

Manager-Stores Operation Level 5

QP Code: ASC/Q6104

NSQF Level: 5

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Qualification Pack

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ASC/Q6104: Manager-Stores Operation Level 5

Brief Job Description

Individuals at this job need to manage all aspects of material viz. safe receipt, storage-stock, retrieval and issue/ dispatch for the Manufacturing and R&D processes of an organization adhering to the laid down SOP and schedule requirements.

Personal Attributes

This job requires the individual to work on a shop floor based job for long hours. The individual should be result oriented. The individual should also be able to demonstrate skills for information ordering, organization, analytical reasoning, problem solving, time management, interpersonal, oral expression and comprehension.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N0006: Maintain a safe and healthy working environment](#)
2. [ASC/N0022: Ensure implementation of 5S activities at the shop floor & the office area](#)
3. [ASC/N6104: Work on the Requirement plan from Materials /Planning department](#)
4. [ASC/N6105: Organize & Plan the procurement & address the shortages](#)
5. [ASC/N6106: Receive the materials as per plan and place it in the respective storage locations of warehouse](#)
6. [ASC/N6107: Issue the materials from warehouse/Stores in coordination with Materials department](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Logistics
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.0401

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Minimum Educational Qualification & Experience	Certificate (ASDC Level 4 certificate) with 3-5 Years of experience Stores/Warehouse department OR Certificate (ASDC Level 4 certificate) with 0-6 Months of experience Not applicable OR Certificate (ASDC Level 4 certificate)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Compulsory: Inventory Management Systems like FIFO,LIFO Voluntary: Enterprise Resource systems like SAP depending on applicability in organization
Minimum Job Entry Age	18 Years
Last Reviewed On	14/06/2013
Next Review Date	31/03/2020
NSQC Approval Date	28/09/2015
Version	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:

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- KU1.** relevant standards, procedures and policies related to Health, Safety and Environment followed in the company
- 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>	8	23	-	-
PC1.. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise	3	6	-	-
PC2. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc	2	6	-	-
PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations	2	6	-	-
PC4. 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>	17	52	-	-
PC5.. Follow the instructions given on the equipment manual describing the operating process of the equipments	3	7	-	-
PC6.. Follow the Safety, Health and Environment related practices developed by the organization	3	8	-	-
PC7. Operate the machine using the recommended Personal Protective Equipments (PPE)	3	8	-	-
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	2	8	-	-
PC9. Maintain high standards of personal hygiene at the work place	2	7	-	-
PC10. 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
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	1	6	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

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

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

Description

This NOS is about overseeing the implementation of all 5 S activities both at the shop floor and the office area by the team members and training the team in implementation of the 5S principles

Scope

The individual needs to

- Ensure sorting, streamlining/ organizing, storage and documentation, systematic cleaning, standardization and sustenance across the plant and office premises of the organization as given in the organization guidelines

Elements and Performance Criteria

Ensure proper sorting of items at the work place

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

- PC1..** ensure all recyclable materials are put in designated containers
- PC2.** ensure no tools, fixtures & jigs are lying on workstations unless in use and no un-necessary items is lying on workbenches or work surfaces unless in use
- PC3.** ensure that the operators and other team members are segregating the waste in hazardous/ non hazardous waste as per the sorting work instructions
- PC4.** ensure that all the operators are following the technique of waste disposal and waste storage in the designated bins
- PC5..** segregate the items which are labelled at red tag items for the process area and keep them in the correct places
- PC6..** ensure that all the tools/ equipment/ fasteners/ spare parts are arranged as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5s guidelines/ work instructions
- PC7.** check for return of any type of extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area
- PC8. .** oversee removal of unnecessary equipment, storage, furniture, unneeded inventory, supplies, parts and material
- PC9.** ensure that areas of material storage areas are not overflowing
- PC10.** ensure proper stacking and storage of the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required

Ensure proper documentation and storage streamlining & organizing the workplace

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

- PC11.** ensure that the team follows the given instructions and checks for labelling of fluids, oils lubricants, solvents, chemicals etc and proper storage of the same to avoid spillage, leakage, fire etc

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- PC12.** make sure that all material and tools are stored in the designated places and in the manner indicated in the 5s instructions
- PC13.** ensure that organizing the workplace takes place with due considerations to the principles of wasted motions, ergonomics, work & method study .

