

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- Assembly Line Supervisor

SECTOR: AUTOMOTIVE

SUB-SECTOR: MANUFACTURING

OCCUPATION: ASSEMBLY LINE

JOB ROLE: ASSEMBLY LINE SUPERVISOR

REFERENCE ID: ASC/Q3602

ALIGNED TO : NCO-2004/Nil

Assembly Line Supervisor: The role entails supervising the assembly line fitters for assembly of various electrical and mechanical components used in the automotive industry/ assembly of vehicles in the production line

Brief Job Description: An Assembly line supervisor oversees assembly operation as per the required norms. Assembly of components includes engines, transmission components, electrical and electronic circuit and components, dashboards, seating system, wheels, doors etc. and assembly of these aggregates in the vehicles at the required locations and as per required vehicle type/ batch, deploying manpower as per requirement, guiding operatives and technicians to complete the assigned task, maintaining a safe & healthy working environment on the shop floor and maintaining records related to production, rejections, material movement and manpower productivity for a line/shift

Personal Attributes: The individual should be detail- oriented, observant, high precision working, have reading, writing and communication skills, eye for detail and sensitivity towards safety for self and equipment. He should be able to plan and prioritize, be quality conscious, have sensitivity to problem solving and decision making. dexterity. have ability to use internal ERP systems (if existing).

Job Details

Qualifications Pack Code	ASC/Q3602		
Job Role	Assembly Line Supervisor		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	20/11/2013
Sub-sector	Manufacturing	Last reviewed on	30/11/2013
Occupation	Assembly	Next review date	30/11/2015

Job Role	Assembly Line Supervisor
Role Description	The role oversees assembly operations for auto components and assembly of the components/ aggregates into the vehicle as per the work order/ batch, maintaining a safe & healthy working environment on the shop floor and maintaining records related to production, rejections, material movement and manpower productivity for a line/shift
NSQF level	5
Minimum Educational Qualifications	ITI – Mechanical
Maximum Educational Qualifications	Diploma in Mechanical Engineering/ BSc
Training (Suggested but not mandatory)	• Latest assembly tools and techniques • 5S and Safety aspects • Problem Solving Techniques • Quality Management Systems • Team Management skills • IT and ERP Awareness
Experience	Assembly Experience: 10- 12 years (ITI Background) and 2-3 year (diploma background)
Occupational Standards (OS)	1. ASC/N3614:Manage various operations like fitting , tightening, torqueing for a shift/line 2. ASC/N0013: Understanding process requirements, ensuring process implementation and suggest basic improvements 3. ASC/N0014: Manage production related operations of the a Shift/ Line on a day to day basis 4. ASC/N0015: Managing the team on the Line/ Shift on a day to day basis 5. ASC/N0006B: Maintain a safe and healthy working environment at the work place 6. ASC/N0022: Ensure implementation of 5S activities at the shop floor and the office area
Performance Criteria	As described in the relevant NOS units

Definitions

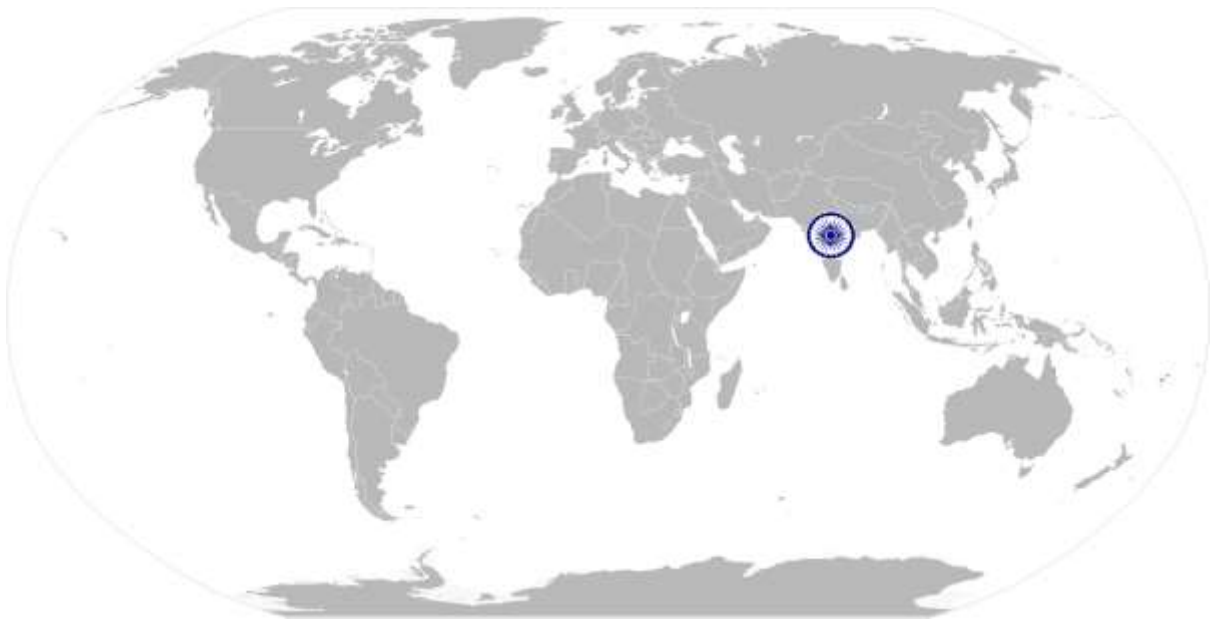
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.

Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualifications Framework
OEM	Original Equipment Manufacturer
OS	Occupational Standard(s)
QP	Qualifications Pack

Acronyms

ASC/N3614:Manage various operations like fitting , tightening, torqueing for a shift/line

National Occupational Standards



Overview

This unit is about supervising the various operations like fitting , tightening, torqueing for a shift/line

ASC/N3614:Manage various operations like fitting , tightening, torqueing for a shift/line

National Occupational Standard

Unit Code	ASC/N3614
Unit Title (Task)	Manage various assembly operations like fitting , tightening, torqueing for a shift/line
Description	This NOS is about supervising end to end operations to ensure that the final products manufactured by the fitter/fitter team is as per the quality and production norms set by the organization
Scope	The assembly line supervisor will be responsible for • completing the pre assembly setup • monitor the end to end assembly line operations • monitor final product quality as per norms The role holder will interact with paint shop, machine shop, weld shop, maintenance team, HR, quality management and material management team
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure completion of pre assembly setup operations	PC1. Ensure that the assembly team have fully understood the job/ task mentioned in the work order PC2. Ensure that the team members understand and follow all the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or defined by supervisors/ master technicians PC3. Address that all queries shared by the team are resolved by the supervisor and queries beyond the scope of the supervisor are highlighted to the concerned team PC4. Ensure that the fitters have selected the specified drawings and sketches to enable them to join the required parts as mentioned in the Work Instructions/ Control Plan/ SOPs/ Work Order PC5. Check for material availability in the stores for the assembly team as per the production plan shared for the shift/ day and escalated issues to the concerned in case material unavailability PC6. Check for the correct assembly equipment's and apparatus selected by the fitter for conducting the process. PC7. Ensure that all measuring instruments used by the fitters like measuring scales, vernier calipers, micrometers, , gauges, nut-runners etc are calibrated PC8. Ensure assembly fixtures etc are validated as per frequency. PC9. Ensure that the fitter regularly cleans and maintain the apparatus as per the checklist provided

ASC/N3614:Manage various operations like fitting , tightening, torqueing for a shift/line

