

Qualification Pack



Repair Painter Auto body Level 4

QP Code: ASC/Q1406

Version: 1.0

NSQF Level: 4

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building
New Delhi - 110020

Qualification Pack

Contents

ASC/Q1406: Repair Painter Auto body Level 4	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
ASC/N0001: Plan and organise work to meet expected outcomes	5
ASC/N0002: Work effectively in a team	9
ASC/N0003: Maintain a healthy, safe and secure working environment	13
ASC/N1415: Assess damage to paint and identify repair and replacement needs	17
ASC/N1417: Carry out painting work on vehicles and replace/install painted body panels	22
Assessment Guidelines and Weightage	28
<i>Assessment Guidelines</i>	28
<i>Assessment Weightage</i>	28
Acronyms	30
Glossary	31

Qualification Pack

ASC/Q1406: Repair Painter Auto body Level 4

Brief Job Description

A Painter Level 4 prepares body surfaces on motor vehicles and applies paint and other coatings. The individual is also responsible for specialised painting jobs in workshops, which have specialised paint shop set-up within the body shop.

Personal Attributes

An individual on this job must have a technical bend of mind to understand the technical aspects of the vehicle relating to the auto spray-painting, assist in mixing variation of colours and sanding, filling and shaping. The individual must have a strong eye to see even the minute scratches and be patient enough to assess the impact of different types of paints on different vehicle structure and surface. The individual must also have good interpersonal skills in addition to being a team player, as the job requires coordination with other stakeholders including Body Shop Incharge.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N0001: Plan and organise work to meet expected outcomes](#)
2. [ASC/N0002: Work effectively in a team](#)
3. [ASC/N0003: Maintain a healthy, safe and secure working environment](#)
4. [ASC/N1415: Assess damage to paint and identify repair and replacement needs](#)
5. [ASC/N1417: Carry out painting work on vehicles and replace/install painted body panels](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service and Repair
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7132.0300
Minimum Educational Qualification & Experience	10th Class with Not applicable of experience Not applicable

Qualification Pack

Minimum Level of Education for Training in School	
Pre-Requisite License or Training	On the job training: Desirable for ASDC Painter Level 4 Certificate or ITI Diploma Compulsory for all other qualifications
Minimum Job Entry Age	18 Years
Last Reviewed On	10/06/2013
Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	20/07/2015
Version	1.0

Qualification Pack

ASC/N0001: Plan and organise work to meet expected outcomes

Description

This NOS unit is about planning and organising an individuals work in order to complete it to the required standards on time.

Scope

This unit/task covers the following:

- work requirements including various activities, deliverables or work output required in the given time, maintain set quality standards
- appropriate use of resources (both material / equipment's and manpower)

Elements and Performance Criteria

Work requirements including various activities within the given time and set quality standards

To be competent, the user/individual on the job must be able to:

- PC1.** keep immediate work area clean and tidy
- PC2.** treat confidential information as per the organisations guidelines
- PC3.** work in line with organisations policies and procedures
- PC4.** work within the limits of job role
- PC5.** obtain guidance from appropriate people, where necessary
- PC6.** ensure work meets the agreed requirements

Appropriate use of resources

To be competent, the user/individual on the job must be able to:

- PC7.** establish and agree on work requirements with appropriate people
- PC8.** manage time, materials and cost effectively
- PC9.** use resources in a responsible manner

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies, procedures and priorities for area of work, role and responsibilities in carrying out that work
- KU2.** the limits of responsibilities and when to involve others
- KU3.** specific work requirements and who these must be agreed with
- KU4.** the importance of having a tidy work area and how to do this
- KU5.** how to prioritize workload according to urgency and importance and the benefits of this
- KU6.** the organisations policies and procedures for dealing with confidential information and the importance of complying with these
- KU7.** the purpose of keeping others updated with the progress of work

