

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- Driving Assistant

SECTOR: AUTOMOTIVE

SUB-SECTOR: ROAD TRANSPORTATION

OCCUPATION: DRIVING

JOB ROLE: DRIVING ASSISTANT

REFERENCE ID: ASC/Q9701

ALIGNED TO: NCO-2004/7231.60

Brief Job Description: Driving Assistant is often called Cleaner or Helper. Individuals at this job need to assist the driver by doing the washing and cleaning of the external/internal structure of vehicle, maintaining up keep of tool box, assisting in minor repairs and running miscellaneous errands.

Personal Attributes: This job requires the individual to have continuous mobility as he would have to perform the job on the move for long hours. Individual must be reliable. The individual should preferably be able to speak in working Hindi since during trips, often he will have to be dealing with people across several states. The individual must also be medically fit and physically strong and maintain personal hygiene.

Contact Us:

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

E-mail:
SKC.ASDC@gmail.com



Job Details	Qualifications Pack Code	ASC/Q9701		
	Job Role	Driving Assistant		
	Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
	Sector	Automotive	Drafted on	30/05/13
	Sub-sector	Road Transportation	Last reviewed on	15/06/13
	Occupation	Driving	Next review date	Under revision expected dated of revised version 31-Dec-15
	NSQC Clearance on	20/07/15		

Job Role	Driving Assistant
Role Description	Routine cleaning and checking of vehicle before and during trips.
NSQF level	2
Minimum Educational Qualifications*	Preferably 5 th std
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> ASDC Driving Assistant Certificate Or Training on cleaning process for vehicle Familiarity with titles of various documents required as per regulations of RTO and other agencies.
Minimum Job Entry Age	Age LMV=18 Years HCV =minimum 20 years With valid license from RTO.
Experience	<ul style="list-style-type: none"> 0 years if ASDC Driving Assistant Certificate or Preferably up to 6 months of cleaning a Light Motor Vehicle (LMV)
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> ASC/N 9702:Carry out cleaning of a vehicle ASC/N 9708:Perform routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repair ASC/N 0002:Work effectively in a team ASC/N 0012:Practice HSE and security related guidelines <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

Definitions

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	Core skills or generic skills are a group of skills that are the key to learning and

