

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- Process Tryout Technician L3

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING SUPPORT

OCCUPATION: PROCESS ENGINEERING

JOB ROLE: PROCESS TRYOUT TECHNICIAN

REFERENCE ID: ASC/Q6409

ALIGNED TO: NCO-2004/ Nil

Brief Job Description: Individuals at this job need to conduct process trials for achieving QCD of the production process

Personal Attributes: This job requires the individual to work independently and be comfortable in making decisions pertaining to his/her area of work. The individual should be result oriented. The individual should also be able to demonstrate skills for information ordering, oral expression, analytical approach and comprehension.

Job Details	Qualifications Pack Code	ASC/Q 6409		
	Job Role	Process tryout Technician		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Automotive	Drafted on	13.08.13
	Sub-sector	Manufacturing Support	Last reviewed on	23.09.13
	Occupation	Industrial Engineering	Next review date	Under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	05-08-2015		

Job Role	Process tryout technician
Role Description	conduct process trials for setting the production standards for QCD
NSQF level	3
Minimum Educational Qualifications*	ITI in Industrial / Production / Mechanical Engineer
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	Training courses in manufacturing occupations L 2 L3 for ASDC
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	1-3 years of experience in Manufacturing
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <p>ASC/N6421. Assist the engineer in conducting the process tryout activities</p> <p>ASC/N0006. Maintain a safe and healthy working environment</p> <p>ASC/N 0021 Maintaining 5S at the work premises</p>
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an 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.
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

