

Qualification Pack



Body Shop In-Charge

QP Code: ASC/Q1413

Version: 1.0

NSQF Level: 7

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

Qualification Pack

Contents

ASC/Q1413: Body Shop In-Charge	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/N0005: Supervise and evaluate performance	17
ASC/N1422: Manage Body Shop Operations	22
Assessment Guidelines and Weightage	29
<i>Assessment Guidelines</i>	29
<i>Assessment Weightage</i>	29
Acronyms	31
Glossary	32

Qualification Pack

ASC/Q1413: Body Shop In-Charge

Brief Job Description

A Body Shop In-charge manages and supervises functioning of Body Shop and manages Body Shop personnel. The individual should maximise profit through the effective operation of the Body shop by satisfying customer expectations. The individual should promote and develop an environment where the employees can excel. The individual should also maximise the growth of revenue through new customers/ accounts

Personal Attributes

An individual on this job must have good communication and interpersonal skills in addition to being a team player, as the job requires coordination with various internal and external stakeholders to ensure timely and cost effective repair in the Body shop. The individual must have a technical bend of mind to understand the technical aspects of the of the vehicle especially related to body parts .The individual should have participative leadership skills to lead an effective team of Denter, Painter and Technicians keeping their motivation levels higher. The individual must also have some financial knowledge to understand and monitor the overall profitability of the Body Shop.

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/N0005: Supervise and evaluate performance](#)
5. [ASC/N1422: Manage Body Shop Operations](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service and Repair
Country	India
NSQF Level	7

Qualification Pack

Aligned to NCO/ISCO/ISIC Code	NCO-2015/3115.0104
Minimum Educational Qualification & Experience	Graduate with 10-15 Years of experience For other qualifications OR Diploma (Automotive/Mechanical Engineering) with 2-3 years of experience ASDC Body Shop In-charge certificate or Post graduate degree/Diploma in automotive or mechanical engineering
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	On the job training Desirable for ASDC Body Shop In-charge certificate level 7 or Post graduate degree/Diploma in automotive or mechanical engineering Compulsory for all other qualifications
Minimum Job Entry Age	18 Years
Last Reviewed On	19/07/2013
Next Review Date	30/06/2020
Deactivation Date	30/06/2020
NSQC Approval Date	05/08/2015
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/N0005: Supervise and evaluate performance

Description

This NOS unit is about an individual who supervise and evaluate the performance of subordinates to ensure higher levels of motivation.

Scope

This unit/task covers the following:

- supervise all activities performed by subordinates and reporting executives and evaluate their performance
- ensure and implement strict adherence of all activities performed by subordinates to organisational guidelines

Elements and Performance Criteria

Supervise & evaluate performance of all subordinates and reporting executives

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

- PC1..** set goals and targets as per organisational directives for all reporting executives
- PC2..** create quantified measures and metrics to analyse the performance delivered by subordinates
- PC3..** set tangible and achievable incentives for subordinates as per the goals and targets assigned
- PC4..** ensure and implement strict adherence of all activities performed by subordinates to organisational guidelines
- PC5..** monitor and supervise all the activities performed by subordinates and ensure optimisation to achieve the set goals
- PC6.** evaluate performance of subordinates and reporting executives on the designed measures and metrics as per the guidelines of the organization
- PC7..** assist and support reporting executives whenever necessary or applicable
- PC8..** document all performance indicators and metrics of subordinates in the prescribed format of organisation
- PC9..** perform all appraisal related process flow for subordinates, as per respective performance documents
- PC10.** handover all the documents and appropriate support measures to human resources department for official records
- PC11.** ensure and implement proper process flow for feedbacks and queries received from subordinates

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** standard operating procedures of the organisation for appraisals, incentives, promotions and performance evaluation
- KU2.** operating procedures for query and problem reporting and their redressal in the organisation
- KU3.** framework and guidelines prescribed by the organisation for query and problem redressal
- KU4.** framework and guidelines prescribed by the organisation for performance evaluations and based appraisals out of it
- KU5.** documentation requirements for each procedure carried out as part of roles and responsibilities
- KU6.** institutional and professional code of ethics and standards of practice
- KU7.** safety and health policies and regulations for the workplace
- KU8.** documentation requirements for appraisals and other performance evaluations of various subordinate positions
- KU9.** process flow for performance evaluation, documentation and appraisals related with them
- KU10.** subordinate and reporting executives problems and queries and documenting it in the organisations prescribed format
- KU11.** redressal documentations mechanisms available in the organization and acting accordingly in a timely manner
- KU12.** software or Format such as MS Word, Excel, PowerPoint and Management Information System (MIS) as prescribed by the organization

Generic Skills (GS)