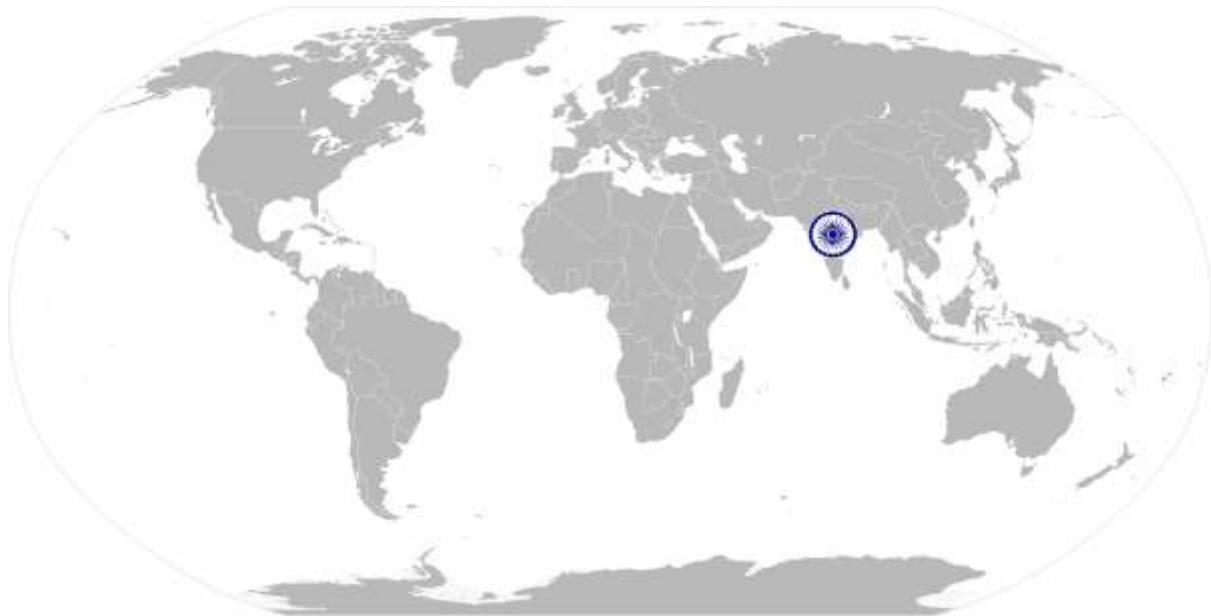
Acronyms

Skills	working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

ASC/N9702

Carry out cleaning of a vehicle

National Occupational Standards



Overview

This unit is about performing the daily washing and cleaning activities of the external/internal structure of the vehicle before the start as well as during a trip for maintaining the basic cleanliness of the vehicle.

ASC/N9702

Carry out cleaning of a vehicle

National Occupational Standard

Unit Code	ASC/N 9702
Unit Title (Task)	Carry out cleaning of a vehicle
Description	This OS unit is about carrying out routine daily washing and cleaning of the vehicle before the start of the trip as well as during trip
Scope	The unit/ task covers the following: <ul style="list-style-type: none"> washing the vehicle with running water cleaning the vehicle with a surfactant re-washing the vehicle and wiping with cloth
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Washing of vehicle	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. start the water pump and check for water supply in the pipe PC2. thoroughly wash the external structure of the vehicle like the body, tyres, windshield , rear view mirrors etc. from the running water in pipe in order to clean the settled loose dust and dirt PC3. while washing the vehicle with running water, to ensure that water does not enter into components like starter motor, alternator and horn.
Cleaning of vehicle	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC4. rub the surfactant on the previously washed external structure properly using a spongy cloth in order to clean the hard-to-remove stains PC5. ensure that the stains are not visible on the vehicle after rubbing. PC6. while cleaning the vehicle, to observe and report any loose/broken/missing parts like mountings, seals, chassis fasteners.
Re-washing and wiping	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC7. after cleaning the vehicle, spray a jet of running water on the surfactant applied parts of vehicle in order to completely wash out the residue deposited on the vehicle. PC8. While re - washing the vehicle with running water, to ensure that water does not enter into components like starter motor, alternator and horn. PC9. take a clean wiping cloth and thoroughly wipe the whole vehicle including parts like dashboard , instrument panel , seats , steering wheel , driver console that cannot be surfactant cleaned as it would lead to malfunctioning
Knowledge and Understanding (K)	

ASC/N9702

Carry out cleaning of a vehicle

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. point of contact in case of unavailability of surfactant/cloth KA2. any applicable rules and employee code of conduct stated by the organization
B. Technical Knowledge	KB1. vehicle model and its appearance features which will aid him in cleaning KB2. type of surfactant and cloth to be used for the cleaning process
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The user/individual on the job needs to know and understand how to: SA1. execute task of cleaning and escalate and convey areas of concern to driver/supervisor
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how to: SA2. clean the various vehicle models in coordination with respective drivers SA3. share requisite knowledge with newly joined cleaners
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how: SB1. plan the cleaning activity so as to complete it in scheduled time