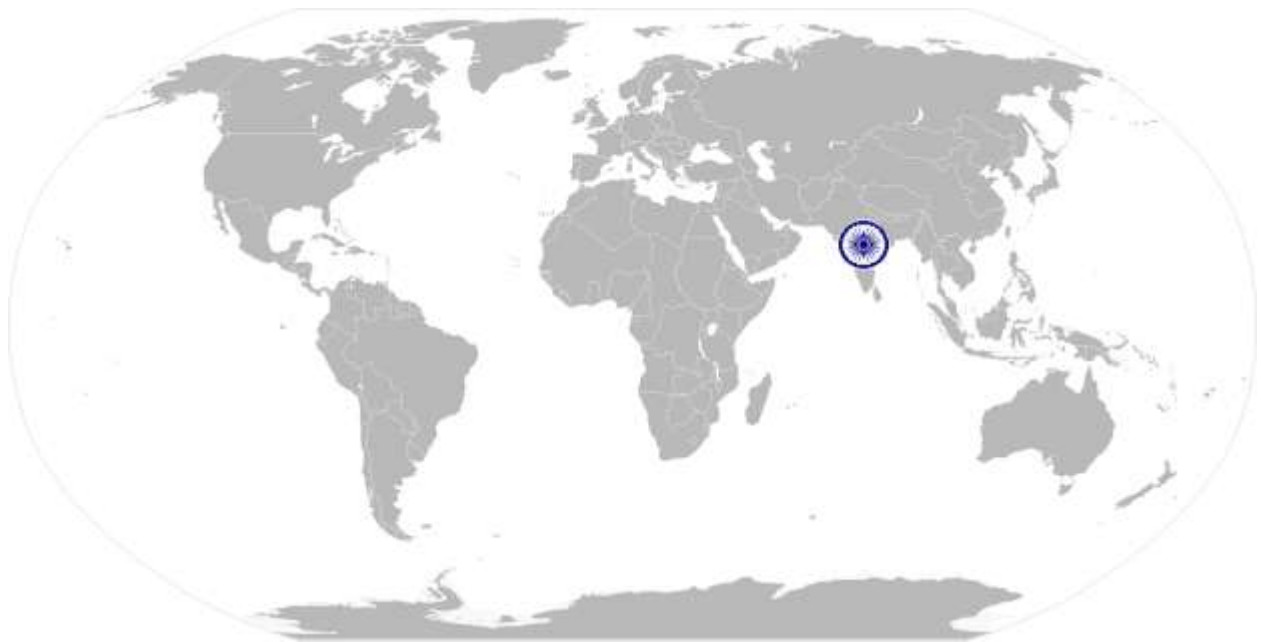
Acronyms

	environment in today’s world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Standards Qualifications Framework
QP	Qualifications Pack
BO	Bought Out (Parts)
BOM	Bills of Material
SCM	Supply Chain Management
SAP	System Application and Products
CRM	Customer Relationship Management
SRM	Supplier Relationship Management
MRP	Material Requirement Planning
PPC	Production Planning and Control
SS	Strategic Sourcing
RFQ	Request for Quotation
HSE	Health , Safety and Environment
ECN/PCN	Engineering Change Note/ Process Change Note
PPAP	Production Part Approval Process
PO	Purchase Order
HIRA	Hazard Identification and Risk Assessment
TS	TS 16949 Quality Management system
APQP	Advanced Product Quality Planning
MSA	Measurement System Analysis
SPC	Statistical Process Control
NPD	New Product Development
PFMEA / CP	Process Failure Mode & effects Analysis/ Control Plan

ASC/N6421

Assist the engineer in conducting the process tryout activities

National Occupational Standards



Overview

This unit is about providing assistance to the tryout engineer in conducting the process tryout activities.

ASC/N6421

Assist the engineer in conducting the process tryout activities

National Occupational Standard

Unit Code	ASC/N6421
Unit Title (Task)	Assist the engineer in conducting the process tryout activities
Description	This OS unit is about the technician conducting the activities for tryout of process and assisting the engineer in daily to daily activities
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> conducting the process trials preparation of WI documentation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Conducting process trials	<p>Based on types of processes in the organization , to be competent the Process Tryout Engineer should be able to :</p> <p>PC1. know thoroughly about the equipment & parts to be fitted in the equipment for</p> <ul style="list-style-type: none"> assembly Process machining Process basic metal forming – Casting, Forging, Sheet metal etc special processes- Polymers, welding, Surface/ Heat treatment <p>PC2. understand the acceptance criteria for the equipment/parts finalized by Process design/ validation engineer for</p> <ul style="list-style-type: none"> workstation –mechanism & fixtures material feeding & handling automation <p>PC3. in consultation with engineer , fit the pneumatic ,hydraulic and the automation accessories as required for the process</p> <p>PC4. conduct trial running for process with in the quality parameters and submit the results to the engineer for feedback</p> <p>PC5. based on the feedback from engineer , again run the process for the pilot batch production</p> <p>PC6. submit the results of the pilot batch run to the tryout engineer</p> <p>PC7. record the cycle time of the process achieved during each trial</p>
Preparing the WI documentation	<p>To be competent the Process Tryout Engineer should be able to :</p> <p>PC8. based on the observations of the process trials and inputs from the tryout engineer , prepare the WI for pilot batch</p>