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

- GS1.** communicate information and ideas in writing so that the subordinates and peers can understand
- GS2.** create documents required on the job (including requirement sheets, query sheets, response or feedback sheets etc.)
- GS3.** write at least one local language
- GS4.** read reviews from subordinates in terms of their requirements, queries and feedbacks
- GS5.** read appraisal documents related with any of subordinating position
- GS6.** read policies and regulations pertinent to the job
- GS7.** interact with all subordinates to understanding their requirements, queries and feedbacks on various aspects within the organisation
- GS8.** interact with organisations internal stakeholders to ensure efficient performance evaluation of the subordinates leading to higher levels of satisfaction and motivation
- GS9.** analyse information and evaluate results amongst the various available options or metrics on the performance indicators to choose best way to motivate subordinates through: rewards and recognition schemes promotion transfer to other work stream nominate for an executive training any other monetary or non-monetary benefits
- GS10.** plan work on a daily basis to ensure higher levels of motivated within the teams supervising wherever required and giving freedom and independence to the subordinates to ensure high quality work output with minimum superior guidance leading to holistic development of the subordinate

Qualification Pack

- GS11.** ensure all activities performed by subordinates and reporting executives is in sync with broader organisational goals to ensure higher customer satisfaction
- GS12.** analyse all the queries or problems posted by subordinates and find an appropriate solution acceptable to the subordinates
- GS13.** deliver and act as per the organisation provided/guided resolutions
- GS14.** evaluate and identify all key requirements of the subordinates and try to solve various issues to ensure higher motivational levels
- GS15.** assess additional cost burden as a result of various incentives schemes and other rewards & recognition schemes for the subordinates and take an optimum decision to ensure the overall profitability of the organisation
- GS16.** assess additional cost burden as a result of various incentives schemes and other rewards & recognition schemes for the subordinates and take an optimum decision to ensure the overall profitability of the organisation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise & evaluate performance of all subordinates and reporting executives</i>	30	70	-	-
PC1.. set goals and targets as per organisational directives for all reporting executives	4	7	-	-
PC2.. create quantified measures and metrics to analyse the performance delivered by subordinates	4	7	-	-
PC3.. set tangible and achievable incentives for subordinates as per the goals and targets assigned	3	8	-	-
PC4.. ensure and implement strict adherence of all activities performed by subordinates to organisational guidelines	3	8	-	-
PC5.. monitor and supervise all the activities performed by subordinates and ensure optimisation to achieve the set goals	3	8	-	-
PC6. evaluate performance of subordinates and reporting executives on the designed measures and metrics as per the guidelines of the Organization	3	7	-	-
PC7.. assist and support reporting executives whenever necessary or applicable	2	5	-	-
PC8.. document all performance indicators and metrics of subordinates in the prescribed format of organisation	2	5	-	-
PC9.. perform all appraisal related process flow for subordinates, as per respective performance documents	2	5	-	-
PC10. handover all the documents and appropriate support measures to human resources department for official records	1	5	-	-
PC11. ensure and implement proper process flow for feedbacks and queries received from subordinates	3	5	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0005
NOS Name	Supervise and evaluate performance
Sector	Automotive
Sub-Sector	Auto Components (Manufacturers & Dealers)
Occupation	Auto Components After Market Sales & Service
NSQF Level	7
Credits	TBD
Version	1.0
Last Reviewed Date	26/07/2013
Next Review Date	26/07/2015
NSQC Clearance Date	

Qualification Pack

ASC/N1422: Manage Body Shop Operations

Description

This OS unit is about an individual supervising and managing the overall body shop operations including the repair and refurbishing of accidental vehicles

Scope

This unit/task covers the following:

- manage overall process, operations and manpower at the body shop including dealing with the accidental vehicles
- liaise with external stakeholders like insurance companies in case of accidental vehicles or any others for denting/ painting on the vehicle

