

## Qualification Pack



# Automotive Paintshop Assistant

QP Code: ASC/Q3302

Version: 1.0

NSQF Level: 2

Automotive Skills Development Council || Automotive Skills Development Council, Sat Paul Mittal Building, 1/6, Siri Institutional Area  
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## Qualification Pack

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## Qualification Pack

### ASC/Q3302: Automotive Paintshop Assistant

#### Brief Job Description

A paint shop assistant technician will be involved in BIW Inspection, loading of the body in the conveyor and processes of Sealing and Sanding of the vehicle part.

#### Personal Attributes

The person should have the following attributes Correct and proper Vision, no color blindness, dexterity, non allergic to chemicals, paints and thinner, able to read and right basic language

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [ASC/N0006: Maintain a safe and healthy working environment](#)
2. [ASC/N0008: Conduct regular cleaning and maintenance of the equipment](#)
3. [ASC/N0021: Maintain 5S at the work premises](#)
4. [ASC/N3303: Support the Operator in the Pre-Treatment Process](#)
5. [ASC/N3304: Support the operator/ painter in Body Surface Preparation, Sealant Application and Sanding Operation](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing
<b>Occupation</b>	Painting
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7132.0901
<b>Minimum Educational Qualification &amp; Experience</b>	8th Class with 0-6 Months of experience Not applicable
<b>Minimum Level of Education for Training in School</b>	

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<b>Pre-Requisite License or Training</b>	5S and Safety Basics on painting process and painting mixing etc. Material handling techniques
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	20/07/2013
<b>Next Review Date</b>	30/06/2020
<b>Deactivation Date</b>	30/06/2020
<b>NSQC Approval Date</b>	20/07/2015
<b>Version</b>	1.0

## Qualification Pack

### ASC/N0006: Maintain a safe and healthy working environment

#### 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

#### Elements and Performance Criteria

##### *Identify and report the risks identified*

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

- PC1..** Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise
- PC2.** Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc
- PC3.** Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations
- PC4.** Create awareness amongst other by sharing information on the identified risks

##### *Create and sustain a Safe, clean and environment friendly work place*

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

- PC5..** Follow the instructions given on the equipment manual describing the operating process of the equipments
- PC6..** Follow the Safety, Health and Environment related practices developed by the organization
- PC7.** Operate the machine using the recommended Personal Protective Equipments (PPE)
- PC8. .** Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc
- PC9.** Maintain high standards of personal hygiene at the work place
- PC10.** Ensure that the waste disposal is done in the designated area and manner as per organization SOP.
- PC11.** Inform appropriately the medical officer/ HR in case of self or an employees illness of contagious nature so that preventive actions can be planned for others

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant standards, procedures and policies related to Health, Safety and Environment followed in the company

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- KU2.** basic knowledge of Safety procedures( fire fighting, first aid) within the organization
- KU3.** knowledge of various types of PPEs and their usage
- KU4.** basic knowledge of risks/hazards associated with each occupation in the organization
- KU5.** how to safely operate various tools and machines and risks associated with the tools/ equipment
- KU6.** knowledge of personal hygiene and how an individual can contribute towards creating a highly safe and clean working environment

## Generic Skills (GS)

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

- GS1.** write basic level notes and observations
- GS2.** read safety instructions put up across the plant premises
- GS3.** read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated
- GS4.** effectively communicate information to team members
- GS5.** inform employees in the plant and concerned functions about events, incidents & potential risks observed related to Safety, Health and Environment.
- GS6.** question operator/ supervisor in order to understand the safety related issues
- GS7.** attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs
- GS8.** use common sense and make judgments during day to day basis
- GS9.** use reasoning skills to identify and resolve basic problems
- GS10.** use common sense and make judgments during day to day basis
- GS11.** use reasoning skills to identify and resolve basic problems