ASC/N9702

Carry out cleaning of a vehicle

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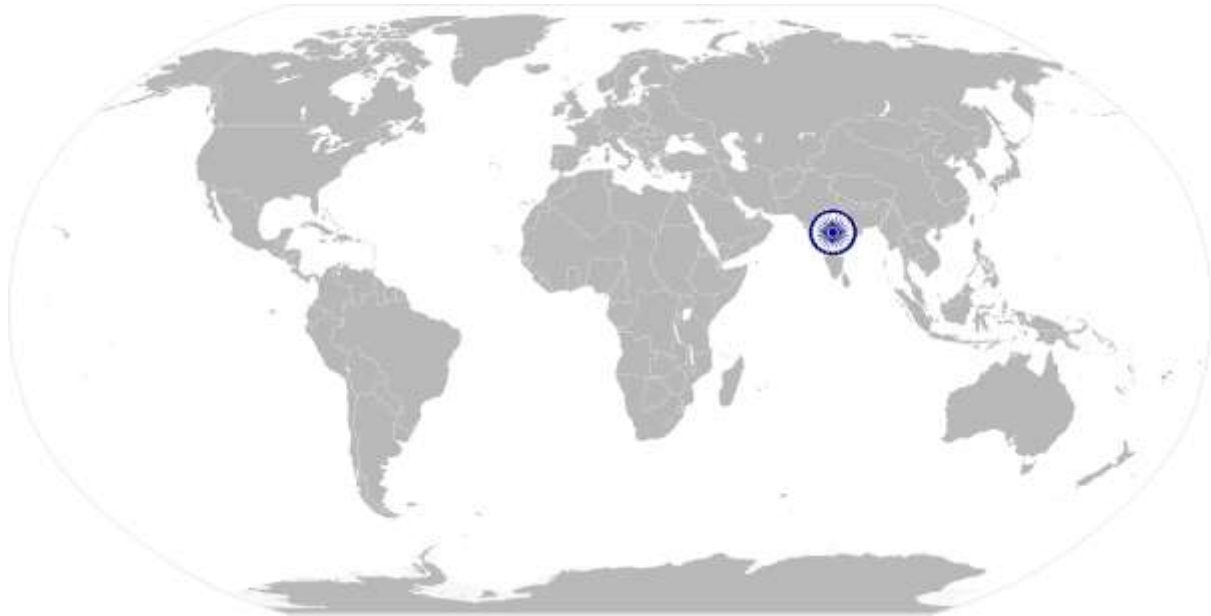
NOS Code	ASC/N9702		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	30/05/13
Industry Sub-sector	Road Transportation	Last reviewed on	15/06/13
Occupation	Driving	Next review date	Under revision expected dated of revised version 31-Dec-15



ASC/N9708

Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repair

National Occupational Standards

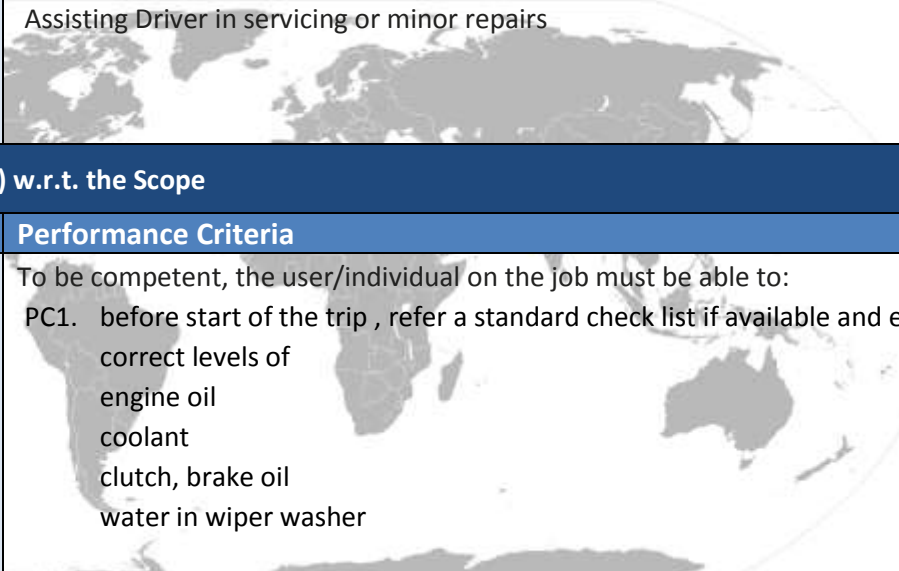


Overview

This unit is about performing basic technical checks before the start and during a trip and assisting driver in carrying out servicing or minor repairs.