Ensure cleaning of self and the work place

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

- PC14.** ensure that the area has floors swept, machinery clean and is generally neat and tidy in case of cleaning, ensure that correct displays are maintained on the floor which indicate potential safety hazards
- PC15..** ensure workbenches and work surfaces are clean and in good condition
- PC16..** ensure adherence to the cleaning schedule for the lighting system to ensure proper illumination
- PC17..** ensure all recyclable materials are put in designated containers

Ensure standardization

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

- PC18.** ensure that daily cleaning standards and schedules to create a clean working environment are followed across the plant
- PC19..** ensure all recyclable materials are put in designated containers
- PC20. .** ensure logical and user friendly documentation and file management for all activities across the plant and create guidelines around standardization of processes
- PC21.** ensure timely creation and sharing of the 5s checklists
- PC22.** ensure that the 5s manual are available as per the timelines

Ensure sustenance

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

- PC23.** ensure team cooperation during the audit of 5 s activities
- PC24.** ensure that workmen are periodically trained to address challenges related to 5s
- PC25..** participate actively in employee work groups on 5s and encourage team members for active participation
- PC26..** oversee that the staff/operators are trained and fully understand 5s procedures
- PC27. .** ensure that all the guidelines for what to do and what not to do to build sustainability in 5s are mentioned in the 5s check lists/ work instructions and are easily searchable
- PC28.** ensure continuous training of the team members on 5s in order to increase their awareness and support implementation
- PC29.** ensure that all visual controls, notice boards, symbols etc at the manufacturing place are created, working and are put up as per the requirement

Knowledge and Understanding (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

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- 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.** Have 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/unwantedsubstances on the process/ environment/ machinery/ humanbody
- KU10.** have knowledge of best and environment protective ways ofcleaning & 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

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.** write information documents to internal departments/ internal teams
- GS4.** read 5S instructions put up across the plant premises
- GS5.** effectively communicate information to team members inform employees in the plant and concerned functions about 5S
- GS6.** question the process head in order to understand the 5S related issues
- GS7.** attentively listen with full attention and comprehend the information given by the speaker during 5S training programs
- GS8.** use common sense and make judgments during day to day basis
- GS9.** use reasoning skills to identify and resolve basic problems using 5S
- GS10.** persuade team members to follow 5 S
- GS11.** ensure that the team members understand the importance of using 5 S tool
- GS12.** use innovative skills to perform and manage 5 S activities at the work desk and the shop floor
- GS13.** exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work emerge, techniques in CA/CI around 5 S work practices
- GS14.** do what is right, not what is a popular practice
- GS15.** follow shop floor rules& regulations and avoid deviations
- GS16.** lead by example in the plant premises while performing activities related to 5S
- GS17.** ensure self-cleanliness on a daily basis
- GS18.** demonstrate the will to keep the work area in a clean and orderly manner
- GS19.** accept additional responsibility for self and the team
- GS20.** encourage self and other to take greater responsibilities for managing 5S