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify and report the risks identified</i>	<b>8</b>	<b>23</b>	-	-
<b>PC1..</b> Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise	3	6	-	-
<b>PC2.</b> Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc	2	6	-	-
<b>PC3.</b> Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations	2	6	-	-
<b>PC4.</b> Create awareness amongst other by sharing information on the identified risks	1	5	-	-
<i>Create and sustain a Safe, clean and environment friendly work place</i>	<b>17</b>	<b>52</b>	-	-
<b>PC5..</b> Follow the instructions given on the equipment manual describing the operating process of the equipments	3	7	-	-
<b>PC6..</b> Follow the Safety, Health and Environment related practices developed by the organization	3	8	-	-
<b>PC7.</b> Operate the machine using the recommended Personal Protective Equipments (PPE)	3	8	-	-
<b>PC8. .</b> Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc	2	8	-	-
<b>PC9.</b> Maintain high standards of personal hygiene at the work place	2	7	-	-
<b>PC10.</b> Ensure that the waste disposal is done in the designated area and manner as per organization SOP.	3	8	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> Inform appropriately the medical officer/ HR in case of self or an employees illness of contagious nature so that preventive actions can be planned for others	1	6	-	-
<b>NOS Total</b>	<b>25</b>	<b>75</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N0006
<b>NOS Name</b>	Maintain a safe and healthy working environment
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing
<b>Occupation</b>	Maintenance
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	15/09/2013
<b>Next Review Date</b>	15/09/2015
<b>NSQC Clearance Date</b>	20/07/2015

## Qualification Pack

# ASC/N0008: Conduct regular cleaning and maintenance of the equipment

## Description

This NOS is about systematically arranging the equipment in proper area, cleaning the process equipment & auxiliaries on a regular basis and doing basic level maintenance of the equipment, recording any problems related to equipment working

## Scope

The role holder will be responsible for Storing the equipment in the proper condition Regular cleaning and maintenance of equipment and work area

## Elements and Performance Criteria

### *Storing equipment in proper condition*

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

- PC1..** arrange all equipment in a proper order as indicated in the equipment manual
- PC2. .** store equipment auxiliaries and spare parts in proper designated areas
- PC3..** clearly tag process related equipment parts/ spare parts as per part number or serial number so that sorting of equipment becomes easy
- PC4.** cover equipment so that there is limited dust collection and moisture contact

### *Regular cleaning of the equipments and work area*

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

- PC5.** regularly clean the equipment and process auxiliaries to remove any dust, moisture, waste material which would have got collected on the equipment
- PC6.** regularly open the equipment and clean the internal parts of the equipment
- PC7.** regularly clean the working area under the process and create a healthy, clean and safe working environment

### *Conduct regular preventive maintenance of equipments*

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

- PC8..** check the working of all bearing, rollers, shafts etc and oil all moving parts of the equipment on a periodic basis
- PC9..** check the working of non moving parts and periodically conduct preventive maintenance to prevent machine failure
- PC10.** periodically check the equipment calibration and report any errors to the maintenance teams for rectification

### *Recording observations and preparing MIS*

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

- PC11.** prepare periodic log sheets of equipment maintenance dates, maintenance schedules and maintenance activity conducted on the equipment

## Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** relevant standards and procedures followed in the company for the process of maintenance and equipment storage
- KU2.** functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution
- KU3.** basic level maintenance and cleaning techniques
- KU4.** various solvents, chemicals, lubricants etc. used during the maintenance processes
- KU5.** procedure for arranging the equipment and spare parts in the prescribed manner including tagging and numbering of machine parts & spares
- KU6.** safety precautions to be taken during cleaning and maintenance activities

## Generic Skills (GS)

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

- GS1.** note equipment part codes, name tags etc. in the prescribed formats and records for the same
- GS2.** note observations related to equipment performance, breakdown, cleaning and maintenance schedules etc. in the prescribed MIS format
- GS3.** read equipment manuals and process documents to understand the equipment and processes better
- GS4.** read instructions especially safety instructions related to equipment cleaning and maintenance
- GS5.** discuss task lists and job requirements with co-workers
- GS6.** effectively communicate information to team members
- GS7.** listen and analyse any noise and vibrations in the equipment and report the same to the maintenance team for preventive action
- GS8.** attentively listen with full attention and comprehend the information given by the speaker
- GS9.** plan and organize the work order and jobs received from the Operator
- GS10.** organize all process/ equipment manuals so that sorting/ accessing information is easy as per the part/ machine number in the specified format in the designated area
- GS11.** use common sense and make judgments during day to day basis
- GS12.** use reasoning skills to identify and resolve basic problems