ASC/N6421

Assist the engineer in conducting the process tryout activities

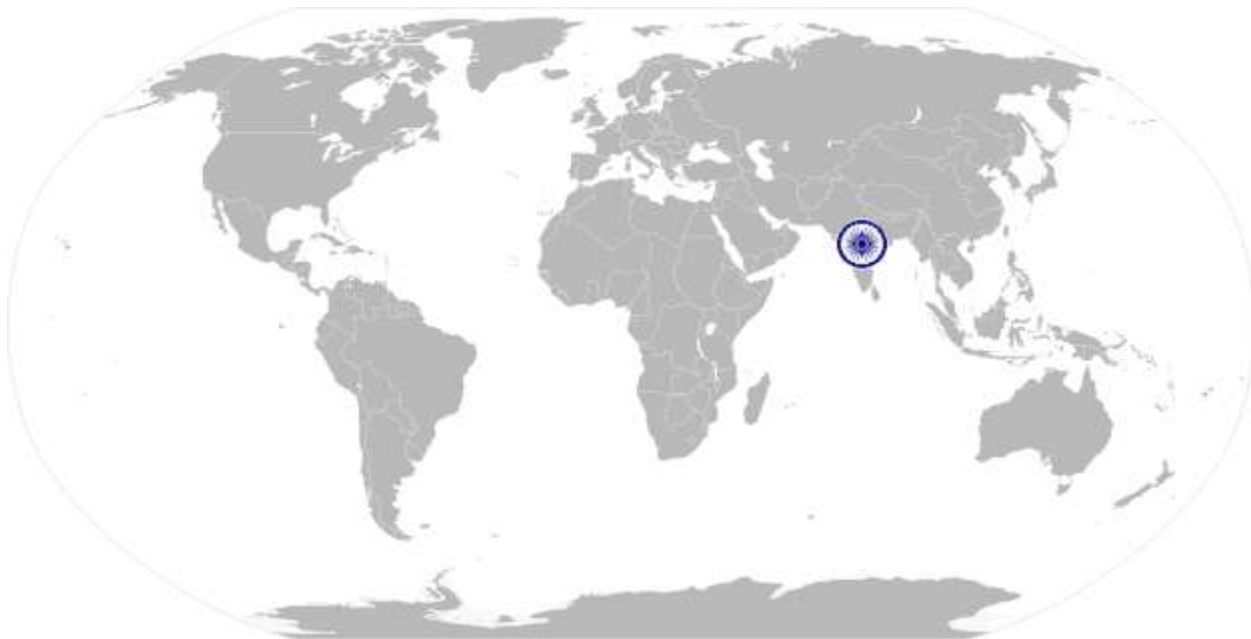
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company manufacturing processes KA2. sequence of operations KA3. inspection Activity Flow
B. Technical Knowledge	The individual on the job needs to have knowledge of: KB1. equipments to be used for the process KB2. all the economic factors involved in the activity KB3. previous similar design & achieved data for QCT KB4. elements of Control systems : Pneumatic, Hydraulic, Electrical/ electronic KB5. elements of Automation/ Robotics as applicable KB6. working of various tools , machines and gauges for shop floor activities
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/ individual on the job needs to know and understand how to: SA1. read the equipment literature & understand its features. SA2. compile all the data related to main & auxiliary equipment required in the processes SA3. read the safety instructions displayed on the system components/equipments and safely handle them accordingly SA4. read the equipments and process specific details like cycle time , product characteristics etc. for through verification
	Communication skills
	The user/individual on the job needs to know and understand how to: SA5. communicate with shop floor workers for time motion study at shop floor
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how to: SA6. share operation knowledge with co-workers
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. plan the conduct of entire process trials to finish the activity as per the timeline mentioned by the tryout engineer
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB2. analyze the way in which job is being performed and think of some other suitable method in order to optimize the QCT while performing the work

ASC/N6421

Assist the engineer in conducting the process tryout activities

NOS Version Control

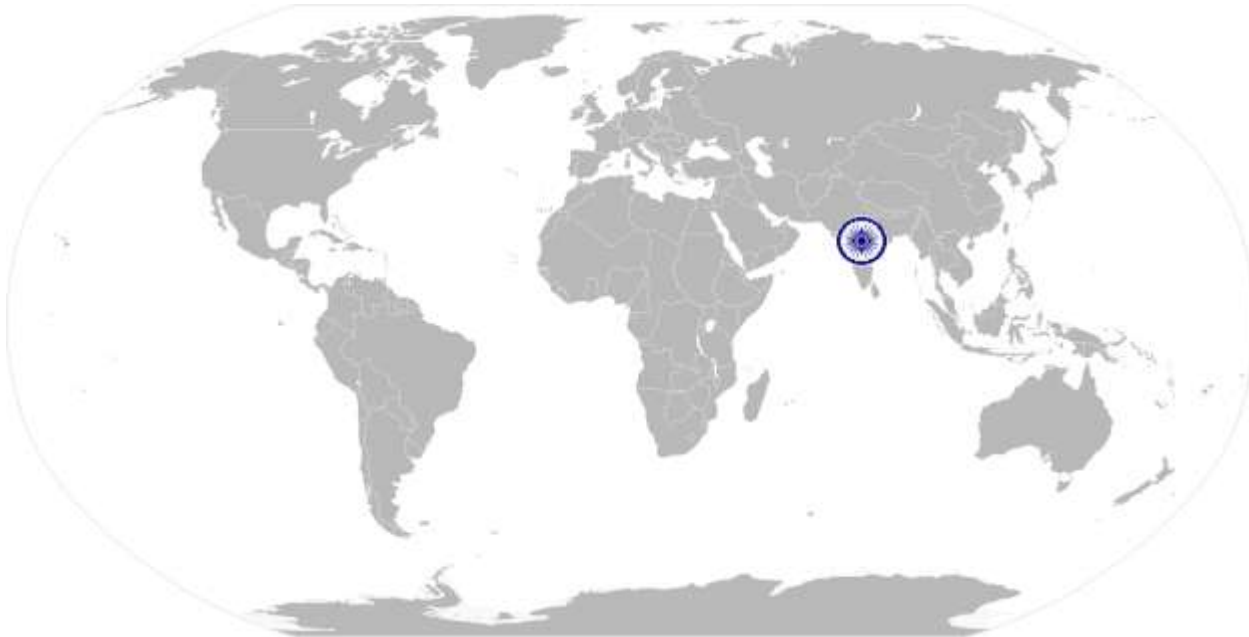
NOS Code	ASC/N6421		
Credits (NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	13.08.13
Industry Sub-sector	Manufacturing Support	Last reviewed on	23.09.13
Occupation	Process Engineering	Next review date	Under revision expected date of revised version 31-Dec-15