ASC/N9708: Perform routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repair

National Occupational Standard

Unit Code	ASC/N9708
Unit Title (Task)	Perform routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repair
Description	This OS unit is about carrying out basic technical checks on a vehicle .
Scope	<p>This unit/ task covers the following:</p> <p>Basic technical checks for</p> <ul style="list-style-type: none"> • fluid levels in various systems • condition of tyres and spare tyre • working of lights & other equipment (Wipers, Indicators etc.) • availability and functioning of basic equipments like jack and other spares in the toolkit • physical damages <p>Assisting Driver in servicing or minor repairs</p> 
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Basic technical check before the trip	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. before start of the trip , refer a standard check list if available and ensure correct levels of engine oil coolant clutch, brake oil water in wiper washer</p> <p>PC2. check all the tyres including spare tyre for inflation with a pressure gauge and ensure correct levels by deflating or inflating suitably</p> <p>PC3. check that all lights, wiper and horn are working and report to the Driver/supervisor in case of any malfunctioning</p> <p>PC4. check the tool box and ensure availability of all the hand tools including jack, props, wheel choke etc</p> <p>PC5. observe all exterior and interior parts of the vehicle for any damages to body panels, lights and wind shield , other glass parts and mirrors.</p>
Escalation and assistance in case of technical problem	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. in case of any problem observed in any of the checkpoints, immediately inform the driver/supervisor</p> <p>PC7. assist the driver in resolution of problem by providing him the required tools and equipments on the spot and physically lend him a helping hand in doing</p>

ASC/N9708: Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repairs

	the strenuous jobs like lifting of vehicle by jack in case of punctured tyre replacement , opening of screws and fixtures for lights , wiper, tyres etc. while repairing and filling the engine/brake/coolant oil and other fluids to ensure optimum levels
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. point of contact to inform in case of any technical deficiencies KA2. documents required for inspection as per government regulations (only familiarization with titles of various documents)
B. Technical Knowledge	KB1. vehicle model and its various technical features KB2. operating criteria for all the points mentioned in the checklist
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/ individual on the job needs to know and understand : SA1.technical standards of vehicle operation in terms of level of engine oil , illumination of various lights, air pressure in tyres etc.
	Communication skills
	The user/individual on the job needs to know and understand how to: SA2.follow driver instructions about the rectification guidelines
B. Professional Skills	Reflective thinking
	The user/individual on the job needs to know and understand: SB1. how to learn from past mistakes and identify potential problems