Monitor the actual process assembly process across the line/ shift	PC10. Ensure that the assembly fitter arranges the parts to be assembled in the given position Assemble the required parts using pneumatic, hydraulic/ PLC controlled assembly tools PC11. Ensure operator does the tightening of nuts and bolts using bolting guns/ riveting guns as per the required specifications for fitment of each part PC12. Ensure that the fitter team is using the specified types of screws, nuts, clamps, rivets for fitting the required components and also validate that the assembly of components is as per the process laid out in the process manual/ Work Instructions PC13. Ensure correct assembly of electrical and electronic systems PC14. Ensure conducting of Ultrasonic or High Frequency welding as per the SOP/WI for the required parts PC15. Ensure that the TAT time prescribed by the Process excellence team for every assembly station is rigorously followed by the fitter team PC16. In case of any delays at a particular assembly station, ensure that the problem is identified and rectified as soon as possible
Monitor post production testing and quality inspection of the final products	PC17. Ensure that every manufactured vehicle/ aggregate component is checked and tested as per the SOP/WI PC18. Ensure pokeyoque, qualifying mechanism /gauge for the stations are working, verified at the start stage. PC19. Ensure full inspection of the physical body of the Auto Component/ Automobile by the operator to detect any quality related defects related to body surface, paint, dents, grooves, cracks, rough edges etc. PC20. Ensure that the errors get tagged/ marked immediately so that they can be rectified at the earliest and the vehicle can be prepared for dispatch PC21. Ensure that all the errors observed get noted in the log books as per the format shared with the operators PC22. Ensure part clearances are done as specified in the Work Instructions/ Standard Operating Processes PC23. Ensure inspection by operator of key electrical and electronic components PC24. In case of electrical circuits, conduct visual inspection of the bundled electrical and electronics wiring, circuits, harness, connectors and terminal orientation PC25. Ensure that the fitter conducts test for any short circuit/ open circuit in the circuit wiring PC26. Ensure that all the tests mentioned for electrical and mechanical assembly are conducted as per the checklist by the fitter and necessary steps are taken to remove the defects identified PC27. Ensure that the test observations are noted by the fitter in the format shared by the QA/ QC team

ASC/N3614:Manage various operations like fitting , tightening, torqueing for a shift/line

Shop floor operations management	PC28. Verify the production and material movement related data entries in the system (manual/ ERP) for the line/ shift and ensure correctness of the data PC29. Ensure that the material and work piece movement on the shop floor conforms to the TAT time prescribed in the SOP/ Work Plans so that production targets are met for the line/ shift PC30. Ensure that all fixtures, tools, equipment and spare parts are stored in an organized way as indicated in the equipment PC31. manual and the designated area as defined in the 5S manual of the organization and are regularly cleaned to prevent accumulation of dust, moisture and waste material PC32. Coordinate with various functions like material management, stores, paint shop, assembly line, safety, production planning etc. to ensure communication of required information and resolution of queries PC33. Ensure that the operator and helper are using the required Personal Protective Equipment like Goggles, masks, gloves at the time of conducting the fitting, torqueing and tightening process
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 manufacturing standards and procedures followed in the company KA2. different types of products manufactured by the company KA3. functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution KA4. quality norms and standards prescribed in the Quality Manual by the organization for welding KA5. 5S and Safety norms practiced in the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of assembling processes and component storage process (Kitting) KB2. different equipment and components used in the assembly process – bolts, nuts, screws, wires, fasteners, connectors, sealants, adhesive bonding equipment etc. (Knowledge of shapes, size and utility) KB3. different types of bolting guns/ riveting guns/ Hand held/ Power drills used in the assembly process , size for tightening equipment like spanners, screw drivers, wrenches, pliers testers KB4. numbering/ identification nomenclature for the various assembly and tightening equipment KB5. the method of reading and interpreting the various gauges, meters, graphs, dials

ASC/N3614:Manage various operations like fitting , tightening, torqueing for a shift/line

	KB6. reading and interpreting torqueing charts and usage of Torque Meters KB7. impact of various assembly process like bolting, torqueing, tightening, fitting, greasing, hammering, sealing, clamping on the final component/ vehicle performance KB8. different types of defects which may arise due to improper tightening and torqueing KB9. how to visualize the final product output and conduct quality verification tests KB10. how to operate the equipment both in automatic and manual mode KB11. available reaction plan for all operational efficiencies as mentioned in the SOP/ Work Instruction/ Control Plan for eventualities of drop in air pressure, power supply discontinuation, key characteristics out of control and any other operational abnormality KB12. various problems solving tools like 7QC, Why Why Analysis, Brain storming KB13. hazards and safety aspects involved in assembling activities and usage of relevant PPEs
Skills (S)w.r.t. the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing and reading skills
	The user/ individual on the job needs to know and understand how to: SA1. document information from the manuals, discussion notes, process charts etc. SA2. create small notes/ work documents/ diagrams for operators and helpers to help them understand the process SA3. write inter departmental notes/ memos or make suitable entries in the online system SA4. read equipment manuals and process documents to understand the equipment and processes better SA5. read internal information memos send by internal customers (other functions within the organization)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules, and work-loads with the operative team members SA7. answer the queries raised by the operative team as well as intercompany departments SA8. effectively communicate with the operators and helpers and make them aware of work expectations, targets, policies, processes etc. SA9. attentively listen with full attention the queries and grievances raised by the operative team and comprehend the information

ASC/N3614:Manage various operations like fitting , tightening, torqueing for a shift/line

	given by the speaker
B. Professional Skills	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB1. break the problem into smaller issues and tasks to arrive at a solution
	SB2. understand inter process relationship and establish relationship between various parts of the problem
	SB3. leverage experience to find effective solutions to problems
	SB4. use basic analytical tools to arrive at solutions
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB5. plan, organize and prioritize the work order and jobs received from the production manager
	SB6. manage the schedule plan for the operators and helpers on the line/shift
	SB7. validate all process/ equipment manuals so that the final process selected is correct
	SB8. organize information, tools, manuals etc. on the shop floor so that sorting becomes easy
	SB9. reorganize resources on the line/shift in case of change of plans
	Judgment and Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB10. use common sense and make judgments during day to day basis
	SB11. use reasoning skills to identify and resolve problems
	SB12. use intuition to detect any potential problems which could arise during operations
	Ownership
	The user/individual on the job needs to know and understand how to:
	SB13. accept additional responsibility for self and the team
	SB14. encourage self and other to take greater responsibilities
	SB15. ensure that the work allocated to the team is completed as per timelines and quality norms
	SB16. identify obstacles and bottlenecks in the process and on own find basic level solutions for removing these obstacles
	Quality Consciousness
	The user/individual on the job needs to know and understand how to:
	SB17. identify defective parts in the manufacturing line by comparing manufactured pieces with the work standard
	SB18. link the defect observed with the overall impact on the performance of the component/ automobile
	SB19. support and contribute in monitoring and delivering high quality output from self and others
	SB20. train team members on maintaining quality standards set by the organization

ASC/N3614:Manage various operations like fitting , tightening, torqueing for a shift/line