Elements and Performance Criteria

Manage overall body shop operations including process and manpower

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

- PC1.** . monitor overall body shop operations including the accidental vehicles
- PC2..** manage body shop personnel across various level (including denter/ painter) keeping the volume of vehicles and financial profitability in mind: identify manpower gaps amongst the mechanics and denter/ painter staff various body shop related jobs recruit trained personnel who are competent enough to carry out the overall repair process including those of the accidental vehicles allocate the Supervisors/ Service Advisors/ Mechanics/ Technical Specialist from the vehicle workshop in coordination with the workshop in charge in case of requirement
- PC3. .** ensure timely communication of incentive schemes and proper distribution of the rewards / incentives to maintain higher levels of motivation amongst the body shop employees
- PC4. .** evaluate performance of body shop personnel and ensure training needs are assessed for existing employees & actual training for the newly recruited manpower for various kinds of jobs performed in the body shop
- PC5. .** assist in the correct evaluation of the extent of damage in an accidental vehicle and provide comprehensive explanations to the Insurance Claim Inspector
- PC6. .** ensure that the scope of repair is properly documented and conveyed to the customer and insurance company (in case of any minor damage or accident)
- PC7..** ensure a fair distribution of work between all Technicians, commensurate with their skills and experience and to a Specialist in the workshop in case the Body Shop Technicians are unable to handle it
- PC8. .** ensure work on repair orders is performed with efficiency, accuracy, and high quality, and in accordance with Dealership, Insurance Company, And Organisation Standards
- PC9..** review work on all accidental vehicles (major & minor) and understand the reason of delay and escalate in case of delay due to either the non-availability of spares/ other components, pendency from the insurance side any other reason

Qualification Pack

- PC10.** . ensure adequate stocking of Spare Parts generally used in the body shop in coordinate with the Parts Manager
- PC11.** . assist in ensuring maintenance of Dealership-owned tools and manuals for various components/ aggregates
- PC12..** liaise with both Internal (workshop manager, spare parts manager, service advisor, workshop supervisors, etc.) and external stakeholders (spare parts distributor, OEM field service team, insurance inspectors etc.) to ensure smooth functioning of body shop
- PC13.** . report to the superior on overall functioning of the Workshop and on any requirements/ challenges/ problems faced which needs his attention

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures of the Organisation/ Dealership for inspection, repair and refurbishment of vehicles (including major and minor accidental vehicles)
- KU2.** standard operating procedures for repair, refurbishment and replacement of various auto parts/ aggregates including those involving accidental vehicle
- KU3.** safety requirements for equipment required for the safe functioning of the body shop
- KU4.** documentation requirements for each procedure carried out as part of roles and responsibilities regarding the repair, refurbishment and replacement of the vehicles across various job roles in a workshop
- 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 technical specifications of various OEM vehicular products as well as those manufactured by the competitors
- KU8.** the basic technology used in the overall functioning of various components/ aggregates (especially the core aggregates like engine, gear box, propeller shaft, clutch and brake assembly, transmission systems, axles etc.)
- KU9.** how to keep records and ensure that following services are performed as per the customer requirements: sheet metal repair aluminum repair bumper and plastic repair frame and unibody repair full paint services (except complete paint jobs) complete mechanical services - suspension - engine diagnostics - airbags - brakes and ABS - cooling system - A/C glass replacement headlight reconditioning (for faded or discolored lenses) hail damage repair paint-less dent repair window tinting pinstriping detailing
- KU10.** how to train and provide guidance to the Body Shop employees and staff in all matters relating to the overall automotive and repair, refurbishment of components/ aggregates in the OEM vehicle
- KU11.** how to ensure and monitor effective use of the tools and equipments required in the body shop
- KU12.** the co-ordination required with the workshop personnel to ensure timely delivery of the vehicle reporting to the body shop including those for any major or minor accidental work
- KU13.** how to create regular reports on service and workshop performance basis the vehicles attended by the workshop

Qualification Pack

Generic Skills (GS)

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

- GS1.** communicate information and ideas in writing so others will understand
- GS2.** prepare the detailed initial inspection reports (as desired by the specific insurance company) or cost estimates for the damaged/ accidental post diagnosis
- GS3.** sort approvals for the repair or refurbishment of the vehicles post the initial report
- GS4.** prepare the overall profitability report for the body shop including the vehicle inflow, spare parts consumption and the strategy highlighting the way forward to increase the overall profitability
- GS5.** write in at least one language
- GS6.** read instructions mentioned on the job card given by Service Advisor/Supervisors
- GS7.** read & understand various reports and details mentioned on the job card, Technician notes and Auto parts/ aggregates to be replaced or refurbished
- GS8.** interact with the customers in a professional and courteous manner even for the irate customers
- GS9.** interact with various Stakeholders (Including Insurance Inspector, OEM, Auto Components Field Service Manpower or any other external agency) regarding the initial cost estimates and need for repair or refurbishment of the vehicles interact with team members to work efficiently
- GS10.** interact with the Dealer & OEM distributor Spare Parts Manager/ OEM Spare Parts Manager/ Auto Components Spares Manager to ensure early dispatch of pending spare parts placed under Accidental VOR (Vehicle Off-Road)
- GS11.** decide training needs for Body Shop employees and staffing needs
- GS12.** decide whether the accidental vehicle is under total loss/ partial loss which would decide on whether to repair a component/ aggregate or substitute/ replace it with a new/ refurbished component/ aggregate
- GS13.** decide when to report to the General Manager on functioning of the body shop and on any requirements, challenges and problems
- GS14.** decide the optimised process at the bodyshop to ensure smooth operations
- GS15.** plan work according to the required schedule and location
- GS16.** plan the daily operations at the body shop in the morning to ensure the smooth flow of reported vehicles (including both with major or minor accidents)
- GS17.** ensure that service provided is of the highest order to ensure higher levels of customer satisfaction
- GS18.** ensure financial aspects for the repair/ refurbishment of the vehicle basis the compensation amount provided by the insurance company is conveyed to the customer to get the go ahead on repair of the damaged vehicle
- GS19.** ensure proper tie-up with towing agencies to tow the damaged vehicles to the Body Shop for repair / refurbishment
- GS20.** identify complex problems and reviewing related information to develop and evaluate options and implement solutions
- GS21.** determine the critically damaged vehicles which need urgent action and take an appropriate decision