ASC/N9708: Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repairs

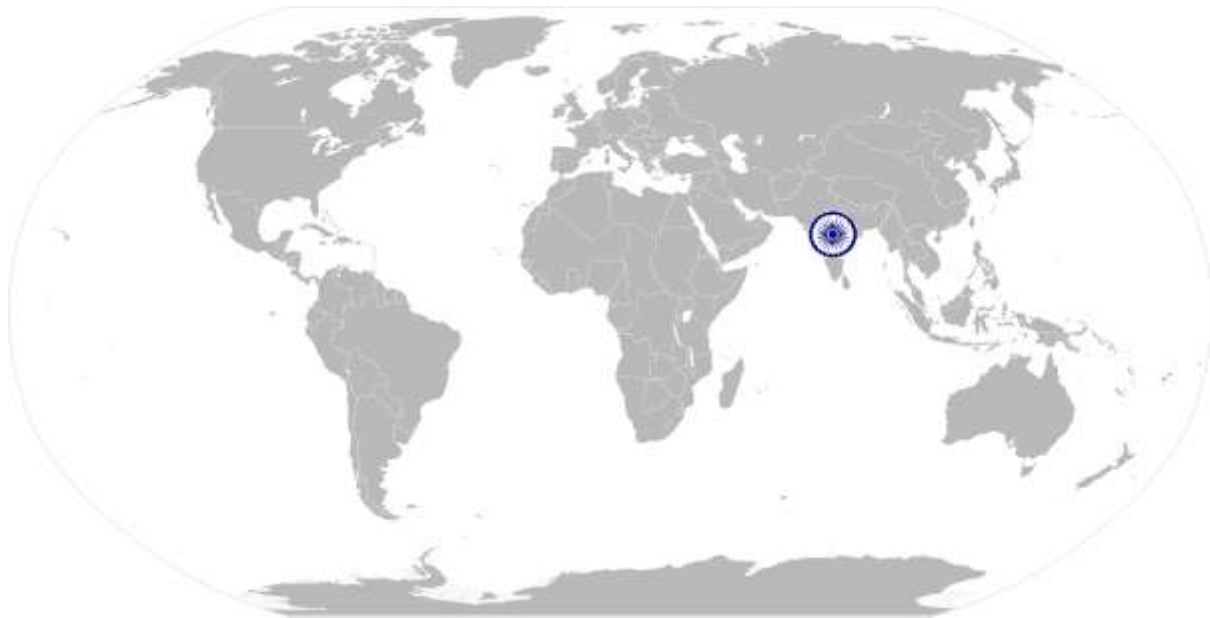
NOS Version Control

NOS Code	ASC/N9708		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	30/05/13
Industry Sub-sector	Road Transportation	Last reviewed on	15/07/13
Occupation	Driving	Next review date	Under revision expected dated of revised version 31-Dec-15



ASC/N9708: Perform a routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repair

National Occupational Standards



Overview

This unit is about performing basic technical checks before the start and during a trip and assisting driver in carrying out servicing or minor repairs.

ASC/N0002

Work effectively in a team

National Occupational Standard	Unit Code	ASC/ N 0002
	Unit Title (Task)	Work effectively in a team
	Description	This NOS unit is about working effectively within a team, either in individual's own work group or in other work groups outside the organization.
	Scope	<p>This unit/task covers the following:</p> <p>colleagues:</p> <ul style="list-style-type: none"> • superiors • members of own work group • people in other work groups within or outside the organisation <p>communicate:</p> <ul style="list-style-type: none"> • face-to-face • by telephone • in writing
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	A. Compulsory	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain clear communication with colleagues</p> <p>PC2. work with colleagues</p> <p>PC3. pass on information to colleagues in line with organisational requirements</p> <p>PC4. work in ways that show respect for colleagues</p> <p>PC5. carry out commitments made to colleagues</p> <p>PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons</p> <p>PC7. identify problems in working with colleagues and take the initiative to solve these problems</p> <p>PC8. follow the organisation's policies and procedures for working with colleagues</p> <p>PC9. ability to share resources with other members as per priority of tasks</p>
	B. Optional	N.A.
	Knowledge and Understanding (K) w.r.t. the scope	
	Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organization's policies and procedures for working with colleagues, role and responsibilities in relation to this</p> <p>KA2. the importance of effective communication and establishing good working relationships with colleagues</p> <p>KA3. different methods of communication and the circumstances in</p>	

ASC/N0002: Work effectively in a team

	<p>which it is appropriate to use these</p> <p>KA4. the importance of creating an environment of trust and mutual respect</p> <p>KA5. the implications of own work on the work and schedule of others</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of information that colleagues might need and the importance of providing this information when it is required</p> <p>KB2. the importance of helping colleagues with problems, in order to meet quality and time standards as a team</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. complete written work with attention to detail
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2. read instructions, guidelines/procedures
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA3. listen effectively and orally communicate information
	SA4. ask for clarification and advice from the concerned person
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions on a suitable course of action or response keeping in view resource utilization while meeting commitments
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. plan and organize work to achieve targets and deadlines
	CustomerCentricity
	The user/individual on the job needs to know and understand how to:
	SB3. check that the work meets customer requirements
	SB4. deliver consistent and reliable service to customers
Problem Solving	
The user/individual on the job needs to know and understand how to:	
SB5. apply problem solving approaches in different situations	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	