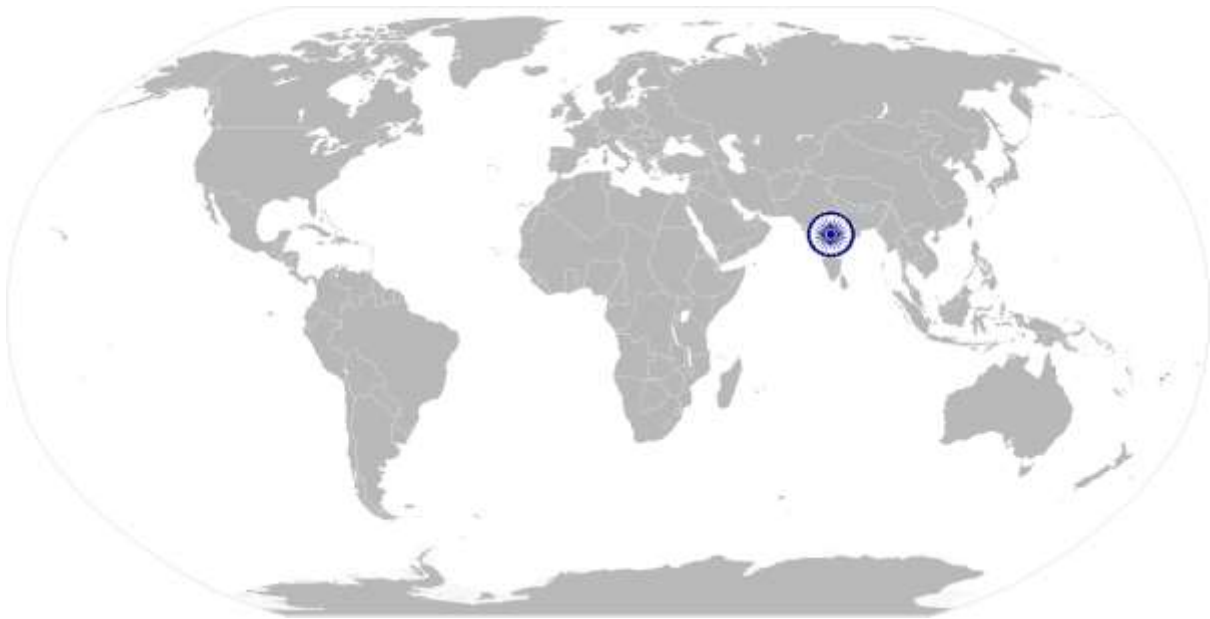
	Decision making
	The user/individual on the job needs to know and understand how to: SB21. use previous experience in resolving problems and taking decisions SB22. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization

NOS Version Control

NOS Code	ASC/N3614		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	20/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	30/11/2013
Occupation	Assembly	Next review date	30/11/2015

ASC/N0013: Understanding process requirements, ensuring process implementation and suggest basic improvements

National Occupational Standard



Overview

This unit is about the understanding all the required processes, ensuring implementation of the same and providing basic inputs for its improvement

ASC/N0013: Understanding process requirements, ensuring process implementation and suggest basic improvements

National Occupational Standard

Unit Code	ASC /N0013
Unit Title (Task)	Understanding process requirements, ensuring process implementation & suggest basic improvements
Description	This NOS is about understanding for the required processes, ensuring implementation of processes as per the Work instruction/ SOPs/ Control Plan and also providing basic level of inputs for process improvement through deploying different tools/ participating in analysis
Scope	The role will be responsible for • understanding the required processes and ensuring implementation • provide inputs for process improvement initiatives • implementation of initiatives on the shop floor The job holder will cover all types of manufacturing processes in the automobile industry. The role holder will interact with the different manufacturing process teams, maintenance team, material management team, industrial engineering team, Quality Control & Assurance team, Safety team and HR/IR team
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding all the requisite processes in detail and ensuring implementation	PC1. Display detailed understanding of all the requisite processes to be adopted for completing the work order through reading the process manuals/ Work Instructions/Standard Operating Procedures for the production job PC2. Share knowledge of processes , inputs and outputs with the operators to enhance their skill levels PC3. Ensure the various SOW/WI created by the master technician are displayed and understood at each and every work station PC4. Maintain work flow by monitoring steps of the processes, setting variables, observing control points and equipment PC5. Support in defining detailed processes for each step and line PC6. Monitor various process parameters on a regular basis and ensure compliance to agreed standards (e.g. ambient air quality, stack monitoring, water quality monitoring etc.) PC7. Ensuring recording and reporting procedures and systems are in place PC8. Facilitating corrections to malfunctions within process control points PC9. Ensure 5S implementation in the production line by analysing possible areas of systems and process improvements and ensure implementation of the recommended measures to address the gaps PC10. Ensure successful implementation of the completed Poka Yoke and kaizen on the running line
Data Analysis	PC11. Ensure compilation of data of breakdown maintenance and reporting the same to the maintenance team PC12. Conduct random sampling on the incoming quality of material and provide the relevant feedback on the same to the store PC13. Conduct random sampling of the process parameters and WIP products

ASC/N0013: Understanding process requirements, ensuring process implementation and suggest basic improvements

	and provide necessary feedback to the line leaders PC14. Conduct random sampling of the finished goods and provide the necessary feedback PC15. Conduct batch wise product quality check in order to ensure that the quality of the product produced meet customer requirements
Support and provide basic level of inputs for process improvement initiatives	PC16. Support in ensuring optimum resource utilization and wastage reduction through process improvements, Kaizens, TQM, Poka Yoke etc. PC17. Support and provide inputs on analysis of breakdown trends and current maintenance process to identify areas for improvement to achieve cost savings and reduce breakdown timing PC18. Identify areas of improvement in the existing processes/systems and take counter measures to adhere to the identified Kaizens PC19. Support the master technician in sharing inputs from the line for various Poka Yoke , kaizen activities PC20. Encourage team members/ operators to suggest quality improvement measures through suggestion schemes, evaluate feasibility of the ideas and discuss their implementation with seniors PC21. Support in analysing internal & external rejection data, planning and ensuring implementation of the corrective measures
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. relevant manufacturing standards and procedures followed in the company in detail KA2. different types of products manufactured by the company KA3. knowledge of functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution KA4. quality norms and standards prescribed in the Quality Manual by the organization for painting KA5. 5S and Safety norms practiced in the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of manufacturing processes used KB2. requirement of raw materials used in the process KB3. about tools, jigs and fixtures , their usage and maintenance methods KB4. how to operate the machine in both, automatic and manual mode KB5. using engineering drawings, sketches, control plan and work instructions in the plant KB6. usage of various measurement tools like Vernier Calipers, Micrometres, rulers, scales, weighing machines etc KB7. different types of defects which may arise due to improper manufacturing and the impact of the defect on product performance KB8. metallurgical and chemical properties of material involved KB9. about the hazards involved in the process operations and usage of PPEs KB10. about handling of electrical equipment and circuits, rectifiers and control panel etc.

ASC/N0013: Understanding process requirements, ensuring process implementation and suggest basic improvements

	KB11. how to measure the correct specifications of the output in the terms of thickness, hardness, durability, tightness, finesse etc. KB12. various problems solving tools like 7QC, Why Why Analysis, Brain storming etc. KB13. basic Arithmetic and calculation methods KB14. key areas of power consumption/ steam consumption, compressed air consumption etc. KB15. Various data entry tools and formats used in the organization KB16. ability to visualize the final product output and hence decide on the key steps and parameters to be followed KB17. about the various hazards related to various chemicals if used in the processes
Skills (s) [optional]	
A. Core Skills/ Generic Skills	Writing and reading skills The user/ individual on the job needs to know and understand how to: SA1. document information from the manuals, discussion notes, process charts etc. SA2. create small notes/ work documents/ diagrams for operators and helpers to help them understand the process SA3. write inter departmental notes/ memos or make suitable entries in the online system SA4. read equipment manuals and process documents to understand the equipment and processes better SA5. read internal information memos send by internal customers (other functions within the organization)
	Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules, and work-loads with the operative team members SA7. answer the queries raised by the operative team as well as intercompany departments SA8. effectively communicate with the operators and helpers and make them aware of work expectations, targets, policies, processes etc. SA9. attentively listen with full attention the queries and grievances raised by the operative team and comprehend the information given by the speaker
	Team Leadership The user/individual on the job needs to know and understand how to : SB1. communicate effectively to the team members SB2. identify conflicts in the team and try to resolve them at the earliest SB3. interact and engage with the team members on a day to day basis SB4. counsel and coach the operators and help them resolve issues SB5. timely highlight to the management about any good work/ achievement
B. Professional Skills	