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- GS21.** identify obstacles and bottlenecks in the process and find basic level solutions for removing these obstacles
- GS22.** use previous experience in resolving problems and taking decisions
- GS23.** make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure proper sorting of items at the work place</i>	10	25	-	-
PC1.. ensure all recyclable materials are put in designated containers	1	2.5	-	-
PC2. ensure no tools, fixtures & jigs are lying on workstations unless in use and no un-necessary items is lying on workbenches or work surfaces unless in use	1	2.5	-	-
PC3. ensure that the operators and other team members are segregating the waste in hazardous/ non hazardous waste as per the sorting work instructions	1	2.5	-	-
PC4. ensure that all the operators are following the technique of waste disposal and waste storage in the designated bins	1	2.5	-	-
PC5.. segregate the items which are labelled at red tag items for the process area and keep them in the correct places	1	2.5	-	-
PC6.. ensure that all the tools/ equipment/ fasteners/ spare parts are arranged as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5s guidelines/ work instructions	1	2.5	-	-
PC7. check for return of any type of extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area	1	2.5	-	-
PC8. . oversee removal of unnecessary equipment, storage, furniture, unneeded inventory, supplies, parts and material	1	2.5	-	-
PC9. ensure that areas of material storage areas are not overflowing	1	2.5	-	-
PC10. ensure proper stacking and storage of the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required	1	2.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure proper documentation and storage streamlining & organizing the workplace</i>	3	7.5	-	-
PC11. ensure that the team follows the given instructions and checks for labelling of fluids, oils lubricants, solvents, chemicals etc and proper storage of the same to avoid spillage, leakage, fire etc	1	2.5	-	-
PC12. make sure that all material and tools are stored in the designated places and in the manner indicated in the 5s instructions	1	2.5	-	-
PC13. ensure that organizing the workplace takes place with due considerations to the principles of wasted motions, ergonomics, work & method study .	1	2.5	-	-
<i>Ensure cleaning of self and the work place</i>	4	10	-	-
PC14. ensure that the area has floors swept, machinery clean and is generally neat and tidy in case of cleaning, ensure that correct displays are maintained on the floor which indicate potential safety hazards	1	2.5	-	-
PC15.. ensure workbenches and work surfaces are clean and in good condition	1	2.5	-	-
PC16.. ensure adherence to the cleaning schedule for the lighting system to ensure proper illumination	1	2.5	-	-
PC17.. ensure all recyclable materials are put in designated containers	1	2.5	-	-
<i>Ensure standardization</i>	5	12.5	-	-
PC18. ensure that daily cleaning standards and schedules to create a clean working environment are followed across the plant	1	2.5	-	-
PC19.. ensure all recyclable materials are put in designated containers	1	2.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC20. . ensure logical and user friendly documentation and file management for all activities across the plant and create guidelines around standardization of processes	1	2.5	-	-
PC21. ensure timely creation and sharing of the 5s checklists	1	2.5	-	-
PC22. ensure that the 5s manual are available as per the timelines	1	2.5	-	-
<i>Ensure sustenance</i>	7	16	-	-
PC23. ensure team cooperation during the audit of 5 s activities	1	2.5	-	-
PC24. ensure that workmen are periodically trained to address challenges related to 5s	1	2.5	-	-
PC25.. participate actively in employee work groups on 5s and encourage team members for active participation	1	2	-	-
PC26.. oversee that the staff/operators are trained and fully understand 5s procedures	1	2	-	-
PC27. . ensure that all the guidelines for what to do and what not to do to build sustainability in 5s are mentioned in the 5s check lists/ work instructions and are easily searchable	1	2.5	-	-
PC28. ensure continuous training of the team members on 5s in order to increase their awareness and support implementation	1	2	-	-
PC29. ensure that all visual controls, notice boards, symbols etc at the manufacturing place are created, working and are put up as per the requirement	1	2.5	-	-
NOS Total	29	71	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0022
NOS Name	Ensure implementation of 5S activities at the shop floor & the office area
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	15/03/2014
Next Review Date	15/03/2016
NSQC Clearance Date	

Qualification Pack

ASC/N6104: Work on the Requirement plan from Materials /Planning department

Description

This OS unit is about the stores manager receiving the material requirement plan from the Materials/ Marketing department and assessing the physical availability of materials vis-a- vis the requirement

Scope

The unit/ task covers the following:

- receiving the material requirement schedule
- assessing the physical availability of raw materials
- actions to meet shortages/ gaps

Elements and Performance Criteria

Receipt of material schedule/ PO/WO

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

- PC1..** coordinate with the materials department for acquiring the raw material requirement plan on monthly , quarterly and annual basis
- PC2..** co-ordinate with ppc/ marketing department for dispatch schedules to various customers/ locations etc.

Assessing the availability , documentation

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

- PC3..** assess the physical quantity for each material present in the warehouse vis-vis the requirement and prepare the list of materials that are in sufficient quantity
- PC4..** in case of sufficient material availability in stores , issue the materials from sap using fifo system and coordinate with material handling team / equipment for sending it to the shop floor
- PC5..** complete the documentation, entries in the system. manage data storage related to msds , traceability ,material testing etc.corresponding to received and issued material.
- PC6..** work with materials planning & co-ordination team members for day-to day as well as short/ long term planning activities.
- PC7..** plan for material handling & transport vehicles based on the days load for receipt and dispatch.

Actions to meet the gaps, overall responsibility

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

- PC8..** decide on hiring external facilities with due approvals of seniors & or freight budget provisions .
- PC9..** work on fall back action plan in case of failures of quantity , timeliness in materials.
- PC10..** draw & modify short term / long term action plans for storage ,mh, preservation methods , equipment & facilities ,manpower etc.
- PC11..** work on continuous improvement projects in ones own area.