ASC/N0002: Work effectively in a team

	SB6. apply balanced judgments to different situations
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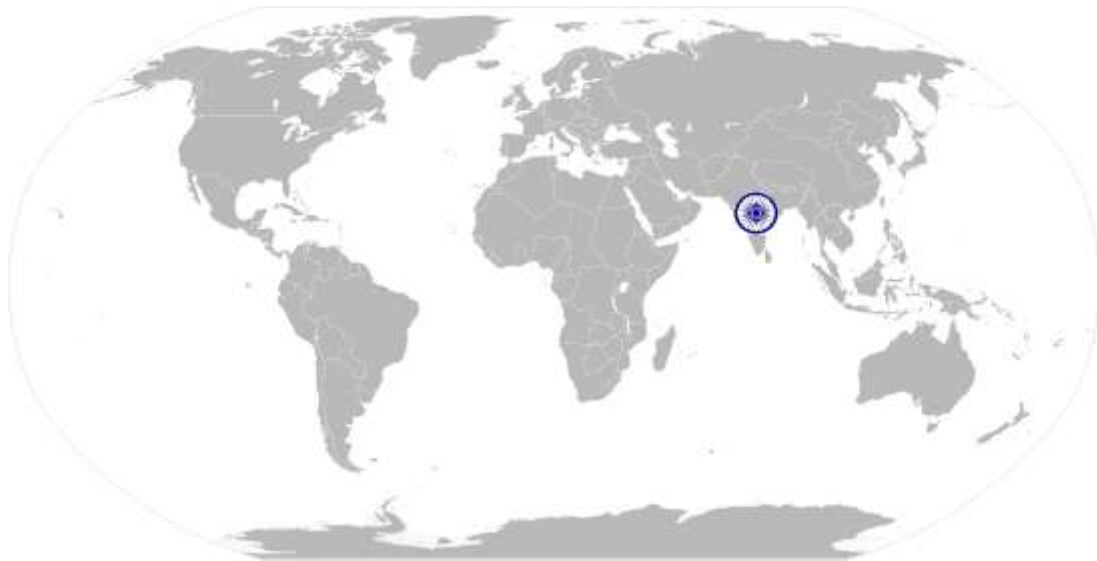
NOS Code	ASC/N0002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	10/05/13
Industry Sub-sector	Road Transportation	Last reviewed on	10/06/13
Occupation	Driving	Next review date	Under revision expected dated of revised version 31-Dec-15



ASC/N0012

Practice HSE and security related guidelines

National Occupational Standards



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self, colleagues, clients and public and maintain a clean working environment.

ASC/N0012

Practice HSE and security related guidelines

National Occupational Standard	Unit Code	ASC/N0012
	Unit Title (Task)	Practice HSE and security related guidelines
	Description	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment.
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> ▪ identification of potential sources of safety issues in driving ▪ follow standard safety standards ▪ keep the work environment clean and organized ▪ communicate to reporting supervisor about safety issues ▪ handling of emergency situations such as accident, fire, passenger, client related issues
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Communicating potential accident points	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot and report potential safety issues while driving</p> <p>PC2. follow rules and regulations laid down by transport authorities</p> <p>PC3. follow company policy and rules to avoid safety, health and environmental problems</p>	
Cleanliness and hygiene	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC4. ensure cleanliness of vehicle</p> <p>PC5. escalate issues related to cleanliness and hygiene issues to concern department</p> <p>PC6. escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external</p>	
Limit damage to people/client and public	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others</p> <p>PC8. follow instructions or guidelines for limiting danger or damage</p> <p>PC9. escalate the issue immediately if you cannot deal effectively with the danger</p> <p>PC10. give clear information or instructions to others to allow them to take appropriate action</p> <p>PC11. record and report details of the danger in line with operator guidelines</p> <p>PC12. report any difficulties you have keeping to your organization’s health and safety instructions or guidelines, giving full and accurate details</p>	