ASC/N0013: Understanding process requirements, ensuring process implementation and suggest basic improvements

	by the operators and helpers
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. break the problem into smaller issues and tasks to arrive at a solution SB7. understand inter process relationship and establish relationship between various parts of the problem SB8. leverage experience to find effective solutions to problems SB9. use basic analytical tools to arrive at solutions
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB10. plan, organize and prioritize the work order and jobs received from the production manager SB11. manage the schedule plan for the operators and helpers on the line/shift SB12. validate all process/ equipment manuals so that the final process selected is correct SB13. organize information, tools, manuals etc. on the shop floor so that sorting becomes easy SB14. reorganize resources on the line/ shift in case of change of plans
	Judgment and Critical Thinking
	The user/individual on the job needs to know and understand how to: SB15. use common sense and make judgments during day to day basis SB16. use reasoning skills to identify and resolve problems SB17. use intuition to detect any potential problems which could arise during operations
	Ownership
	The user/individual on the job needs to know and understand how to: SB18. accept additional responsibility for self and the team SB19. encourage self and other to take greater responsibilities SB20. ensure that the work allocated to the team is completed as per timelines and quality norms SB21. identify obstacles and bottlenecks in the process and on own find basic level solutions for removing these obstacles
	Team Work
	The user/individual on the job needs to know and understand how to: SB22. motivate and provide support for the team on the shop floor SB23. encourage collaboration between team members SB24. resolve team issues and grievances to manage conflicts within the team SB25. create an environment of approachability, trust and openness within the team SB26. ensure role clarity for all operators and helpers on the line/ shift SB27. escalate any team related issues to the concerned person at the right time

ASC/N0013: Understanding process requirements, ensuring process implementation and suggest basic improvements

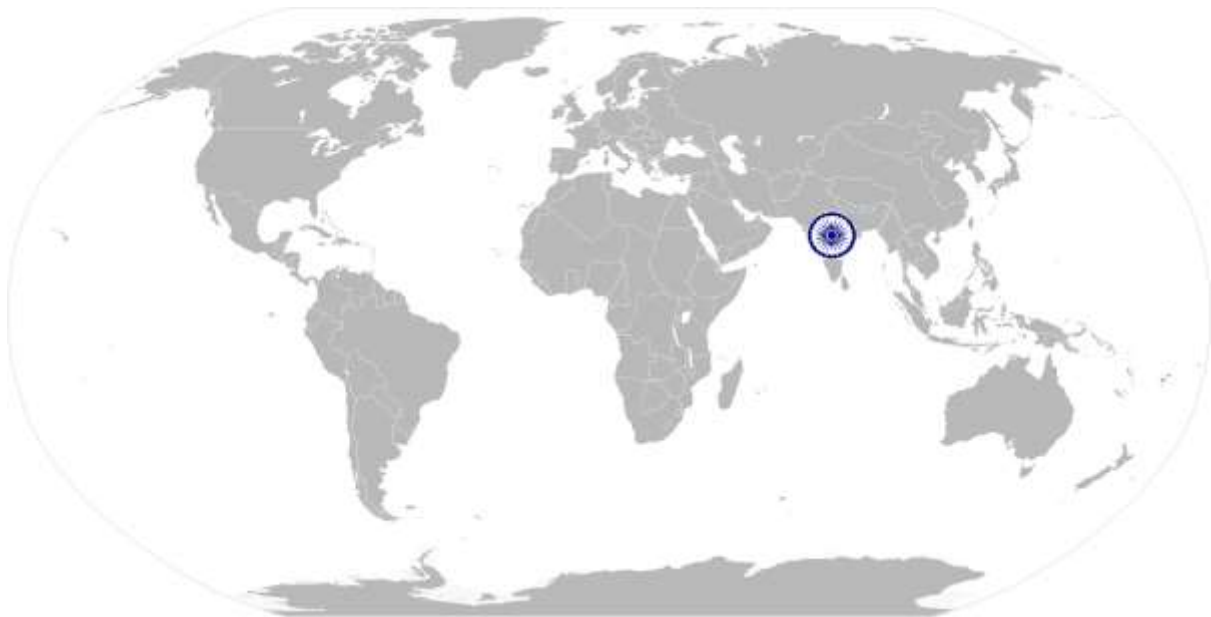
	Quality Consciousness
	The user/individual on the job needs to know and understand how to: SB28. identify defective parts in the manufacturing line by comparing SB29. manufactured pieces with the work standard SB30. link the defect observed with the overall impact on the performance of the component/ automobile SB31. support and contribute in monitoring and delivering high quality output from self and others SB32. train team members on maintaining quality standards set by the organization
	Decision making
	The user/individual on the job needs to know and understand how to: SB33. use previous experience in resolving problems and taking decisions SB34. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization

NOS Version Control

NOS Code	ASC/N0013		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	15/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	25/11/2013
Occupation	All	Next review date	28/11/2015

ASC/N0014: Manage production related operations of the a Shift/ Line on a day to day basis

National Occupational Standard



Overview

This unit is about the Supervisor ensuring the effective, efficient and safe production output

ASC/N0014: Manage production related operations of the a Shift/ Line on a day to day basis

National Occupational Standard

Unit Code	ASC /N0014
Unit Title (Task)	Manage the production related operations of the Shift/ Line on a day to day basis
Description	This NOS is about ensuring Operational Productivity in the Shift/ Line on a day to day basis and manage issues related to the Manpower Deployment, Management of raw material and finished goods and general supervision of the teams involved in the production activities
Scope	The role will be responsible for - managing operations in the shift/ line - manpower and material management in the shift/ process - ensure conformance to quality parameters and norms The job holder will cover all types of manufacturing processes in the automobile industry. The role holder will interact with the different manufacturing process teams, maintenance team, material management team, industrial engineering team, Quality Control & Assurance team, Safety team and HR/IR team
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Manpower Management	PC1. Undertake effective shift planning based on manpower allocation and shift handling of place right manpower on the right workstation in coordination with Production In-charge to achieve production targets PC2. Support Shift In Charge/ Process head/ Shop head in finalizing the shift rosters for the week and month based on the production plan available
Material Management	PC3. Send inventory requirements to Stores and Purchase department and follow up with stores and purchase to ensure timely receipt of material (Spares, Consumables) PC4. Ensure that the material and work piece movement on the shop floor conforms to the TAT time prescribed in the SOP/ Work Plans so that production targets are met for the line/ shift
Supervise Production Operations	PC5. Support the In Charge/ Shop head in fulfilment of the production plan for the shop in a given line/ shift PC6. Coordinate with various functions like material management, stores, paint shop, assembly line, quality, safety, production planning etc. to ensure communication of required information and resolution of queries PC7. Responsible for End of Line Inspection under supervision PC8. Ensure that the operators and helpers have the required tools and equipment at the start of the process PC9. Facilitate the production runs along with Engineering and Quality function PC10. Ensure optimal resource utilization(man , machine and material) and streamlining of activities within the shift PC11. Identify & implement action steps to reduce losses and wastages during shift operation and ensure minimum rejection of components PC12. Prepare daily and monthly production MIS reports to match actual

ASC/N0014: Manage production related operations of the a Shift/ Line on a day to day basis

	performance vis-à-vis the targets and report the same to Production In-chart PC13. Verify the production and material movement related data entries in the system (manual/ ERP) for the line/ shift and ensure correctness of the data PC14. Support the In charge/ Engineer/ Shop Head in analysing the various data sheets related to production, maintenance, manpower deployment etc. PC15. Support the maintenance team in finalizing the preventive maintenance schedule for the shop/ line PC16. Support the maintenance function to ensure execution of the maintenance schedules PC17. Ensure shift handover to the next shift supervisor PC18. Observe and note the consumption of energy, fuel, steam on the production line and support the engineer in optimization of utilization of factors of production PC19. Ensure that the operator and helper are using the required Personal Protective Equipment like Goggles, masks, gloves and other PPE's at the time of conducting the painting operation
Conformance to Product and Process Quality	PC20. Conduct incoming quality inspection of material and provide the relevant feedback on the same to the store PC21. Conduct quality inspection of the process parameters, lab parameters and WIP products and provide necessary feedback to the line leaders PC22. Conduct quality inspection of the finished goods and provide the necessary feedback PC23. Conduct quality inspection of the first sample/batch to ensure that the quality of the product produced meet customer requirements PC24. Conduct inspection and analysis of the defects observed in the process and products
Implementation of Initiatives	PC25. Take overall responsibility to ensure adherence to Safety standards by all employees and establish zero accident practice in the section PC26. Implement various business excellence techniques like Kaizen, 5S Initiatives
Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant manufacturing standards and procedures followed in the company in detail KA2. different types of products manufactured by the company KA3. knowledge of functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution KA4. quality norms and standards prescribed in the Quality Manual by the organization for painting KA5. 5S and Safety norms practiced in the organization