Qualification Pack

- GS22.** liaison with the Insurance Companies, Workshop, OEM Spares Or Auto Component Field Sales functions to ensure the vehicles proper arrangements and documentation for the vehicles reporting to the Body Shop
- GS23.** analyse available information and evaluate results to identify the best possible solution for each of the damaged vehicle reporting to the Body Shop analyse requirements of the personnel in the workshop or get the job done from outside taking the cost and task complexity into consideration
- GS24.** evaluate the complexity of tasks to be performed in the Body Shop to determine its feasibility with respect to cost and time taken
- GS25.** use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- GS26.** evaluate the information gathered from the customer report/ job card, insurance inspectors report to take the appropriate decision on the repair/ refurbishment to be done on the vehicle

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage overall body shop operations including process and manpower</i>	30	70	-	-
PC1. . monitor overall body shop operations including the accidental vehicles	4	8	-	-
PC2.. manage body shop personnel across various level (including denter/ painter) keeping the volume of vehicles and financial profitability in mind: identify manpower gaps amongst the mechanics and denter/ painter staff various body shop related jobs recruit trained personnel who are competent enough to carry out the overall repair process including those of the accidental vehicles allocate the Supervisors/ Service Advisors/ Mechanics/ Technical Specialist from the vehicle workshop in coordination with the workshop incharge in case of requirement	4	8	-	-
PC3. . ensure timely communication of incentive schemes and proper distribution of the rewards / incentives to maintain higher levels of motivation amongst the body shop employees	2	5	-	-
PC4. . evaluate performance of body shop personnel and ensure training needs are assessed for existing employees & actual training for the newly recruited manpower for various kinds of jobs performed in the body shop	2	5	-	-
PC5. . assist in the correct evaluation of the extent of damage in an accidental vehicle and provide comprehensive explanations to the Insurance Claim Inspector	2	5	-	-
PC6. . ensure that the scope of repair is properly documented and conveyed to the customer and insurance company (in case of any minor damage or accident)	2	5	-	-
PC7.. ensure a fair distribution of work between all Technicians, commensurate with their skills and experience and to a Specialist in the workshop in case the Body Shop Technicians are unable to handle it	2	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC8. . ensure work on repair orders is performed with efficiency, accuracy, and high quality, and in accordance with Dealership, Insurance Company, And Organisation Standards	2	5	-	-
PC9.. review work on all accidental vehicles (major & minor) and understand the reason of delay and escalate in case of delay due to either the non-availability of spares/ other components, pendency from the insurance side any otherreason	3	5	-	-
PC10. . ensure adequate stocking of Spare Parts generally used in the body shop in coordinate with the Parts Manager	2	5	-	-
PC11. . assist in ensuring maintenance of Dealership-owned tools and manuals for various components/ aggregates	2	5	-	-
PC12.. liaise with both Internal (workshop manager, spare parts manager, service advisor, workshop supervisors, etc.) and external stakeholders (spare parts distributor, OEM field service team, insurance inspectors etc.) to ensure smooth functioning of body shop	2	5	-	-
PC13. . report to the superior on overall functioning of the Workshop and on any requirements/ challenges/ problems faced which needs his attention	1	4	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N1422
NOS Name	Manage Body Shop Operations
Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service & Repair
NSQF Level	7
Credits	TBD
Version	1.0
Last Reviewed Date	19/07/2013
Next Review Date	19/07/2015
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.

Recommended Pass % : 75

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	15
ASC/N0002.Work effectively in a team	25	75	-	-	100	15
ASC/N0003.Maintain a healthy,safe and secure working environment	25	75	-	-	100	15
ASC/N0005.Supervise and evaluate performance	30	70	-	-	100	15

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N1422.Manage Body Shop Operations	30	70	-	-	100	40
Total	135	365	-	-	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.