Qualification Pack

- KU8.** who to obtain guidance from and the typical circumstances when this may be required
- KU9.** the purpose and value of being flexible and adapting work plans
- KU10.** how to complete tasks accurately by following standard procedures
- KU11.** technical resources needed for work and how to obtain and use these

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in at least one language
- GS2.** read instructions, guidelines/procedures
- GS3.** ask for clarification and advice from appropriate persons
- GS4.** communicate orally with colleagues
- GS5.** make a decision on a suitable course of action appropriate for accurately completing the task within resources
- GS6.** agree objectives and work requirements
- GS7.** plan and organise work to achieve targets and deadlines
- GS8.** deliver consistent and reliable service to customers
- GS9.** check own work and ensure it meets customer requirements
- GS10.** anomalies to the concerned persons
- GS11.** analyse problems and identify work-arounds taking help from
- GS12.** apply own judgement to identify solutions in different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work requirements including various activities within the given time and set quality standards</i>	16	47	-	-
PC1. keep immediate work area clean and tidy	2	9	-	-
PC2. treat confidential information as per the organisations guidelines	2	6	-	-
PC3. work in line with organisations policies and procedures	3	8	-	-
PC4. work within the limits of job role	3	6	-	-
PC5. obtain guidance from appropriate people, where necessary	3	7	-	-
PC6. ensure work meets the agreed requirements	3	11	-	-
<i>Appropriate use of resources</i>	9	28	-	-
PC7. establish and agree on work requirements with appropriate people	3	9	-	-
PC8. manage time, materials and cost effectively	3	11	-	-
PC9. use resources in a responsible manner	3	8	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0001
NOS Name	Plan and organise work to meet expected outcomes
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Auto Components /Aggregates Repair
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	20/07/2015

Qualification Pack

ASC/N0002: Work effectively in a team

Description

This NOS unit is about working effectively with colleagues, either in individuals own work group or in other work groups within organisation

Scope

This unit/task covers the following: Colleagues:

- Superiors
- Members of own work group
- People in other work groups within or outside the organisation Communicate:
- Face-to-face
- By telephone
- In writing

Elements and Performance Criteria

Effective communication

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 organisations policies and procedures for working with colleagues
- PC9.** ability to share resources with other members as per priority of tasks

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures for working with colleagues, role and responsibilities in relation to this
- KU2.** the importance of effective communication and establishing good working relationships with colleagues
- KU3.** different methods of communication and the circumstances in which it is appropriate to use these
- KU4.** benefits of developing productive working relationships with colleagues
- KU5.** the importance of creating an environment of trust and mutual respect
- KU6.** whether not meeting commitments, will have implications on individuals and the organisation

Qualification Pack

- KU7.** different types of information that colleagues might need and the importance of providing this information when it is required
- KU8.** the importance of problems, from colleagues perspective and how to provide support, where necessary, to resolve these

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** complete well written work with attention to detail
- GS2.** read instructions, guidelines/procedures
- GS3.** listen effectively and orally communicate information
- GS4.** make decisions on a suitable course of action or response
- GS5.** plan and organise work to achieve targets and deadlines
- GS6.** check that the work meets customer requirements
- GS7.** deliver consistent and reliable service to customers
- GS8.** apply problem solving approaches in different situations
- GS9.** apply balanced judgements to different situations
- GS10.** apply good attention to detail
- GS11.** check that the work is complete and free from errors
- GS12.** get work checked by peers
- GS13.** work effectively in a team environment

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective communication</i>	25	75	-	-
PC1. maintain clear communication with colleagues	4	10	-	-
PC2. work with colleagues	2	7	-	-
PC3. pass on information to colleagues in line with organisational requirements	3	8	-	-
PC4.. work in ways that show respect for colleagues	3	8	-	-
PC5. carry out commitments made to colleagues	2	8	-	-
PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons	2	8	-	-
PC7. identify problems in working with colleagues and take the initiative to solve these problems	4	9	-	-
PC8. follow the organisations policies and procedures for working with colleagues	3	9	-	-
PC9. ability to share resources with other members as per priority of tasks	2	8	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0002
NOS Name	Work effectively in a team
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	23/09/2013
Next Review Date	30/09/2015
NSQC Clearance Date	28/09/2015