ASC/N0014: Manage production related operations of the a Shift/ Line on a day to day basis

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of manufacturing processes KB2. requirement of raw materials used in the process KB3. about tools, jigs and fixtures , their usage and maintenance KB4. how to operate both in automatic and manual mode KB5. about the various hazards related to various chemicals if used in the processes KB6. different types of defects which may arise due to improper manufacturing KB7. basic Arithmetic and calculation methods KB8. ability to visualize the final product output and hence decide on the key steps to be followed KB9. about the hazards involved in the process operations KB10. about handling of electrical equipment and circuits, rectifiers and control panel etc. KB11. metallurgical and chemical properties of the material under usage KB12. how to measure the correct specifications of the output in the terms of thickness, hardness, durability, tightness etc. KB13. how to visualize the final product output and hence decide on the parameters of temperature, pressure, current and voltage KB14. various problems solving tools like 7QC, Why Why Analysis, Brain storming
Skills (s) [optional]	
C. Core Skills/ Generic Skills	Writing and reading skills
	The user/ individual on the job needs to know and understand how to: SA1. document information from the manuals, discussion notes, process charts etc. SA2. create small notes/ work documents/ diagrams for operators and helpers to help them understand the process SA3. write inter departmental notes/ memos or make suitable entries in the online system SA4. read equipment manuals and process documents to understand the equipment and processes better SA5. read internal information memos send by internal customers (other functions within the organization)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules, and work-loads with the operative team members SA7. answer the queries raised by the operative team as well as intercompany departments SA8. effectively communicate with the operators and helpers and make them aware of work expectations, targets, policies, processes etc. SA9. attentively listen with full attention the queries and grievances raised by

ASC/N0014: Manage production related operations of the a Shift/ Line on a day to day basis

	the operative team and comprehend the information given by the speaker
D. Professional Skills	Team Leadership
	The user/individual on the job needs to know and understand how to: SB1. communicate effectively to the team members SB2. identify conflicts in the team and try to resolve them at the earliest SB3. interact and engage with the team members on a day to day basis SB4. counsel and coach the operators and help them resolve issues SB5. timely highlight to the management about any good work/ achievement by the operators and helpers
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. break the problem into smaller issues and tasks to arrive at a solution SB7. understand inter process relationship and establish relationship between various parts of the problem SB8. leverage experience to find effective solutions to problems SB9. use basic analytical tools to arrive at solutions
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB10. plan, organize and prioritize the work order and jobs received from the production manager SB11. manage the schedule plan for the operators and helpers on the line/shift SB12. validate all process/ equipment manuals so that the final process selected is correct SB13. organize information, tools, manuals etc. on the shop floor so that sorting becomes easy SB14. reorganize resources on the line/ shift in case of change of plans
	Judgment and Critical Thinking
	The user/individual on the job needs to know and understand how to: SB15. use common sense and make judgments during day to day basis SB16. use reasoning skills to identify and resolve problems SB17. use intuition to detect any potential problems which could arise during operations
	Ownership
	The user/individual on the job needs to know and understand how to: SB18. accept additional responsibility for self and the team SB19. encourage self and other to take greater responsibilities SB20. ensure that the work allocated to the team is completed as per timelines and quality norms SB21. identify obstacles and bottlenecks in the process and on own find basic level solutions for removing these obstacles
	Team Work

ASC/N0014: Manage production related operations of the a Shift/ Line on a day to day basis

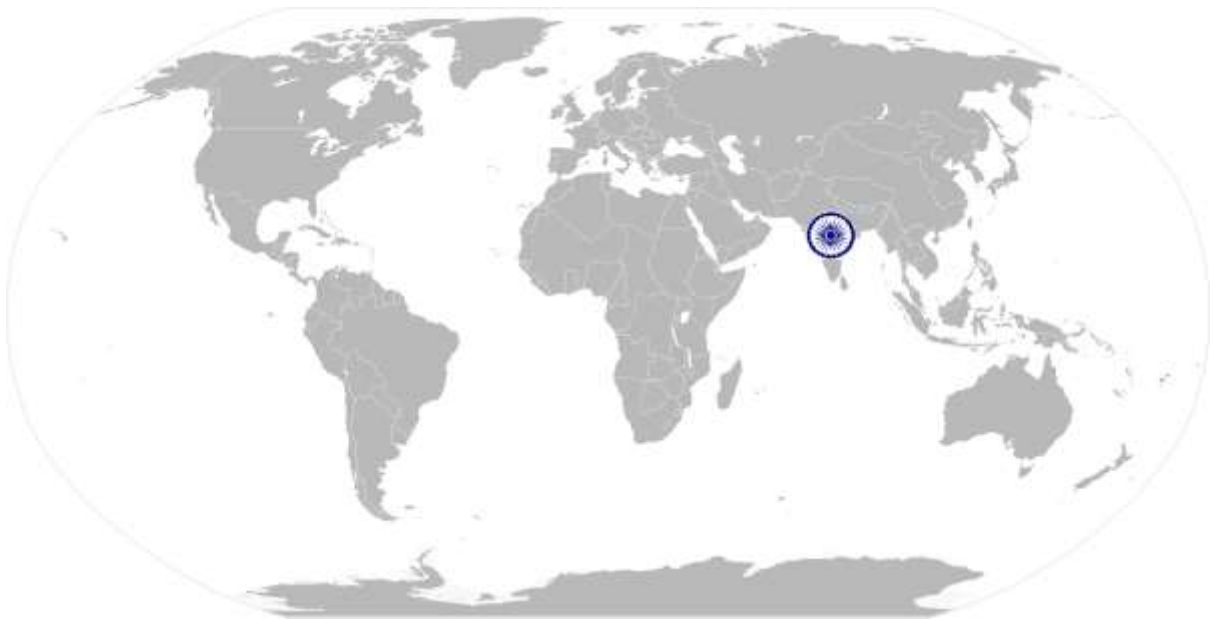
	The user/individual on the job needs to know and understand how to: SB22. motivate and provide support for the team on the shop floor SB23. encourage collaboration between team members SB24. resolve team issues and grievances to manage conflicts within the team SB25. create an environment of approachability, trust and openness within the team SB26. ensure role clarity for all operators and helpers on the line/ shift SB27. escalate any team related issues to the concerned person at the right time
	Quality Consciousness
	The user/individual on the job needs to know and understand how to: SB28. identify defective parts in the manufacturing line by comparing SB29. manufactured pieces with the work standard SB30. link the defect observed with the overall impact on the performance of the component/ automobile SB31. support and contribute in monitoring and delivering high quality output from self and others SB32. train team members on maintaining quality standards set by the organization
	Decision making
	The user/individual on the job needs to know and understand how to: SB33. use previous experience in resolving problems and taking decisions SB34. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization

NOS Version Control

NOS Code	ASC/N0014		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	15/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	25/11/2013
Occupation	All	Next review date	28/11/2015

ASC/N0015: Managing the team on the Line/ Shift on a day to day basis

National Occupational Standard



Overview

This unit is about effective management of the team of operators and helpers for day to day operations in the line/ shift