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- PC12..** work for physical stock taking, inventory verification,
- PC13..** work for KANBAN, JIT , Milk-run requirements in case adopted by the organizations concerned etc
- PC14..** work for preservation of material, actions on material disposal, rejected material , production scrap etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** product portfolio of organization
- KU2.** the manufacturing processes of organization
- KU3.** layout for identification of material storage locations in each plant
- KU4.** protocol for communication regarding materials requirement among the various departments of the organization
- KU5.** agencies on contract for material handling equipment, casual manpower
- KU6.** protocol for periodic activities such as budget planning, Inventory stock taking, disposal of rejection/ scrap generated in production process, stock preservation etc
- KU7.** manufacturing process being followed for each product
- KU8.** raw materials being used for manufacturing of each product
- KU9.** physical and chemical properties of each material
- KU10.** storage conditions required for each material
- KU11.** packing and transportation methods for each material
- KU12.** usage knowledge of information systems like SAP , ERP etc
- KU13.** knowledge of inventory management systems like FIFO , LIFO etc.
- KU14.** KANBAN card details updation in SAP system (if applicable)

Generic Skills (GS)

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

- GS1.** interpret the material requirement plan
- GS2.** document all the material inventory related data in ERP or SAP / form of spreadsheets using MS Excel
- GS3.** communicate with the Materials department & other interfaces in the organization.
- GS4.** distribute workload for acquiring inventory information for all the materials present in warehouse among workers
- GS5.** share operation knowledge with colleagues and co-workers
- GS6.** to organize the material inventory capturing activity in an efficient and timely manner
- GS7.** to take steps continuously to address the gaps
- GS8.** identification of problems (technical and non-technical), disruptions and delays
- GS9.** escalation procedures
- GS10.** Short term / long term planning strategy in the vendor-organization environment.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receipt of material schedule/ PO/WO</i>	4	10	-	-
PC1.. coordinate with the materials department for acquiring the raw material requirement plan on monthly , quarterly and annual basis	2	5	-	-
PC2.. co-ordinate with ppc/ marketing department for dispatch schedules to various customers/ locations etc.	2	5	-	-
<i>Assessing the availability , documentation</i>	12	30	-	-
PC3.. assess the physical quantity for each material present in the warehouse vis-vis the requirement and prepare the list of materials that are in sufficient quantity	2	6	-	-
PC4.. in case of sufficient material availability in stores , issue the materials from sap using fifo system and coordinate with material handling team / equipment for sending it to the shop floor	3	7	-	-
PC5.. complete the documentation, entries in the system. manage data storage related to msds , traceability ,material testing etc.corresponding to received and issued material.	3	7	-	-
PC6.. work with materials planning & co-ordination team members for day-to day as well as short/ long term planning activities.	2	5	-	-
PC7.. plan for material handling & transport vehicles based on the days load for receipt and dispatch.	2	5	-	-
<i>Actions to meet the gaps, overall responsibility</i>	9	35	-	-
PC8.. decide on hiring external facilities with due approvals of seniors & or freight budget provisions	2	5	-	-
PC9.. work on fall back action plan in case of failures of quantity , timeliness in materials.	1	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10.. draw & modify short term / long term action plans for storage ,mh, preservation methods , equipment & facilities ,manpower etc.	1	5	-	-
PC11.. work on continuous improvement projects in ones own area.	1	5	-	-
PC12.. work for physical stock taking, inventory verification,	1	5	-	-
PC13.. work for KANBAN, JIT , Milk-run requirements in case adopted by the organizations concerned etc	2	5	-	-
PC14.. work for preservation of material, actions on material disposal, rejected material , production scrap etc.	1	5	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6104
NOS Name	Work on the Requirement plan from Materials /Planning department
Sector	Automotive
Sub-Sector	Manufacturing and R&D
Occupation	Logistics
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	14/06/2013
Next Review Date	30/07/2015
NSQC Clearance Date	

Qualification Pack

ASC/N6105: Organize & Plan the procurement & address the shortages

Description

This OS unit is about the store deputy manager coordinating with Materials department and ensuring that the shortage raw materials are procured on immediate basis

Scope

This unit/ task covers the following for material requirement for Production as well as despatches.:

- prioritising the list of shortage materials based on the immediate requirements
- informing the Materials department about the list of shortage raw materials specifying the priorities for each
- follow up with Materials department for the procurement status of the shortage materials
- make adjustments in the working methodology for improvement based on the experience