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Storing equipment in proper condition</i>	<b>7</b>	<b>30</b>	-	-
<b>PC1..</b> arrange all equipment in a proper order as indicated in the equipment manual	2	8	-	-
<b>PC2. .</b> store equipment auxiliaries and spare parts in proper designated areas	2	8	-	-
<b>PC3..</b> clearly tag process related equipment parts/ spare parts as per part number or serial number so that sorting of equipment becomes easy	2	7	-	-
<b>PC4.</b> cover equipment so that there is limited dust collection and moisture contact	1	7	-	-
<i>Regular cleaning of the equipments and work area</i>	<b>6</b>	<b>22</b>	-	-
<b>PC5.</b> regularly clean the equipment and process auxiliaries to remove any dust, moisture, waste material which would have got collected on the equipment	2	8	-	-
<b>PC6.</b> regularly open the equipment and clean the internal parts of the equipment	2	7	-	-
<b>PC7.</b> regularly clean the working area under the process and create a healthy, clean and safe working environment	2	7	-	-
<i>Conduct regular preventive maintenance of equipments</i>	<b>6</b>	<b>21</b>	-	-
<b>PC8..</b> check the working of all bearing, rollers, shafts etc and oil all moving parts of the equipment on a periodic basis	2	7	-	-
<b>PC9..</b> check the working of non moving parts and periodically conduct preventive maintenance to prevent machine failure	2	7	-	-
<b>PC10.</b> periodically check the equipment calibration and report any errors to the maintenance teams for rectification	2	7	-	-
<i>Recording observations and preparing MIS</i>	<b>1</b>	<b>7</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> prepare periodic log sheets of equipment maintenance dates, maintenance schedules and maintenance activity conducted on the equipment	1	7	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N0008
<b>NOS Name</b>	Conduct regular cleaning and maintenance of the equipment
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing
<b>Occupation</b>	Welding
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/10/2016
<b>Next Review Date</b>	20/10/2018
<b>NSQC Clearance Date</b>	

## Qualification Pack

### ASC/N0021: Maintain 5S at the work premises

#### Description

This NOS is about ensuring all 5 S activities both at the shop floor and the office area to facilitate increase in work productivity

#### Scope

The individual needs to. Ensure sorting, streamlining & organizing, storage and documentation, cleaning, standardization and sustenance across the plant and office premises of the organization

#### Elements and Performance Criteria

##### *Ensure sorting*

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

- PC1..** follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.
- PC2..** ensure segregation of waste in hazardous/ non hazardous waste as per the sorting work instructions
- PC3..** follow the technique of waste disposal and waste storage in the proper bins as per sop
- PC4..** segregate the items which are labelled as red tag items for the process area and keep them in the correct places
- PC5.** sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5s guidelines/ work instructions
- PC6. .** ensure that areas of material storage areas are not overflowing
- PC7.** properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required
- PC8.** return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area
- PC9.** follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards
- PC10.** follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists

##### *Ensure proper documentation and storage ( organizing , streamlining)*

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

- PC11.** check that the items in the respective areas have been identified as broken or damaged
- PC12.** follow the given instructions and check for labelling of fluids, oils. lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc
- PC13.** make sure that all material and tools are stored in the designated places and in the manner indicated in the 5s instructions

##### *Ensure cleaning of self and the work place*

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

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- PC14.** check whether safety glasses are clean and in good condition
- PC15.** keep all outside surfaces of recycling containers are clean
- PC16..** ensure that the area has floors swept, machinery clean and generally clean. in case of cleaning, ensure that proper displays are maintained on the floor which indicate potential safety hazards
- PC17..** check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up
- PC18..** ensure workbenches and work surfaces are clean and in good condition
- PC19.** follow the cleaning schedule for the lighting system to ensure proper illumination
- PC20.** store the cleaning material and equipment in the correct location and in good condition
- PC21.** ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene

### *Ensure sustenance*

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

- PC22.** follow the daily cleaning standards and schedules to create a clean working environment
- PC23.** attend all training programs for employees on 5 s
- PC24.** support the team during the audit of 5 s
- PC25.** participate actively in employee work groups on 5s and encourage team members for active participation
- PC26.** follow the guidelines for what to do and what not to do to build sustainability in 5s as mentioned in the 5s check lists/ work instructions

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant standards, procedures and policies related to 5S followed in the company
- KU2.** have basic knowledge of 5S procedures
- KU3.** know various types 5s practices followed in various areas
- KU4.** understand the 5S checklists provided in the department/ team
- KU5.** have skills to identify useful & non useful items
- KU6.** have knowledge of labels , signs & colours used as indicators
- KU7.** knowledge on how to sort and store various types of tools, equipment, material etc.
- KU8.** know , how to identify various types of waste products
- KU9.** understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body
- KU10.** have knowledge of best ways of cleaning & waste disposal
- KU11.** understand the importance of standardization in processes
- KU12.** understand the importance of sustainability in 5S
- KU13.** have knowledge of TQM process
- KU14.** have knowledge of various materials and storage norms
- KU15.** understand visual controls, symbols, graphs etc.



## Qualification Pack

### Generic Skills (GS)

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

- GS1.** write basic level notes and observations
- GS2.** note down observations (if any) related to the process
- GS3.** read 5S instructions put up across the plant premises
- GS4.** effectively communicate information to team members inform employees in the plant and concerned functions about 5S
- GS5.** question the process head in order to understand the 5S related issues
- GS6.** attentively listen with full attention and comprehend the information given by the speaker during 5S training programs
- GS7.** use common sense and make judgments during day to day basis
- GS8.** use reasoning skills to identify and resolve basic problems using 5S
- GS9.** persuade co team members to follow 5 S
- GS10.** ensure that the co team members understand the importance of using 5 S tool
- GS11.** use innovative skills to perform and manage 5 S activities at the work desk and the shop floor
- GS12.** exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work
- GS13.** do what is right, not what is a popular practices
- GS14.** follow shop floor rules& regulations and avoid deviations; make 5S an integral way of life
- GS15.** ensure self-cleanliness on a daily basis
- GS16.** demonstrate the will to keep the work area in a clean and orderly manner