ASC/N0012

Practice HSE and security related guidelines

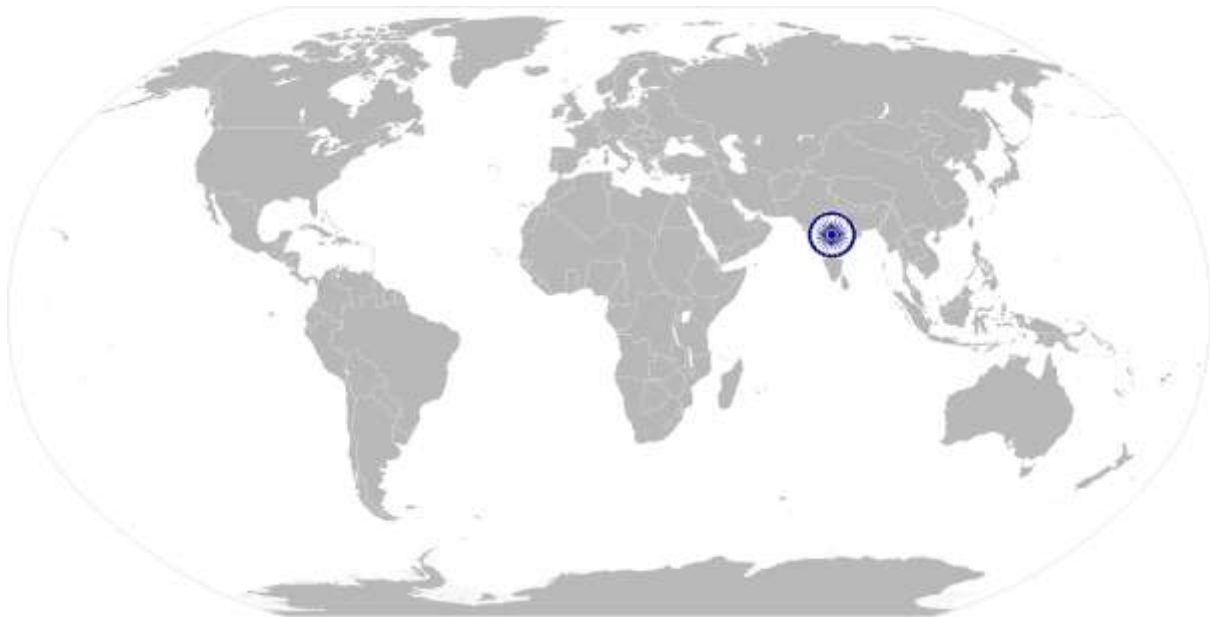
	<p>PC13. Check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/ adjusted.</p> <p>PC14. Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.</p>
Knowledge and Understanding (K)	
<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:</p> <p>KA1. organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues</p> <p>KA2. what action you can take, and are authorized to take, to limit danger</p> <p>KA3. methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations</p> <p>KA4. where and how to get help in dealing with safety and emergency situations</p>
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KA5. how to use appropriate equipment and alarm systems to limit danger</p> <p>KA6. alternate routes in case of natural calamity, road construction work etc.</p>
Skills (S) [Optional]	
<p>A. Core Skills/ Generic Skills</p>	<p>Communication skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. to effectively communicate the safety, cleanliness and emergency issues</p> <p>Organizing skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. keep all the safety equipments in an organized manner so that there is no difficulty to find them</p> <p>SA3. keep the work environment clean</p>
<p>B. Professional Skills</p>	<p>Decision making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. report potential sources of danger</p> <p>SB2. follow prescribed procedure to address safety and emergency issues</p> <p>Reflective thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. learn from past mistakes regarding use of safety and emergency issues</p> <p>Critical thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. spot safety and cleanliness issues</p>

ASC/N0012

Practice HSE and security related guidelines

NOS Version Control

NOS Code	ASC/N0012		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	30/05/13
Industry Sub-sector	Road Transportation	Last reviewed on	15/07/13
Occupation	Driving	Next review date	Under revision expected dated of revised version 31-Dec-15



Qualification Pack for Driving Assistant

Criteria for assessment of Trainees
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JOB ROLE	Driving Assistant L2
Qualification Pack	ASC/Q 9701
No. Of NOS	2 Role specific ,2 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation		
		Theory	Viva	Practical
ASC/N 9702	Carry out cleaning of a vehicle			
Washing of vehicle	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. start the water pump and check for water supply in the pipe</p> <p>PC2. thoroughly wash the external structure of the vehicle like the body, tyres, windshield , rear view mirrors etc. from the running water in pipe in order to clean the settled loose dust and dirt</p> <p>PC3. while washing the vehicle with running water, to ensure that water does not enter into components like starter motor, alternator and horn.</p>		12	28
Cleaning of vehicle	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC4. rub the surfactant on the previously washed external structure properly using a spongy cloth in order to clean the hard-to-remove stains</p> <p>PC5. ensure that the stains are not visible on the vehicle after rubbing.</p> <p>PC6. while cleaning the vehicle, to observe and report any loose/broken/missing parts like mountings, seals, chassis fasteners.</p>		12	28
Re-washing and wiping	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. after cleaning the vehicle, spray a jet of running water on the surfactant applied parts of vehicle in order to completely wash out the residue deposited on the vehicle.</p> <p>PC8. While re - washing the vehicle with running water, to ensure that water does not enter into components like starter motor,</p>		15	30