Elements and Performance Criteria

Prioritization of materials

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

- PC1..** prioritize the materials based on the immediate and future requirements of the shop floor
- PC2..** co-ordinate with planning department for finalizing the priorities for each shortage material
- PC3..** dynamically update the lists based on suitable, agreed frequency with the user interface in the organization

Information of shortages

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

- PC4..** submit the finalized list of shortage raw materials to the materials department
- PC5..** update the list of shortages in sap
- PC6..** coordinate with the materials department to get a rough estimate of the expected delivery lead time for all these materials
- PC7..** inform the production/ marketing department about expected period of availability in warehouse for each of the shortage raw material

Follow up with Materials department

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

- PC8..** take a daily follow up with materials department about the material procurement/shipment status
- PC9..** inform about the shipment status also to production department on daily basis

Working methodology

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

- PC10..** make changes in the working methodology in consultation with the interfacing departments in the organization.

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the manufacturing processes of organization
- KU2.** classification of materials based on the criticality and quality
- KU3.** storage and transportation media for materials from vendors warehouse to the organization
- KU4.** protocol for communication regarding materials requirement among the various departments of the organization
- KU5.** raw materials/ BOF parts being used for manufacturing of each product
- KU6.** physical and chemical properties of each material
- KU7.** methodology followed for classification of materials based on criticality and quality
- KU8.** the complete knowledge of information flow for material tracking and dispatch
- KU9.** usage knowledge of information systems like SAP , ERP etc.

Generic Skills (GS)

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

- GS1.** read the delivery schedule of materials/ WO/PO in SAP
- GS2.** document all the material classification related data in form of spreadsheets using MS Excel
- GS3.** communicate with the Materials department for gathering data about material delivery / shipment status
- GS4.** coordinate with executives in Production department for gathering material requirements priorities
- GS5.** distribute workload for acquiring material classification information for all the materials present in warehouse among workers
- GS6.** share operation knowledge with colleagues and co-workers
- GS7.** identification of problems (technical and non-technical), disruptions and delays
- GS8.** escalation procedures
- GS9.** working to develop the Fall back action plan in the organization- vendor base environment.
- GS10.** decide and prioritize material based on criticality in case of shortages of materials

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prioritization of materials</i>	9	24	-	-
PC1.. prioritize the materials based on the immediate and future requirements of the shop floor	3	8	-	-
PC2.. co-ordinate with planning department for finalizing the priorities for each shortage material	3	8	-	-
PC3.. dynamically update the lists based on suitable, agreed frequency with the user interface in the organization	3	8	-	-
<i>Information of shortages</i>	10	30	-	-
PC4.. submit the finalized list of shortage raw materials to the materials department	3	8	-	-
PC5.. update the list of shortages in sap	3	8	-	-
PC6.. coordinate with the materials department to get a rough estimate of the expected delivery lead time for all these materials	2	7	-	-
PC7.. inform the production/ marketing department about expected period of availability in warehouse for each of the shortage raw material	2	7	-	-
<i>Follow up with Materials department</i>	4	14	-	-
PC8.. take a daily follow up with materials department about the material procurement/shipment status	2	7	-	-
PC9.. inform about the shipment status also to production department on daily basis	2	7	-	-
<i>Working methodology</i>	2	7	-	-
PC10.. make changes in the working methodology in consultation with the interfacing departments in the organization.	2	7	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6105
NOS Name	Organize & Plan the procurement & address the shortages
Sector	Automotive
Sub-Sector	Manufacturing and R&D
Occupation	Logistics
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	14/06/2013
Next Review Date	30/07/2015
NSQC Clearance Date	

Qualification Pack

ASC/N6106: Receive the materials as per plan and place it in the respective storage locations of warehouse

Description

This OS unit is about the store deputy manager receiving the shipped shortage raw materials certified OK by Quality department and placing it in the respective storage locations of the warehouse

Scope

This unit/ task covers the following:

- receiving the materials in the warehouse after Quality inspection
- storing the materials in the designated locations in warehouse and updating the KANBAN card accordingly

Elements and Performance Criteria

Receipt of materials

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

- PC1..** coordinate with the materials department and receive the shipped shortage raw materials in the warehouse only after being certified ok during incoming inspection by quality department
- PC2..** unload the material safely in warehouse using material handling equipments

Storage of the materials

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

- PC3..** after unloading the material , move the material from the unloading point to the respective storage location of the material in warehouse
- PC4..** place the material in the shelf/bin based on the fifo sequence and update the kanban card accordingly
- PC5..** ensure that the material has been placed safely in the shelf/bin
- PC6..** update the respective material quantity in sap

Long term & periodic actions

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

- PC7..** prepare mis on inventory ,improvement actions & corresponding budgets.
- PC8..** ensure material preservation at all times & establish frequency for review
- PC9..** work with material planning on non-moving materials .

