A. 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 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 associate with the equipment
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand how to:	
SA4. effectively communicate information to team members and Inform employees in the plant and concerned functions about potentials Safety, Health and Environment related risks observed	
SA5. question operator/ supervisor in order to understand the safety related issues	
SA6. attentively listen with full attention and comprehend the	

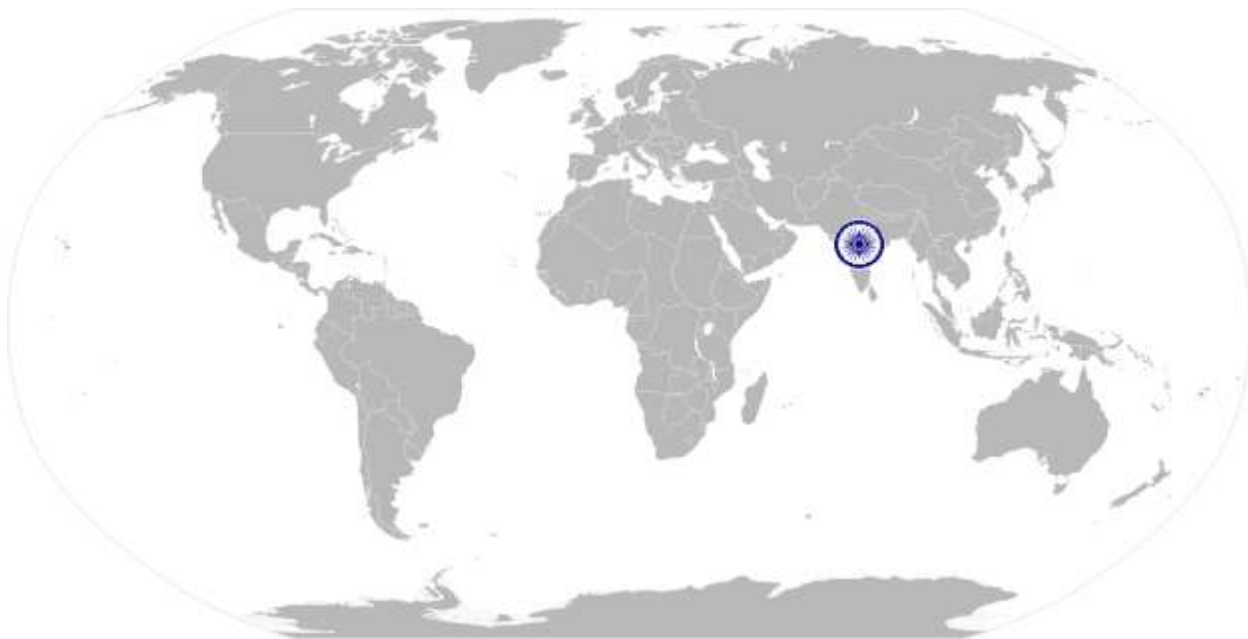
ASC/N0006

Maintain a safe and healthy working environment

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

NOS Version Control

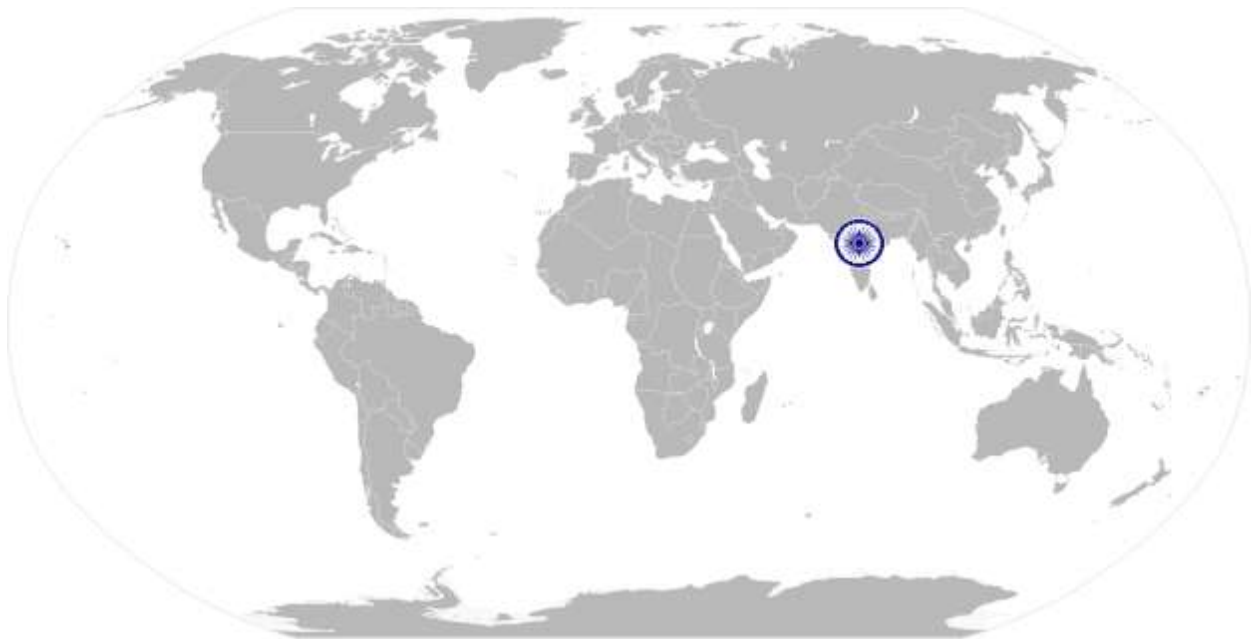
NOS Code	ASC/N0006		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/09/13
Industry Sub-sector	Manufacturing Support	Last reviewed on	30/09/13
Occupation	Process Engineering	Next review date	Under revision expected date of revised version 31-Dec-15