ASC/N0015: Managing the team on the Line/ Shift on a day to day basis

Unit Code	ASC /N0015
Unit Title (Task)	Managing the team on the line/ shift on a day to day basis
Description	This NOS is about managing the team of operatives and helpers on day to day basis, ensuring their shift deployment, motivating them by involving them in various engagement initiatives at the shop floor, helping them improve the skills levels and managing their grievances in the best possible manner in order to maximize the people productivity at the shop floor
Scope	The role will be responsible for - engaging the workforce through employee engagement and communication - measuring operator performance, sharing feedback and training of helpers and operators - managing grievances of the team members The job holder will cover all types of manufacturing processes in the automobile industry. The role holder will interact with the different manufacturing process teams, maintenance team, material management team, industrial engineering team, Quality Control & Assurance team, Safety team and HR/IR team
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Engaging the shop floor work force through employee communication and employee engagement	PC1. Ensure operators and helpers on the production line/ shift are aware of the job expectations on a daily basis PC2. Ensure that the operators are aware of the production targets and the timelines required to process a work order as finalized in the production plan PC3. Involve operators and helpers for the daily floor meeting/ morning meetings/ staff meetings to communicate information intended for them PC4. Ensure communication to line operators/ helpers on any changes in policies/ processes by the organization through required verbal/ written mechanisms PC5. Ensure participation of employees in various engagement initiatives organized at the plant and other place by the organization PC6. Involve operators and helpers in Quality Circles, TQM & Kaizen meets, Brainstorming sessions, safety drills etc. to increase their involvement in manufacturing operations PC7. Ensure availability of tea, snacks, drinking water and basic hygiene facilities at the shop floor for the operative workforce PC8. Escalate issues to Shift In Charges/ concerned staff in case of any issue related to operative deployment and engagement
Support the Shift In Charge in finalizing manpower deployment	PC9. Support the Shift In Charges in finalizing the shift planning and manpower deployment for the shift/ line as per the proposed production plan PC10. Support the Shift In Charge/ Production Manager in creating week wise

ASC/N0015: Managing the team on the Line/ Shift on a day to day basis

	shift rosters for the shift/ line manpower and ensure rotation of manpower as per the organizational norms and guidelines PC11. Maintain the information on leaves/ IN Out time keeping and shift/ line overtime for the operatives and helpers and share the information with the concerned as and when required PC12. Support the Shift In Charge/ Production Manager in identifying skilled manpower and up dation of the Skill Matrix/ Skill Chart for the shift/ line/ process area PC13. Ensure identification and deployment of right skilled people at the right places on the line/ process area
Employee Performance Measurement and Employee Development	PC14. Ensure that all the operative manpower is aware of the production targets, production plan and daily productivity targets PC15. Track the daily performance of the operators and helpers during the shift and note the achievement levels in a manual register/ online IT enabled system PC16. Provide feedback to the operators and helper in case of any process deviation observed by the supervisor PC17. Provide feedback to Shift In Charges/ Production Managers pertaining to performance appraisals of operators and helpers PC18. Ensure that the operatives are trained and are aware of the processes which need to be followed on the shop floor during the production process PC19. Support the Shift In Charges/ Production Managers/ Training team in training of entry level operators and helpers in the plant PC20. Share knowledge of processes , inputs and outputs with the operators to enhance their skill levels PC21. Other than technical trainings, support the team in delivering trainings related to quality and safety for the operators and helpers
Grievance Management for Operators and Helpers	PC22. In case the operating staff has any queries, ensure that the queries are resolved either by self or escalated to the concerned person PC23. Listen to issues related to workmen problems/ work men grievances/ Complaints/ Personal Problems etc. for the operators and helpers PC24. Resolve issues which are under the purview of the supervisor and escalate the ones which need higher intervention to the concerned team PC25. Counsel employees for any work related issues or any personal problems highlighted by the employee
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. relevant HR Policies and Processes followed by the organization KA2. different types of products manufactured by the company KA3. knowledge of functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution KA4. 5S and Safety norms practiced in the organization

ASC/N0015: Managing the team on the Line/ Shift on a day to day basis

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of manufacturing processes KB2. various grievance management tools available in the organization KB3. various problems solving tools like 7QC, Why Why Analysis, Brain storming KB4. different types of communication channels practiced by the organization KB5. the method of noting observations, maintaining records and sharing them with the concerned in the required format KB6. knowledge of shift roster norms and guidelines
Skills (s) [optional]	
A. Core Skills/ Generic Skills	Writing and reading skills
	The user/ individual on the job needs to know and understand how to: SA1. document information from the manuals,discussion notes, process charts etc. SA2. create small notes/ work documents/ diagrams for operators and helpers to help them understand the process SA3. write inter departmental notes/ memos or make suitable entries in the online system SA4. read equipment manuals and process documents to understand the equipment and processes better SA5. read internal information memos send by internal customers (other functions within the organization)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules, and work-loads with the operative team members SA7. answer the queries raised by the operative team as well as intercompany departments SA8. effectively communicate with the operators and helpers and make them aware of work expectations, targets, policies, processes etc. SA9. attentively listen with full attention the queries and grievances raised by the operative team and comprehend the information given by the speaker
B. Professional Skills	People Development
	The user/individual on the job needs to know and understand how to: SB1. identify the strengths and weaknesses of the subordinate team members (operators and helpers) SB2. provide constructive and genuine feedback SB3. motivate the team to take independently responsibilities in their work areas SB4. provide training to the operators and helpers for technical and behavioural areas
	Team Leadership

ASC/N0015: Managing the team on the Line/ Shift on a day to day basis

	The user/individual on the job needs to know and understand how to: - SB5. communicate effectively to the team members - SB6. identify conflicts in the team and try to resolve them at the earliest - SB7. interact and engage with the team members on a day to day basis - SB8. counsel and coach the operators and help them resolve issues - SB9. timely highlight to the management about any good work/ achievement by the operators and helpers
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: - SB10. break the problem into smaller issues and tasks to arrive at a solution - SB11. understand inter process relationship and establish relationship between various parts of the problem - SB12. leverage experience to find effective solutions to problems - SB13. use basic analytical tools to arrive at solutions
	Judgment and Critical Thinking
	The user/individual on the job needs to know and understand how to: - SB14. use common sense and make judgments during day to day basis - SB15. use reasoning skills to identify and resolve problems - SB16. use intuition to detect any potential problems which could arise during operations
	Ownership
	The user/individual on the job needs to know and understand how to: - SB17. accept additional responsibility for self and the team - SB18. encourage self and other to take greater responsibilities - SB19. ensure that the work allocated to the team is completed as per timelines and quality norms - SB20. identify obstacles and bottlenecks in the process and on own find basic level solutions for removing these obstacles
	Team Work
	The user/individual on the job needs to know and understand how to: - SB21. motivate and provide support for the team on the shop floor - SB22. encourage collaboration between team members - SB23. resolve team issues and grievances to manage conflicts within the team - SB24. create an environment of approachability, trust and openness within the team - SB25. ensure role clarity for all operators and helpers on the line/ shift - SB26. escalate any team related issues to the concerned person at the right time
	Decision making
	The user/individual on the job needs to know and understand how to: - SB23. use previous experience in resolving problems and taking decisions - SB24. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization

ASC/N0015: Managing the team on the Line/ Shift on a day to day basis

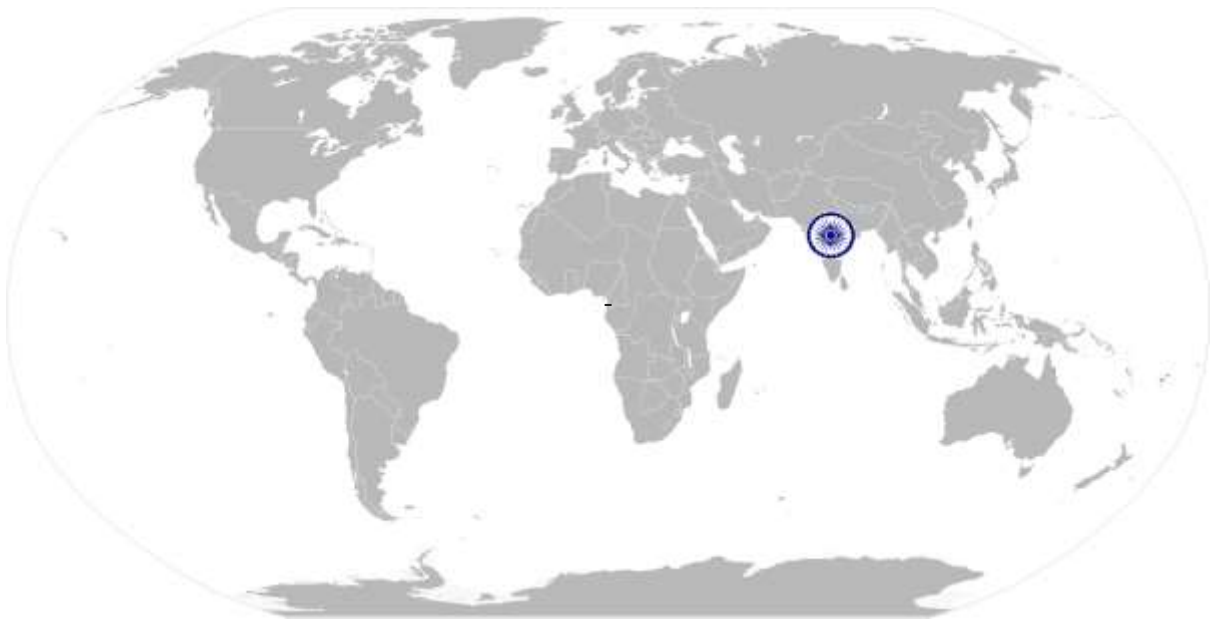
NOS Version Control

NOS Code	ASC/N0015		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	15/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	25/11/2013
Occupation	All	Next review date	28/11/2015



ASC/N0006B: Maintain a safe and healthy working environment at the work place

National Occupational Standard



Overview

This unit is about maintaining a Safe and Healthy working environment

ASC/N0006B: Maintain a safe and healthy working environment at the work place

National Occupational Standard

Unit Code	ASC/N0006B
Unit Title (Task)	Maintain a safe and healthy working environment at the work place
Description	This NOS is about creating a Safe and Healthy work place, adhering to the safety guidelines in the working area, following practices which are not impacting the environment in a negative manner and training team members on health and safety related issues
Scope	The role holder will be responsible for - identifying and reporting of risks - creating and sustaining a safe, clean and environment friendly work place This NOS will be applicable to all Automotive sector manufacturing job roles
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Identify and report the risks identified	PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals, loud noise PC2. Identify areas in the plant which are potentially hazardous/unhygienic in nature PC3. Conduct regular checks on machine health to identify potential hazards due to wear and tear of machine PC4. Ensure that all equipment are tested of safety conformance as per the cycle/ timelines identified in the organization PC5. Inform the shop head and the safety team about the potential risks identified in the processes, workplace area/ layout, material used, malfunctioning of safety related equipment etc. PC6. Inform the maintenance team about machine breakdowns, damages which can potentially harm man/ machine during operations and analyse their defects to prevent any future damage to men/ machine PC7. Ensure that all risk involving and hazardous areas near the work place are marked/ tagged in order to caution the users of the work area/ machinery PC8. Create awareness amongst other by sharing information on the identified risks. Ensure that periodic awareness sessions are conducted for the helpers and operatives to make them aware of the risks identified
Create and sustain a Safe, clean and environment friendly work place	PC9. Support the Safety team in risk identification and creation of a risk mitigation plan PC10. Train team members on safety and health related issues PC11. Ensure that all team members operate the machine using the recommended Personal Protective Equipment (PPE) and also ensure self-usage of the required PPEs PC12. Ensure that all operatives follow the instructions given on the

ASC/N0006B: Maintain a safe and healthy working environment at the work place

	equipment manual describing the operating process of the equipment to prevent any hazard PC13. Ensure that all team members follow the Safety, Health and Environment related practices developed by the organization PC14. Ensure that a clean and safe working environment near the work place is maintained and that there is no spillage of chemicals, production waste, oil, solvents etc. in the working area PC15. Ensure that the first aid safety kit at the work place/ shop floor contains the requisite items to respond to minor injuries. Also may sure that the operatives and helpers are made aware of these items and their usage PC16. Ensure that a documented record of all minor and major injuries is kept and updated on the shop floor PC17. Ensure that the waste disposal is done in the designated area and manner as per organization SOP PC18. Attend all safety and fire drills to be self-aware of safety hazards and preventive techniques and ensure that the team participate in all the required safety and fire drills PC19. Participate in all safety related initiatives like Safety Committee participations, Safety Day Celebrations etc. PC20. Maintain high standards of personal hygiene at the work place PC21. Ensure that any activity performed by the team members which may negatively impact their health and productivity is immediately brought to notice by the supervisor PC22. Periodically counsel and train employees on good health and safe working practices. PC23. Inform the medical officer/ HR in case of self or an employee's illness of contagious nature so that preventive actions can be planned for others
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 KA2. emergency handling procedures & hierarchy for escalation
B. 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. knowledge of various types of PPEs and their usage KB3. basic knowledge of risks/hazards associated with each occupation in the organization KB4. how to safely operate various tools and machines and risks associated with the tools/ equipment KB5. knowledge of personal hygiene and how an individual an

ASC/N0006B: Maintain a safe and healthy working environment at the work place

	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 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 safety instructions put up across the plant premises SA5. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. effectively communicate information to team members SA7. Inform employees in the plant and concerned functions about events, incidents & potential risks observed related to Safety, Health and Environment. SA8. question the process head/ safety team in order to understand the safety related issues SA9. 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
	Persuasion skills
	The user/ individual on the jobs needs to know and understand how to: SB3. persuade team members to wear Personal Protective Equipment as per requirement SB4. ensure that the team understands the importance of using various machines and equipment without creating any risk to human/ machine SB5. train team members on various risks identified
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. break the problem into smaller issues and tasks to arrive at a solution SB7. understand inter process relationship and establish relationship