Qualification Pack for Driving Assistant

	<p>alternator and horn.</p> <p>PC9. take a clean wiping cloth and thoroughly wipe the whole vehicle including parts like dashboard , instrument panel , seats , steering wheel , driver console that cannot be surfactant cleaned as it would lead to malfunctioning</p>			
	subtotal		39	86
ASC/N 9708	Perform routine check of basic functioning of vehicle and provide assistance to driver in servicing or minor repair	Theory	Viva	Practical
Basic technical check before the trip	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. before start of the trip , refer a standard check list if available and ensure correct levels of engine oil coolant clutch, brake oil water in wiper washer</p> <p>PC2. check all the tyres including spare tyre for inflation with a pressure gauge and ensure correct levels by deflating or inflating suitably</p> <p>PC3. check that all lights, wiper and horn are working and report to the Driver/supervisor in case of any malfunctioning</p> <p>PC4. check the tool box and ensure availability of all the hand tools including jack, props ,wheel choke etc.</p> <p>PC5. observe all exterior and interior parts of the vehicle for any damages to body panels, lights and wind shield , other glass parts and mirrors.</p>		34	56
Escalation and assistance in case of technical problem	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. in case of any problem observed in any of the checkpoints, immediately inform the driver/supervisor</p> <p>PC7. assist the driver in resolution of problem by providing him the required tools and equipment on the spot and physically lend him a helping hand in doing the strenuous jobs like</p>		13	22

Qualification Pack for Driving Assistant

	lifting of vehicle by jack in case of punctured tyre replacement , opening of screws and fixtures for lights , wiper, tyres etc. while repairing and filling the engine/brake/coolant oil and other fluids to ensure optimum levels			
	Subtotal		47	78
ASC/N 0002	Work effectively in a team	Theory	Viva	Practical
C. Compulsory	To be competent, the user/individual on the job must be able to: PC1. maintain clear communication with colleagues PC2. work with colleagues PC3. pass on information to colleagues in line with organisational requirements PC4. work in ways that show respect for colleagues PC5. carry out commitments made to colleagues PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons PC7. identify problems in working with colleagues and take the initiative to solve these problems PC8. follow the organisation's policies and procedures for working with colleagues PC9. ability to share resources with other members as per priority of tasks		41	84
	subtotal		41	84
ASC/N 0012	Practice HSE and security related guidelines		Viva	Practical
Communicating potential accident points	To be competent, the user/individual on the job must be able to: PC1. spot and report potential safety issues while driving PC2. follow rules and regulations laid down by transport authorities PC3. follow company policy and rules to avoid safety, health and environmental problems		8	17
Cleanliness and hygiene	To be competent, the user/individual on the job must be able to: PC4. ensure cleanliness of vehicle PC5. escalate issues related to cleanliness and hygiene issues to concern department PC6. escalate issues related to hazardous material (if not reported in case of goods transport) to		9	21

Qualification Pack for Driving Assistant

	concerned authority – internal and external			
Limit damage to people/client and public	To be competent, the user/individual on the job must be able to:			
	<p>PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others</p> <p>PC8. follow instructions or guidelines for limiting danger or damage</p> <p>PC9. escalate the issue immediately if you cannot deal effectively with the danger</p> <p>PC10. give clear information or instructions to others to allow them to take appropriate action</p> <p>PC11. record and report details of the danger in line with operator guidelines</p> <p>PC12. report any difficulties you have keeping to your organization’s health and safety instructions or guidelines, giving full and accurate details</p> <p>PC13. Check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/ adjusted.</p> <p>PC14. Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.</p>	11	24	
	subtotal		39	86
	Total	30	166	334