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure sorting</i>	<b>10</b>	<b>30</b>	-	-
<b>PC1..</b> follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces.	1	3	-	-
<b>PC2..</b> ensure segregation of waste in hazardous/ non hazardous waste as per the sorting work instructions	1	3	-	-
<b>PC3..</b> follow the technique of waste disposal and waste storage in the proper bins as per sop	1	3	-	-
<b>PC4..</b> segregate the items which are labelled as red tag items for the process area and keep them in the correct places	1	3	-	-
<b>PC5.</b> sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5s guidelines/ work instructions	1	3	-	-
<b>PC6. .</b> ensure that areas of material storage areas are not overflowing	1	3	-	-
<b>PC7.</b> properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required	1	3	-	-
<b>PC8.</b> return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area	1	3	-	-
<b>PC9.</b> follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards	1	3	-	-
<b>PC10.</b> follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure proper documentation and storage (organizing , streamlining)</i>	<b>3</b>	<b>9</b>	-	-
<b>PC11.</b> check that the items in the respective areas have been identified as broken or damaged	1	3	-	-
<b>PC12.</b> follow the given instructions and check for labelling of fluids, oils, lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc	1	3	-	-
<b>PC13.</b> make sure that all material and tools are stored in the designated places and in the manner indicated in the 5s instructions	1	3	-	-
<i>Ensure cleaning of self and the work place</i>	<b>8</b>	<b>24</b>	-	-
<b>PC14.</b> check whether safety glasses are clean and in good condition	1	3	-	-
<b>PC15.</b> keep all outside surfaces of recycling containers are clean	1	3	-	-
<b>PC16..</b> ensure that the area has floors swept, machinery clean and generally clean. in case of cleaning, ensure that proper displays are maintained on the floor which indicate potential safety hazards	1	3	-	-
<b>PC17..</b> check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up	1	3	-	-
<b>PC18..</b> ensure workbenches and work surfaces are clean and in good condition	1	3	-	-
<b>PC19.</b> follow the cleaning schedule for the lighting system to ensure proper illumination	1	3	-	-
<b>PC20.</b> store the cleaning material and equipment in the correct location and in good condition	1	3	-	-
<b>PC21.</b> ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene	1	3	-	-
<i>Ensure sustenance</i>	<b>4</b>	<b>12</b>	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC22.</b> follow the daily cleaning standards and schedules to create a clean working environment	1	3	-	-
<b>PC23.</b> attend all training programs for employees on 5 s	0.5	2	-	-
<b>PC24.</b> support the team during the audit of 5 s	1	3	-	-
<b>PC25.</b> participate actively in employee work groups on 5s and encourage team members for active participation	0.5	2	-	-
<b>PC26.</b> follow the guidelines for what to do and what not to do to build sustainability in 5s as mentioned in the 5s check lists/ work instructions	1	2	-	-
<b>NOS Total</b>	<b>25</b>	<b>75</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N0021
<b>NOS Name</b>	Maintain 5S at the work premises
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	15/03/2014
<b>Next Review Date</b>	15/03/2016
<b>NSQC Clearance Date</b>	

## Qualification Pack

### ASC/N3303: Support the Operator in the Pre-Treatment Process

#### Description

This NOS is about BIW Inspection of the incoming body parts for dust, moistures, rough edges, dents etc, and get them rectified before loading in the pretreatment tanks and loading them into the Pretreatment tanks

#### Scope

The Painting helper will be responsible for Checking the body of the BIW Checking the loading panel and all rest points Escalations of any queries regarding the job The job holder will cover both manual painting and automatic painting methods for painting auto components and vehicle body

#### Elements and Performance Criteria

*Check the body as per the Quality gate inspection sheets as per Standard Operating Procedures/ Internal Quality Manual*

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

- PC1.** . clearly understanding the does and donts of the manufacturing process as defined in sops/ work instructions or defined by supervisors
- PC2.** . check the incoming body parts for dents as per the instructions given in the work instructions/ sop
- PC3.** . check the incoming body parts for burrs, metal wires as per the instructions given in the work instructions
- PC4.** . check the incoming body parts for rustas per the instructions given in the work instructions
- PC5..** return the body part if quality parameters not adhered to

*Press the carrier rise button in loading panel in auto mode*

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

- PC6.** . check visual/manual while loading the panel

*Check all rest point of the body .Align the body on clamp hanger if body not properly rested*

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

- PC7.** . check the condition of the connector, if is not ok then bypass the hanger.
- PC8.** . check the pin point of the rested part of the body for alignment, if not properly rested, align with the help of rod.

*Feed the data in loading panel according to model and save it*

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

- PC9.** . check visual/manual while feeding the data otherwise the hanger will not move

*Cut wire to clamp the body*

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

- PC10.** . ensure proper wire cutting so that the wire doesn't come in contact with the body and body shell.

#### Knowledge and Understanding (KU)

## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** relevant standards and procedures followed in the company
- KU2.** different types of products manufactured by the company
- KU3.** functional processes like store management, inventory management, quality management and key contact points for query resolution
- KU4.** different types of painting processes and associated equipments
- KU5.** different types of dents, burrs etc
- KU6.** different types of defects which may arise due to improper loading
- KU7.** how to operate loading both in automatic and manual mode
- KU8.** ability to visualize the final product output and hence decide on the key steps to be followed while loading