Qualification Pack

ASC/N0003: Maintain a healthy, safe and secure working environment

Description

This NOS unit is about monitoring the working environment and making sure it meets requirements for health, safety and security

Scope

This unit/task covers the following:

- Resources (both material & manpower) needed to maintain a safe working environment as per the prevalent norms & government policies including emergency procedures for illness, accidents, fires or any other reason which may involve evacuation of the premises

Elements and Performance Criteria

Resources needed to maintain a safe, secure working environment

To be competent, the user/individual on the job must be able to:

- PC1.** comply with organisations current health, safety and security policies and procedures
- PC2.** report any identified breaches in health, safety, and security policies and procedures to the designated person
- PC3..** Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires, earthquakes etc.
- PC4.** identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority
- PC5.** report any hazards outside the individuals authority to the relevant person in line with organisational procedures and warn other people who may be affected
- PC6.** follow organisations emergency procedures for accidents, fires or any other natural calamity
- PC7.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC8.** complete all health and safety records are updates and procedures well defined

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislative requirements and organisations procedures for health, safety and security and individuals role and responsibilities in relation to this
- KU2.** what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace
- KU3.** how and when to report hazards
- KU4.** the limits of responsibility for dealing with hazards

Qualification Pack

- KU5.** the organisations emergency procedures for different emergency situations and the importance of following these
- KU6.** the importance of maintaining high standards of health, safety and security
- KU7.** implications that any non-compliance with health, safety and security may have on individuals and the organisation
- KU8.** different types of breaches in health, safety and security and how and when to report these
- KU9.** evacuation procedures for workers and visitors
- KU10.** how to summon medical assistance and the emergency services, where necessary
- KU11.** how to use the health, safety and accident reporting procedures and the importance of these

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** complete accurate, well written work with attention to detail
- GS2.** read instructions, guidelines/procedures/rules
- GS3.** listen and orally communicate information
- GS4.** make decisions on a suitable course of action or response
- GS5.** plan and organise work to achieve targets and deadlines
- GS6.** build and maintain positive and effective relationships with colleagues and customers
- GS7.** apply problem solving approaches in different situations
- GS8.** analyse data and activities
- GS9.** apply balanced judgements to different situations
- GS10.** apply good attention to detail
- GS11.** check that the work is complete and free from errors
- GS12.** get work checked by peers
- GS13.** work effectively in a team environment

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Resources needed to maintain a safe, secure working environment</i>	25	75	-	-
PC1. comply with organisations current health,safety and security policies and procedures	3	9	-	-
PC2. report any identified breaches in health,safety, and security policies and procedures to the designated person	3	10	-	-
PC3.. Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires,earthquakes etc.	3	10	-	-
PC4. identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	5	10	-	-
PC5. report any hazards outside the individuals authority to the relevant person in line with organisational procedures and warn other people who may be affected	3	9	-	-
PC6. follow organisations emergency procedures for accidents, fires or any other natural calamity	3	10	-	-
PC7. identify and recommend opportunities for improving health,safety, and security to the designated person	3	8	-	-
PC8. complete all health and safety records are updates and procedures well defined	2	9	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0003
NOS Name	Maintain a healthy, safe and secure working environment
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Auto Components/Aggregates Repair
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	20/07/2015

Qualification Pack

ASC/N1415: Assess damage to paint and identify repair and replacement needs

Description

This OS unit is about a painter assessing damage to paint and identify repairs/ replacement needs prior to start painting.