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"> • manufacturing processes <p>Types of products :</p> <ul style="list-style-type: none"> • tools • equipments • accessories and fittings for process
	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 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</p>	

ASC/N0006

Maintain a safe and healthy working environment

	actions can be planned for others
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company
A. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. basic knowledge of Safety procedures(fire fighting, first aid) within the organization KB2. basic knowledge of various types of PPEs and their usage KB3. basic knowledge of risks associated with each occupation in the organization KB4. knowledge of personal hygiene and how an individual 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 associate with the equipment
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. effectively communicate information to team members and Inform employees in the plant and concerned functions about potentials Safety, Health and Environment related risks observed SA5. question operator/ supervisor in order to understand the safety related issues SA6. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs
B. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB1. use common sense and make judgments during day to day basis SB2. use reasoning skills to identify and resolve basic problems

ASC/N0006

Maintain a safe and healthy working environment

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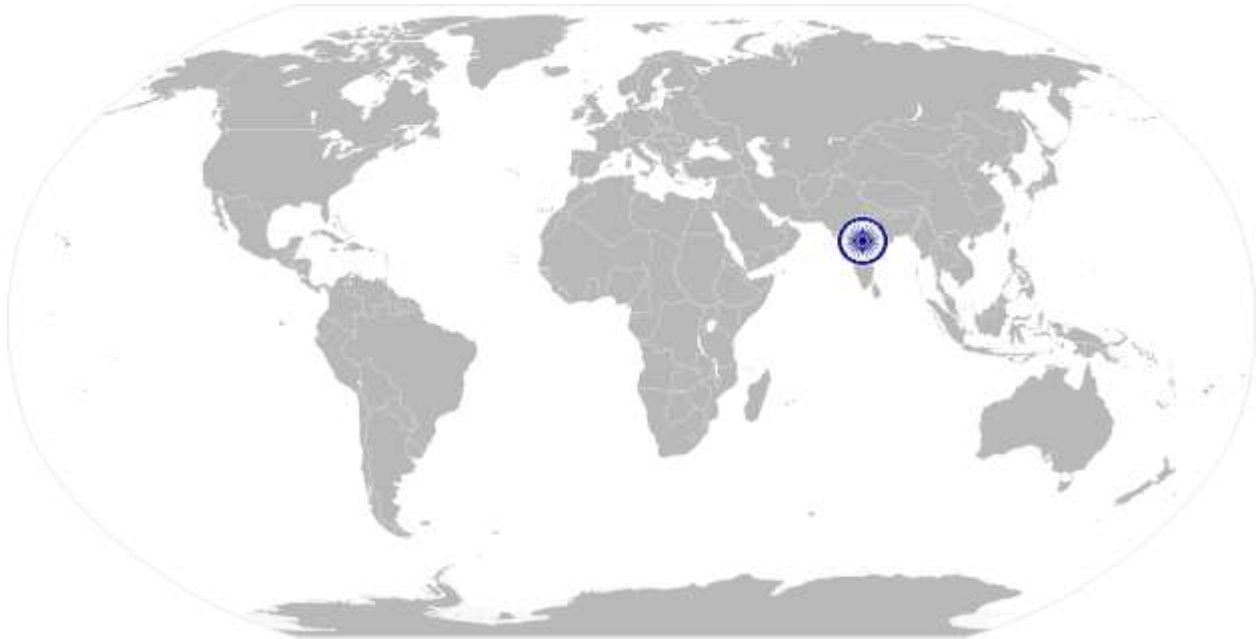
NOS Code	ASC/N0006		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	13.08.13
Industry Sub-sector	Manufacturing Support	Last reviewed on	23.09.13
Occupation	Process Engineering	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0021