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

Unit Code	ASC/N0021
Unit Title (Task)	Maintaining 5S at 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 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 places and in the manner indicated in the 5S instructions</p>

ASC/N0021

Maintaining 5S at the work premises

<p>Ensure cleaning of self and the work place</p>	<p>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</p>
<p>Ensure sustenance</p>	<p>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</p>
<p>Knowledge and Understanding (K) w.r.t. the scope</p>	
<p>Element</p>	<p>Knowledge and Understanding</p>
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand: KA1. relevant standards, procedures and policies related to 5S followed in the company</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to :</p> <p>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 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</p>

ASC/N0021

Maintaining 5S at the work premises

	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: SA7. write basic level notes and observations SA8. note down observations (if any) related to the process SA9. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA10. 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: SA11. effectively communicate information to team members inform employees in the plant and concerned functions about 5S SA12. question the process head in order to understand the 5S related issues SA13. 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
	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	

ASC/N0021

Maintaining 5S at the work premises

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. do what is right, not what is a popular practices</p> <p>SB10. follow shop floor rules& regulations and avoid deviations; make 5S an integral way of life</p> <p>SB11. ensure self-cleanliness on a daily basis</p> <p>SB12. demonstrate the will to keep the work area in a clean and orderly manner</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

NOS Version Control

NOS Code	ASC/N0021		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	15/09/13
Industry Sub-sector	Manufacturing/ R&D	Last reviewed on	30/09/13
Occupation	Process Engineering	Next review date	Under revision expected date of revised version 31-Dec-15



Criteria for assessment of Trainees

JOB ROLE	Process Validation Executive
Qualification Pack	ASC/Q 6408
No. Of NOS	1 Role specific ,2 generic

Assessable Outcomes	Assessment criteria	Marks Allocation		
		Theory	Viva	Practical
ASC/ N 6417	Plan for the Validation Trials, PPAP, Run at Rate			
Planning for the Process Trials	<p>To be competent the user/ individual must be able to plan :</p> <p>PC1. the time schedule for trials & validation from child parts to Assembly (sequentially)</p> <ul style="list-style-type: none"> • the number of parts to cover • customer submission, • validation testing, • gauge validation • SPC study • wastages <p>PC2. Completion of installation /integration of the work station by the try-out engineers ahead of validation.</p> <p>PC3. availability of support activity CFT members e.g. Special Inspection ,setting Master</p> <p>PC4. DOE if any for the process parameters No of trial runs & time requirement. For some process multiple options of makes of tools , consumables may be planned availability of manpower , any special resources</p>		25	75
Preliminary equipment trials	<p>To be competent the user/ individual must be able to :</p> <p>PC5. after installation , start trial equipment run for commissioning</p> <p>PC6. inspect the equipment operating</p>		25	75

	<p>parameters and the output of the equipment for conformance with the specifications mentioned in the scope of supply</p> <p>PC7. in case of any error observed , inform the Quality department and the site engineer from vendor for resolution</p> <p>PC8. prepare a report for the equipment trial</p>			
Performing process validation runs	<p>To be competent the user/ individual must be able to plan :</p> <p>PC9. set the process parameter for trial 1 , record & perform a trial run of the process in each equipment starting from input of raw materials to the delivery of finished product</p> <p>PC10.record all the observations during the process and thoroughly inspect the final product quality and ensure it is conforming to the specifications</p> <p>PC11.similarly conduct all trials 1—N as per the plan</p>		25	75
MSA and SPC studies Preparation of Reports	<p>To be competent the user/ individual must be able to plan :</p> <p>PC12.parallel to the trial run , perform the SPC and MSA studies for the critical process operations and equipments using software / SOP</p> <p>PC13.compile all the charts and graphs plotted and prepare a complete report for further analysis and PPAP document</p> <p>PC14.compile a comprehensive report for the process trial run mapping minutest observation encountered during the run in consultation with Quality department</p> <p>PC15.conclude the range of each process parameter, type of tool etc. based on the observations of output.</p> <p>PC16.evaluate the trial results to</p>		25	75

	<ul style="list-style-type: none"> • Define the process setting steps & parameters • Gather inputs e.g TGW /TGR for the next development process • Necessity of modification of poke yoke, automation • Finalize inputs for CP / WI 			
	Subtotal	100	100	300
ASC/N0006	Maintain a safe and healthy working environment	Theory	Viva	Practical
Identify and report the risks identified	<p>To be competent , the user/individual on the job must be able to :</p> <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 damages which can potentially harm man/ machine during operations</p> <p>PC4. create awareness amongst other by sharing information on the identified risks</p>		10	30
Create and sustain a Safe, clean and environment friendly work	<p>PC5. follow the instructions given on the equipment manual describing the operating process of the equipments</p> <p>PC6. follow the Safety, Health and</p>		10	30

place	<p>Environment related practices developed by the organization</p> <p>PC7. operate the machine using the recommended Personal Protective Equipments (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 takes place in the designated area 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>			
	Subtotal	20	20	60
	TOTAL	120	120	360