Scope

This unit/task covers the following:

- assess damage to vehicle in presence of Body Shop Incharge
- identify the repairs required to be done prior to start of painting

Elements and Performance Criteria

Assess damage to the vehicle and identify the repairs prior to painting

To be competent, the user/individual on the job must be able to:

- PC1.** . ensure that the vehicle is placed on a suitable platform, to carry out proper inspection and identify repair/ replacement needs
- PC2.**.. check the damaged areas where repairs and replacements maybe required prior to painting
- PC3.** . ensure that the surface is cleaned thoroughly to carry out proper inspection of the damaged areas
- PC4.** . use various tools and cleaners required for ensuring the repair/ replacement of the parts before the commencement of the paint process
- PC5.** . ensure that all surface not to be painted are covered with masking tape and paper (including glass, window trim, door handles, mirrors, grills) while carrying out the repair/ replacement of parts/ aggregates
- PC6.** . work in a way which minimises the risk of damage to the vehicle and other parts/ components
- PC7.** . seek assistance from a denter to assess damage to a body panel
- PC8.** . follow manufacturers instructions and correct procedures before replacing and installing vehicle parts

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures of the organisation/ dealership for inspection, and painting of vehicles or any other painted body panel
- KU2.** standard operating procedures for replacement of parts / aggregates as asmandated by the OEM which may be required to be dismantled while painting the vehicle or body panels
- KU3.** safety requirements for paint equipment and vehicular body parts/ other components which may require repairs prior to getting painted as prescribed by the OEM

Qualification Pack

- KU4.** documentation requirements for each procedure carried out as part of roles and responsibilities as specified for carrying out paint related jobs
- KU5.** organisational and professional code of ethics and standards of practice
- KU6.** safety and health policies and regulations for the workplace as well as for automotive trade in general (e.g. safe practices while working in pits/ under vehicles)
- KU7.** the overall functioning of various components/ aggregates in a vehicle which may have to be repaired/ replaced prior to the painting
- KU8.** the cleaning techniques used to prepare the vehicle
- KU9.** the various types of cleaners used to prepare the vehicle such as soap, water and degreaser
- KU10.** the various types of cleaners and their basic properties e.g. which cleaner to use on plastic substrate and which on metal
- KU11.** the type of cleaner used for particular contaminants
- KU12.** when to seek assistance from and work in coordination with a Dentist to assess damage and corrective action to be taken

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** record and document the requirements of any repair/ replacement related jobs, prior to the painting job that needs to be performed on the vehicle
- GS2.** write in at least one language
- GS3.** read instructions mentioned on the job card given by Service Advisor/Supervisors related to the repairs/ replacement of body parts or any other component/ aggregate that needs to be performed prior to the painting of the vehicle
- GS4.** interact with the Customer/ Service Advisor on the repair/ replacement of body parts or any other components/ aggregates as required
- GS5.** communicate the damage caused to vehicle and its body parts
- GS6.** specify the corrective measures required to repair/replace the body component
- GS7.** interact with team members both in workshop and body shop to work efficiently
- GS8.** decide which body components are to be repaired and which needs to be replaced before starting the actual painting work
- GS9.** decide which vehicle requires urgent attention basis the level of repair work to be performed keeping the overall delivery date in mind
- GS10.** work according to required schedule and location
- GS11.** organise the schedule according to the vehicular population and decide which vehicle needs urgent attention related to repair/ replacement work
- GS12.** ensure that customer needs regarding the repairs prior to the actual painting jobs are assessed and satisfactory service is provided
- GS13.** suggest to customer in case of damaged body part/ vehicle panel / aggregate whether it is better to repair and then paint it or it is better to just replace it, keeping the cost and durability factor in mind
- GS14.** inspect damaged vehicles and decide repairs and corrective action to be undertaken prior to starting the paint related work