## Generic Skills (GS)

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

- GS1.** document information
- GS2.** write basic level notes and observations
- GS3.** draw basic level drawings and charts
- GS4.** read equipment manuals and process documents to understand the equipments and processes better
- GS5.** read internal information documents sent by internal customers ( other functions within the organization)
- GS6.** discuss task lists, schedules, and work-loads with co-workers
- GS7.** question internal customers/ welding shop supervisor in order to understand the nature of the problem and make a diagnosis
- GS8.** plan and organize the work order and jobs received from the internal customers
- GS9.** organize all process/ equipment manuals so that finding out information is fast
- GS10.** ability to understand what level of defects are acceptable and return the other body parts to the weld shop
- GS11.** carefully load the body part so that proper pretreatment can happen
- GS12.** carefully analyze which body has to be loaded manually and which automatically

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check the body as per the Quality gate inspection sheets as per Standard Operating Procedures/ Internal Quality Manual</i>	<b>10</b>	<b>40</b>	-	-
<b>PC1.</b> . clearly understanding the does and donts of the manufacturing process as defined in sops/ work instructions or defined by supervisors	2	8	-	-
<b>PC2.</b> . check the incoming body parts for dents as per the instructions given in the work instructions/ sop	2	8	-	-
<b>PC3.</b> . check the incoming body parts for burrs, metal wires as per the instructions given in the work instructions	2	8	-	-
<b>PC4.</b> . check the incoming body parts for rustas per the instructions given in the work instructions	2	8	-	-
<b>PC5..</b> return the body part if quality parameters not adhered to	2	8	-	-
<i>Press the carrier rise button in loading panel in auto mode</i>	<b>2</b>	<b>8</b>	-	-
<b>PC6.</b> . check visual/manual while loading the panel	2	8	-	-
<i>Check all rest point of the body .Align the body on clamp hanger if body not properly rested</i>	<b>4</b>	<b>16</b>	-	-
<b>PC7.</b> . check the condition of the connector, if is not ok then bypass the hanger.	2	8	-	-
<b>PC8.</b> . check the pin point of the rested part of the body for alignment, if not properly rested,align with the help of rod.	2	8	-	-
<i>Feed the data in loading panel according to model and save it</i>	<b>2</b>	<b>8</b>	-	-
<b>PC9.</b> . check visual/manual while feeding the data otherwise the hanger will not move	2	8	-	-
<i>Cut wire to clamp the body</i>	<b>2</b>	<b>8</b>	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> . ensure proper wire cutting so that the wire doesn` t come in contact with the body and body shell.	2	8	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N3303
<b>NOS Name</b>	Support the Operator in the Pre-Treatment Process
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing
<b>Occupation</b>	Painting
<b>NSQF Level</b>	4
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	20/07/2013
<b>Next Review Date</b>	30/07/2015
<b>NSQC Clearance Date</b>	20/07/2013

## Qualification Pack

# ASC/N3304: Support the operator/ painter in Body Surface Preparation, Sealant Application and Sanding Operation

## Description

This NOS is about Body Sealant Application and Sanding Operation

## Scope

The Painting helper will be responsible for Applying recti at defined locations and doing the sanding process Check for sealant application and body dents in the BIW Escalations of any queries regarding the job The job holder will cover both manual painting and automatic painting methods for painting auto components and vehicle body

## Elements and Performance Criteria

### *Apply recti at defined location of body part*

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

- PC1.** . ensuring pressure of the sealer in sealer line as per specification.
- PC2.** . after gun application at each defined location if there is excess sealer or a sealer defects observed at the station, immediate rectify at the station.
- PC3.** . checking the sealer supply
- PC4.** . quality of the sealer: sealer should be homogenous, off-white paste free from lumps & foreign particulate matter

### *Do sanding on defective areas of the body*

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

- PC5.** . ensuring that there must be no edge at corners of the sanded area.
- PC6.** . ensure completion of the sanding process flow: sanding must done in anticlockwise direction.