Maintain 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

Maintain 5S at the work premises

National Occupational Standard

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 un-necessary 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/N0021

Maintain 5S at the work premises

	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>KB1. have basic knowledge of 5S procedures</p> <p>KB2. know various types 5s practices followed in various areas</p> <p>KB3. understand the 5S checklists provided in the department/ team</p> <p>KB4. have skills to identify useful & non useful items</p> <p>KB5. have knowledge of labels , signs & colors used as indicators</p> <p>KB6. Have knowledge on how to sort and store various types of tools, equipment, material etc.</p> <p>KB7. know , how to identify various types of waste products</p> <p>KB8. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body</p>

ASC/N0021

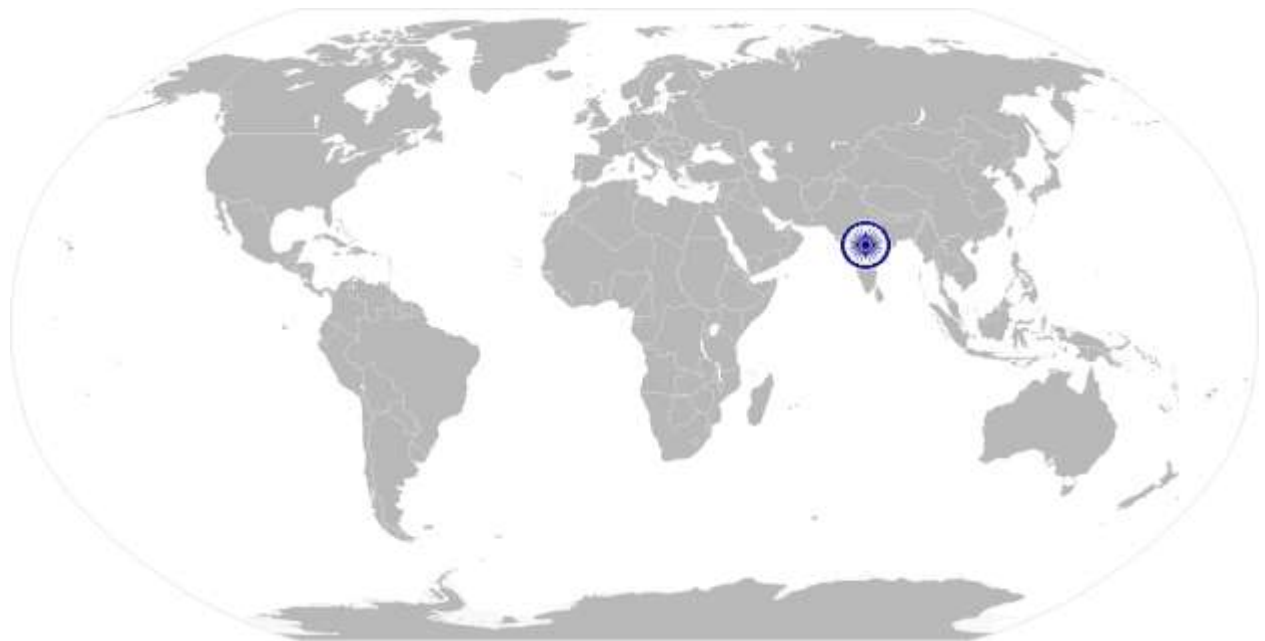
Maintain 5S at the work premises

	KB9. have knowledge of best ways of cleaning & waste disposal KB10. understand the importance of standardization in processes KB11. understand the importance of sustainability in 5S KB12. have knowledge of TQM process KB13. have knowledge of various materials and storage norms KB14. understand visual controls, symbols, graphs etc.
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write basic level notes and observations SA2. note down observations (if any) related to the process SA3. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read 5S instructions put up across the plant premises
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. effectively communicate information to team members inform employees in the plant and concerned functions about 5S SA6. question the process head in order to understand the 5S related issues SA7. attentively listen with full attention and comprehend the information given by the speaker during 5S training programs
B. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB1. use common sense and make judgments during day to day basis SB2. use reasoning skills to identify and resolve basic problems using 5S
	Persuasion
	The user/ individual on the jobs needs to know and understand how to: SB3. persuade co team members to follow 5 S SB4. ensure that the co team members understand the importance of using 5 S tool
	Creativity
The user/individual on the job needs to know and understand how to : SB5. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor SB6. exhibit inquisitive behavior to seek feedback and question on the existing set patterns of work	

ASC/N0021

Maintain 5S at the work premises

	Self –Discipline
	<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 practicesSB8. follow shop floor rules& regulations and avoid deviations; make 5S an integral way of lifeSB9. ensure self-cleanliness on a daily basisSB10. demonstrate the will to keep the work area in a clean and orderly manner