Qualification Pack

- GS15.** inspect equipment to ensure proper working order and take any corrective actions as required
- GS16.** inspect vehicles which do not conform to OEM standards (e.g. customised vehicles) and decide on a service and repair schedule
- GS17.** check the usefulness of shop tools to see if they are suitable for work on new models of vehicles
- GS18.** evaluate the complexity of tasks to determine if it can be carried out
- GS19.** evaluate the total material/ labour costs involved in repairing/ replacing panel/ body component
- GS20.** evaluate the information gathered from the customer report/ job card and assess repairs
- GS21.** evaluate the repair estimate prior to the start of paint related jobs and decide whether to repair and paint the panel/ body part or just replace it

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assess damage to the vehicle and identify the repairs prior to painting</i>	25	75	-	-
PC1. . ensure that the vehicle is placed on a suitable platform, to carry out proper inspection and identify repair/ replacement needs	3	9	-	-
PC2.. check the damaged areas where repairs and replacements maybe required prior to painting	3	10	-	-
PC3. . ensure that the surface is cleaned thoroughly to carry out proper inspection of the damaged areas	3	10	-	-
PC4. . use various tools and cleaners required for ensuring the repair/ replacement of the parts before the commencement of the paint process	4	11	-	-
PC5. . ensure that all surface not to be painted are covered with masking tape and paper (including glass, window trim, door handles, mirrors, grills) while carrying out the repair/ replacement of parts/ aggregates	3	10	-	-
PC6. . work in a way which minimises the risk of damage to the vehicle and other parts/ components	3	9	-	-
PC7. . seek assistance from a denter to assess damage to a body panel	3	8	-	-
PC8. . follow manufacturers instructions and correct procedures before replacing and installing vehicle parts	3	8	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N1415
NOS Name	Assess damage to paint and identify repair and replacement needs
Sector	Automotive
Sub-Sector	Auto Finance and Insurance
Occupation	vehicle insurance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	

Qualification Pack

ASC/N1417: Carry out painting work on vehicles and replace/install painted body panels

Description

This OS unit is about the Painter carrying out painting work on vehicles and replace/ and install the painted body panels. It also includes carrying out specialised painting jobs in workshops which have specialised paint-shops within the body shop

Scope

This unit/task covers the following:

- paint and refinish automotive vehicle bodies and install the painted vehicle parts
- specialized painting jobs in workshops which have specialised paint-shops within the body-shop

Elements and Performance Criteria

Painting work on the parts and install the painted body panels

To be competent, the user/individual on the job must be able to:

- PC1.** . ensure that the vehicle is placed on a suitable platform, before the painting actually starts
- PC2.** . ensure that all the tools and equipment required is prepared, tested and adjusted, following manufacturers instructions prior to use, which includes: Painting equipment Paint Sanding and polishing tools Any other safety equipment
- PC3.** . ensure that the vehicle or body surface is free from any dust and dents prior to the actual painting
- PC4..** ensure that the dents (if found on the body surface) is repaired before starting to paint
- PC5.** . protect the vehicle and its contents when carrying out the repair of minor paint defects to paint surfaces
- PC6..** ensure that the sanding of the paint (ideally removing the paint to the bare metal, original primer) is done, sufficiently so that new paint adheres to it
- PC7.** . ensure that the surface is cleaned thoroughly, using mineral spirits or denatured alcohol to make sure that there is no oil (including body oils from fingers and hands) on the surface
- PC8.** . ensure that all surface not to be painted are covered with masking tape and paper (including glass, window trim, door handles, mirrors, grills) and ensure that there are no holes in the masking tape and paper to allow overspray to get through
- PC9.** . prime the surface with a corrosion resistant, self-etching primer after removing all paint down to bare metal by applying enough paint to fill scratches or pits left in the preparation process.
- PC10..** ensure that primer is cured thoroughly (as some primers might require recoating or applying fresh coat after a certain period)
- PC11.** . ensure that the surface is clean to remove any dust or oil that might have accumulated during priming
- PC12.** . ensure that prepared finished paint for spraying is sprayed on the vehicle/ body surface (using proper hardener/ catalyst in case the specific automotive enamel requires it)