ASC/N0006B: Maintain a safe and healthy working environment at the work place

	between various parts of the problem SB8. leverage experience to find effective solutions to problems SB9. use basic analytical tools to arrive at solutions
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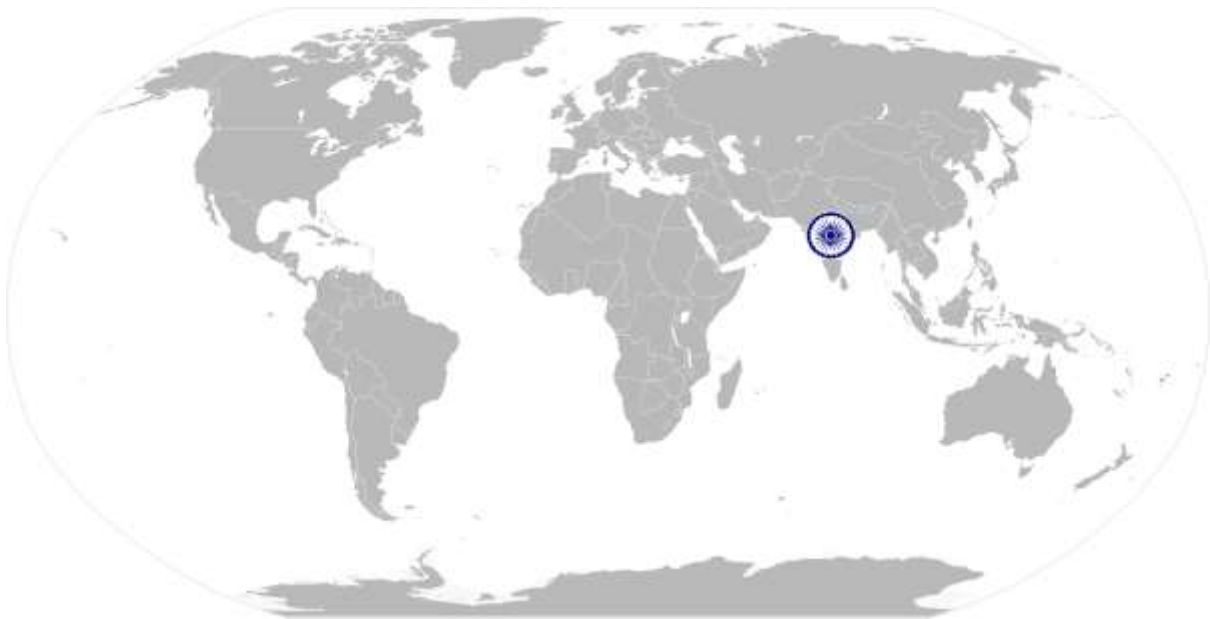
NOS Version Control

NOS Code	ASC/N0006B		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	5/11/2013
Industry Sub-sector	Manufacturing	Last reviewed on	25/11/2013
Occupation	All	Next review date	28/11/2015



ASC/N0022: Ensure implementation of 5S activities at the shop floor and the office area

National Occupational Standard



Overview

This unit is about the implementing the various principles of 5S and ensure that the given guidelines are followed to ensure a clean and efficient working environment in the organization

ASC/N0022: Ensure implementation of 5S activities at the shop floor and the office area

National Occupational Standard

Unit Code	ASC/N0022
Unit Title (Task)	Ensure implementation of 5S activities at the shop floor & the office area
Description	This NOS is about overseeing the implementation of all 5 S activities both at the shop floor and the office area by the team members and training the team in implementation of the 5S principles
Scope	The individual needs to Ensure sorting, streamlining/ organizing, storage and documentation, systematic cleaning, standardization and sustenance across the plant and office premises of the organization as given in the organization guidelines
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure proper sorting of items at the work place	PC1. Ensure all recyclable materials are put in designated containers PC2. Ensure no Tools, fixtures & jigs are lying on workstations unless in use and no un-necessary items is lying on workbenches or work surfaces unless in use PC3. Ensure that the operators and other team members are segregating the waste in hazardous/ Non Hazardous waste as per the sorting work instructions PC4. Ensure that all the operators are following the technique of waste disposal and waste storage in the designated bins PC5. Segregate the items which are labelled at red tag items for the process area and keep them in the correct places PC6. Ensure that all the tools/ equipment/ fasteners/ spare parts are arranged as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions PC7. Check for return of any type of extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area PC8. Oversee removal of unnecessary equipment, storage, furniture, unneeded inventory, supplies, parts and material PC9. Ensure that areas of material storage areas are not overflowing PC10. Ensure proper stacking and storage of 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
Ensure proper documentation and storage – streamlining & organizing the workplace	PC11. Ensure that the team follows the given instructions and checks for labelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc. PC12. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions PC13. Ensure that organizing the workplace takes place with due considerations to the principles of wasted motions, ergonomics,

ASC/N0022: Ensure implementation of 5S activities at the shop floor and the office area

	work & method study .
Ensure cleaning of self and the work place	PC14. Ensure that the area has floors swept, machinery clean and is generally neat and tidy. In case of cleaning, ensure that correct displays are maintained on the floor which indicate potential safety hazards PC15. Ensure workbenches and work surfaces are clean and in good condition PC16. Ensure adherence to the cleaning schedule for the lighting system to ensure proper illumination PC17. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene
Ensure standardization	PC18. Ensure that daily cleaning standards and schedules to create a clean working environment are followed across the plant PC19. Oversee that various cleaning and organizing tasks have been developed and assigned for the work area PC20. Ensure logical and user friendly documentation and file management for all activities across the plant and create guidelines around standardization of processes PC21. Ensure timely creation and sharing of the 5S checklists PC22. Ensure that the 5S manual are available as per the timelines
Ensure sustenance	PC23. Ensure team cooperation during the audit of 5 S activities PC24. Ensure that workmen are periodically trained to address challenges related to 5S PC25. Participate actively in employee work groups on 5S and encourage team members for active participation PC26. Oversee that the staff/operators are trained and fully understand 5s procedures PC27. Ensure that all the guidelines for What to do and What not to do to build sustainability in 5S are mentioned in the 5S check lists/ work instructions and are easily searchable PC28. Ensure continuous training of the team members on 5S in order to increase their awareness and support implementation PC29. Ensure that all visual controls, notice boards, symbols etc. at the manufacturing place are created, working and are put up as per the requirement
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
C. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA3. relevant standards, procedures and policies related to 5S followed in the company

ASC/N0022: Ensure implementation of 5S activities at the shop floor and the office area

D. Technical Knowledge	The user/individual on the job needs to : KB6. have basic knowledge of 5S procedures KB7. know various types 5s practices followed in various areas KB8. understand the 5S checklists provided in the department/ team KB9. have skills to identify useful & non useful items KB10. have knowledge of labels , signs & colours used as indicators KB11. Have knowledge on how to sort and store various types of tools, equipment, material etc. KB12. know , how to identify various types of waste products KB13. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body KB14. have knowledge of best and environment protective ways of cleaning & waste disposal KB15. understand the importance of standardization in processes KB16. understand the importance of sustainability in 5S KB17. have knowledge of TQM process KB18. have knowledge of various materials and storage norms KB19. understand visual controls, symbols, graphs etc.
Skills (S)w.r.t. the scope	
Element	Skills
C. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA10. write basic level notes and observations SA11. note down observations (if any) related to the process SA12. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA13. 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: SA14. effectively communicate information to team members inform employees in the plant and concerned functions about 5S SA15. question the process head in order to understand the 5S related issues SA16. attentively listen with full attention and comprehend the information given by the speaker during 5S training programs
D. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB10. use common sense and make judgments during day to day basis SB11. use reasoning skills to identify and resolve basic problems using

ASC/N0022: Ensure implementation of 5S activities at the shop floor and the office area

	5S
	Persuasion
	The user/ individual on the jobs needs to know and understand how to: SB12. persuade team members to follow 5 S SB13. ensure that the team members understand the importance of using 5 S tool
	Creativity
	The user/individual on the job needs to know and understand how to : SB14. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor SB15. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work emerge, techniques in CA/CI around 5 S work practices
	Self -Discipline
	The user/individual on the job needs to know and understand how to: SB16. do what is right, not what is a popular practice SB17. follow shop floor rules& regulations and avoid deviations SB18. lead by example in the plant premises while performing activities related to 5S SB19. ensure self-cleanliness on a daily basis SB20. demonstrate the will to keep the work area in a clean and orderly manner
	Ownership
	The user/individual on the job needs to know and understand how to: SB21. accept additional responsibility for self and the team SB22. encourage self and other to take greater responsibilities for managing 5S SB23. identify obstacles and bottlenecks in the process and find basic level solutions for removing these obstacles
	Decision making
	The user/individual on the job needs to know and understand how to: SB24. use previous experience in resolving problems and taking decisions SB25. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization

ASC/N0022: Ensure implementation of 5S activities at the shop floor and the office area

NOS Version Control

NOS Code	ASC/N0022		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	1/03/2014
Industry Sub-sector	Manufacturing/ R&D	Last reviewed on	15/03/2014
Occupation	All	Next review date	15/03/2016