ASC/N0021

Maintain 5S at the work premises

NOS Version Control

NOS Code	ASC/N0021		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	13.08.13
Industry Sub-sector	Manufacturing Support	Last reviewed on	23.09.13
Occupation	Process Engineering	Next review date	Under revision expected date of revised version 31-Dec-15



Qualification Pack for Tryout Technician L3

Criteria for assessment of Trainees

JOB ROLE	Tryout Technician L3
Qualification Pack	ASC/Q 6409
No. Of NOS	1 Role specific ,2 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Theory	Marks allocation		
			Viva	Practical	
ASC/N6421	Assist the engineer in conducting the process tryout activities				
Conducting process trials	Based on types of processes in the organization , to be competent the Process Tryout Engineer should be able to :				
	PC1. know thoroughly about the equipment & parts to be fitted in the equipment for <ul style="list-style-type: none"> assembly Process machining Process basic metal forming – Casting, Forging, Sheet metal etc special processes- Polymers, welding, Surface/ Heat treatment 		30	60	
	PC2. understand the acceptance criteria for the equipment/parts finalized by Process design/ validation engineer for <ul style="list-style-type: none"> workstation –mechanism & fixtures material feeding & handling automation 		20	40	
	PC3. in consultation with engineer , fit the pneumatic ,hydraulic and the automation accessories as required for the process				
	PC4. conduct trial running for process within the quality parameters and submit the results to the engineer for feedback			20	50
	PC5. based on the feedback from engineer , again run the process for the pilot batch production				
	PC6. submit the results of the pilot batch run to the tryout engineer				
PC7. record the cycle time of the process achieved during each trial					
Preparing the WI	To be competent the Process Tryout Engineer				

Qualification Pack for Tryout Technician L3

documentation	should be able to : PC8. based on the observations of the process trials and inputs from the tryout engineer , prepare the WI for pilot batch		20	40
	Subtotal		90	154
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 Tryout Technician L3

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 waste storage in the proper bins as per SOP</p> <p>PC4. Segregate the items which are labelled as red tag items for the process area and keep them in the correct places</p> <p>PC5. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</p> <p>PC6. Ensure that areas of material storage areas are not overflowing</p> <p>PC7. Properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p> <p>PC8. Return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC9. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p>		10	20
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</p>		10	20

Qualification Pack for Tryout Technician L3

	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	130	200	314