Qualification Pack

- PC13.** . ensure the paint surface finish produced is free from dust and contamination between the beginning of the painting process and tack-free time
- PC14.** . polish the paint using a rubbing compound either by hand or through buffing machines/ power polishers especially on the edges
- PC15.**.. use suitable sources of technical information to support repair and replacement of vehicle parts
- PC16.** . work in a way which minimises the risk of damage to the vehicle and other parts/ components
- PC17.**.. confirm that all the tools and equipment required are safe prior to use
- PC18.** . follow manufacturers instructions and correct procedures before replacing and installing vehicle parts
- PC19.** . correctly fit and balance the replaced and refitted parts

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures of the organisation/ dealership for inspection, and painting of vehicles or any other painted body panel
- KU2.** standard operating procedures for replacement of parts/ aggregates as mandated by the OEM which may be required to be dismantled while painting the vehicle or body panels
- KU3.** safety requirements for equipments (including sanding and polishing tools) and various paints and allied materials (primer, varnish, mineral oils, sand paper etc.) as prescribed by the OEM
- KU4.** documentation requirements for each procedure carried out as part of roles and responsibilities as specified for carrying out paint related jobs
- KU5.** organisational and professional code of ethics and standards of practice
- KU6.** safety and health policies and regulations for the workplace as well as for automotive trade in general (e.g. safe practices while working in pits/ under vehicles)
- KU7.** the overall functioning of various components/ aggregates in a vehicle (as they may be affected while the surface is being painted)
- KU8.** basic technology used in the overall functioning of various types painting equipment
- KU9.** sanding techniques (along with filling & chiselling techniques) and various types of sandpaper to be used for a particular surface
- KU10.** various dust prevention techniques between the beginning of the painting process and tack-free time
- KU11.** various paints and their specific requirements including timing of the coat and the equipment/ tools used for each of the following: Primer (which acts as a leveller or protector and is the first coat to be applied) Solid Basecoat Paint (contains visual properties of colour and doesn't have any other effects) Metallic Basecoat Paint (contains aluminium flakes to create a sparkling and grainy effect called as metallic look) Clear Coat Paint (sprayed over the base paint to give a glossy or transparent coating)
- KU12.** process of auto spray painting
- KU13.** knowledge in mixing variation of colours and their effects on the painted surface

Qualification Pack

- KU14.** various refinishing methods which may enhance the look and feel of the painted/ coated surface
- KU15.** various rust prevention techniques in the long run

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** record and document the requirements of paint related jobs that needs to be performed on the vehicle
- GS2.** write in at least one language
- GS3.** read instructions mentioned on the job card given by Service Advisor/Supervisorsto the paint related jobs to be performed
- GS4.** interact with the Customer/ Service Advisor
- GS5.** communicate the damage caused to vehicle and its body parts
- GS6.** specify the corrective measures required to repair/replace the body component
- GS7.** interact with team members both in the workshop and the bodyshopto work efficiently
- GS8.** decide which body components are to be repaired and which needs to be replaced before starting the actual painting work
- GS9.** identify whether the surface is clean enough using mineral spirits or denatured alcohol to make sure that there is no oil (including body oils from fingers and hands)on the surface
- GS10.** identify the correct level of priming required and to what levels curing is required (as some primers might require recoating or applying fresh coat after a certain period)
- GS11.** identify type of paint (colour, texture etc.) to be used incorporating the customers preference
- GS12.** work according to required schedule and location
- GS13.** organise the schedule according to the vehicular population on which paint related work needs to be performed keeping the overall delivery date in mind
- GS14.** ensure that customer needs regarding the painting related jobsare assessed and satisfactory service is provided
- GS15.** suggest to customer incase of suitability of a better variety of paints/ polishing materials keeping the cost and durability factor in mind
- GS16.** inform the customer incase of time to be taken for the paint process to be complete with proper quality
- GS17.** inspect damaged vehicles and decide corrective action to be undertaken with respect to painting jobs
- GS18.** inspect equipment to ensure proper working order and take any corrective actions as required
- GS19.** inspect vehicles which do not conform to OEM standards (e.g. customised vehicles) and decide on a the correct method to be adopted for painting
- GS20.** check the usefulness of shop tools to see if they are suitable for work on new models of vehicles
- GS21.** evaluate the complexity of tasks to determine if they can successfully carry them out
- GS22.** evaluate the information gathered from the customer report/ job card and assess repairs