### *Check for sealant finish, if there is no uniformity or sealant crack, and then apply air dry sealant on that area.*

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

- PC7.** . sealant application process: sealant to be applied with sealant gun and then recti
- PC8.** . application to be done for smooth finish
- PC9.** . ensuring lux level of the booth

### *Check for dent in the body, if this defect appears, first do sanding on the area, then fill the putty on the dented area*

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

- PC10.** . the putty drying process: after putty drying, role holder needs to do uniform sanding for leveling the surface with body level, otherwise putty patch mark may generate after paint application

## Knowledge and Understanding (KU)

## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** relevant standards and procedures followed in the company
- KU2.** different types of products manufactured by the company
- KU3.** functional processes like store management, inventory management, quality management and key contact points for query resolution
- KU4.** different types of defects which may arise due to improper sealant application
- KU5.** different types of defects which may arise due to improper sanding
- KU6.** visualization of the final product output and hence decide on the key steps to be followed

## Generic Skills (GS)

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

- GS1.** document information as observed during the work
- GS2.** write basic level notes and observations
- GS3.** read equipment manuals and process documents to understand the equipments and processes better
- GS4.** read internal information memos sent by internal customers ( other functions within the organization)
- GS5.** discuss task lists, schedules, and work-loads with co-workers
- GS6.** question internal customers/ paint shop supervisor in order to understand the nature of the problem and make a diagnosis
- GS7.** attentively listen with full attention and comprehend the information given by the speaker
- GS8.** plan and organize the work order and jobs received from the internal customers
- GS9.** plan and organize the design documents received from internal customers
- GS10.** organize all process/ equipment manuals so that sorting out information is fast
- GS11.** carefully analyze the body part for various surface defects at every surface part
- GS12.** carefully run the production line if some delay happens

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply recti at defined location of body part</i>	8	32	-	-
<b>PC1.</b> . ensuring pressure of the sealer in sealer line as per specification.	2	8	-	-
<b>PC2.</b> . after gun application at each defined location if there is excess sealer or a sealer defects observed at the station, immediate rectify at the station.	2	8	-	-
<b>PC3.</b> . checking the sealer supply	2	8	-	-
<b>PC4.</b> . quality of the sealer: sealer should be homogenous, off-white paste free from lumps & foreign particulate matter	2	8	-	-
<i>Do sanding on defective areas of the body</i>	4	16	-	-
<b>PC5.</b> . ensuring that there must be no edge at corners of the sanded area.	2	8	-	-
<b>PC6.</b> .. ensure completion of the sanding process flow: sanding must done in anticlockwise direction.	2	8	-	-
<i>Check for sealant finish, if there is no uniformity or sealant crack, and then apply air dry sealant on that area.</i>	6	24	-	-
<b>PC7.</b> .. sealant application process: sealant to be applied with sealant gun and then recti	2	8	-	-
<b>PC8.</b> . application to be done for smooth finish	2	8	-	-
<b>PC9.</b> . ensuring lux level of the booth	2	8	-	-
<i>Check for dent in the body, if this defect appears, first do sanding on the area, then fill the putty on the dented area</i>	2	8	-	-
<b>PC10.</b> .. the putty drying process: after putty drying, role holder needs to do uniform sanding for leveling the surface with body level, otherwise putty patch mark may generate after paint application	2	8	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	20	80	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N3304
<b>NOS Name</b>	Support the operator/ painter in Body Surface Preparation, Sealant Application and Sanding Operation
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing
<b>Occupation</b>	Painting
<b>NSQF Level</b>	5
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	20/07/2013
<b>Next Review Date</b>	30/07/2015
<b>NSQC Clearance Date</b>	08/05/2015

## 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 % : 60**

#### Assessment Weightage

##### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0006.Maintain a safe and healthy working environment	25	75	-	-	100	15
ASC/N0008.Conduct regular cleaning and maintenance of the equipment	20	80	-	-	100	25
ASC/N0021.Maintain 5S at the work premises	25	75	-	-	100	20



### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N3303.Support the Operator in the Pre-Treatment Process	20	80	-	-	100	20
ASC/N3304.Support the operator/ painter in Body Surface Preparation, Sealant Application and Sanding Operation	20	80	-	-	100	20
<b>Total</b>	<b>110</b>	<b>390</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.