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Painting work on the parts and install the painted body panels</i>	20	80	-	-
PC1. . ensure that the vehicle is placed on a suitable platform, before the painting actually starts	1	4	-	-
PC2. . ensure that all the tools and equipment required is prepared, tested and adjusted, following manufacturers instructions prior to use, which includes: Painting equipment Paint Sanding and polishing tools Any other safety equipment	2	4	-	-
PC3. . ensure that the vehicle or body surface is free from any dust and dents prior to the actual painting	1	4	-	-
PC4.. ensure that the dents (if found on the body surface) is repaired before starting to paint	1	4	-	-
PC5. . protect the vehicle and its contents when carrying out the repair of minor paint defects to paint surfaces	1	4	-	-
PC6.. ensure that the sanding of the paint (ideally removing the paint to the bare metal, original primer) is done, sufficiently so that new paint adheres to it	1	5	-	-
PC7. . ensure that the surface is cleaned thoroughly, using mineral spirits or denatured alcohol to make sure that there is no oil (including body oils from fingers and hands) on the surface	1	4	-	-
PC8. . ensure that all surface not to be painted are covered with masking tape and paper (including glass, window trim, door handles, mirrors, grills) and ensure that there are no holes in the masking tape and paper to allow overspray to get through	1	4	-	-
PC9. . prime the surface with a corrosion resistant, self-etching primer after removing all paint down to bare metal by applying enough paint to fill scratches or pits left in the preparation process.	1	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. ensure that primer is cured thoroughly (as some primers might require recoating or applying fresh coat after a certain period)	1	4	-	-
PC11. ensure that the surface is clean to remove any dust or oil that might have accumulated during priming	1	4	-	-
PC12. ensure that prepared finished paint for spraying is sprayed on the vehicle/ body surface (using proper hardener/ catalyst in case the specific automotive enamel requires it)	1	5	-	-
PC13. ensure the paint surface finish produced is free from dust and contamination between the beginning of the painting process and tack-free time	1	4	-	-
PC14. polish the paint using a rubbing compound either by hand or through buffing machines/ power polishers especially on the edges	1	5	-	-
PC15. use suitable sources of technical information to support repair and replacement of vehicle parts	1	4	-	-
PC16. work in a way which minimises the risk of damage to the vehicle and other parts/ components	1	4	-	-
PC17. confirm that all the tools and equipment required are safe prior to use	1	4	-	-
PC18. follow manufacturers instructions and correct procedures before replacing and installing vehicle parts	1	4	-	-
PC19. correctly fit and balance the replaced and refitted parts	1	4	-	-
NOS Total	20	80	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N1417
NOS Name	Carry out painting work on vehicles and replace/install painted body panels
Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service & Repair
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	

Qualification Pack

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0001.Plan and organise work to meet expected outcomes	25	75	-	-	100	10
ASC/N0002.Work effectively in a team	25	75	-	-	100	10
ASC/N0003.Maintain a healthy,safe and secure working environment	25	75	-	-	100	15

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N1415.Assess damage to paint and identify repair and replacement needs	25	75	-	-	100	20
ASC/N1417.Carry out painting work on vehicles and replace/install painted body panels	20	80	-	-	100	45
Total	120	380	-	-	500	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

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.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	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.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.