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** layout for identification of material storage locations in each plant
- KU2.** safety policies and procedures to be followed for material unloading and storage in stores

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- KU3.** . the individual storage layout for all the warehouses along with the designated locations earmarked for respective materials
- KU4.** escalation procedure in case of crisis and emergency situations
- KU5.** physical and chemical properties of each material
- KU6.** Storage, preservation conditions required for each material
- KU7.** packing and transportation methods for each material
- KU8.** usage knowledge of information systems like SAP , ERP etc
- KU9.** working knowledge of material handling equipments for unloading of materials

Generic Skills (GS)

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

- GS1.** read the packaging instructions and safety warnings printed on labels of packaged materials
- GS2.** read the information mentioned on the KANBAN card
- GS3.** document all the received material related data in form of spreadsheets using MS Excel
- GS4.** coordinate with workers for material movement within the warehouse
- GS5.** coordinating with Quality department for getting the inspection report of the received material
- GS6.** coordinate with workers and arrange all the received materials safely and at the designated locations in warehouse
- GS7.** share operation knowledge with colleagues and co-workers
- GS8.** organize the material unloading and storage in a safe , efficient and timely manner
- GS9.** assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s)
- GS10.** identify immediate or temporary solutions to resolve delays and crisis situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receipt of materials</i>	6	17	-	-
PC1.. coordinate with the materials department and receive the shipped shortage raw materials in the warehouse only after being certified ok during incoming inspection by quality department	3	8	-	-
PC2.. unload the material safely in warehouse using material handling equipments	3	9	-	-
<i>Storage of the materials</i>	12	34	-	-
PC3.. after unloading the material , move the material from the unloading point to the respective storage location of the material in warehouse	3	9	-	-
PC4.. place the material in the shelf/bin based on the fifo sequence and update the kanban card accordingly	3	9	-	-
PC5.. ensure that the material has been placed safely in the shelf/bin	3	8	-	-
PC6.. update the respective material quantity in sap	3	8	-	-
<i>Long term & periodic actions</i>	7	24	-	-
PC7.. prepare mis on inventory ,improvement actions & corresponding budgets.	3	8	-	-
PC8.. ensure material preservation at all times & establish frequency for review	2	8	-	-
PC9.. work with material planning on non-moving materials .	2	8	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6106
NOS Name	Receive the materials as per plan and place it in the respective storage locations of warehouse
Sector	Automotive
Sub-Sector	Manufacturing and R&D
Occupation	Logistics
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	15/06/2013
Next Review Date	30/07/2015
NSQC Clearance Date	

Qualification Pack

ASC/N6107: Issue the materials from warehouse/Stores in coordination with Materials department

Description

This OS unit is about store manager issuing the received raw materials to shop floor in coordination with Materials/Planning department; thereby ensuring optimal schedule adherence for the various products

Scope

This unit/ task covers the following:

- issuing the materials based on the requisitions raised by Production department on shop floor & WO by Planning for dispatch goods.
- monitoring the quality of the material while in storage in warehouse

Elements and Performance Criteria

Issuance of material on shop floor/ for despatch

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

- PC1..** based on the material requisitions/wo raised by the production department or planning department through SAP , issue the material for usage as per the FIFO system
- PC2..** coordinate with the materials department for safe movement of materials from warehouse to shop floor process storage location using material handling equipments
- PC3..** ensure all the documentation related for dispatch is in order and accompanying the shipment in the packing box/ with the driver of the transport vehicle.
- PC4..** update the kanban card accordingly based on the remaining physical quantity of material available in stores/ warehouse
- PC5..** update the current stock of the issued material in SAP

Monitoring the stock of material in warehouse

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

- PC6..** keep a track of the physical quantity of various materials available in the warehouse on daily basis
- PC7..** ensure that the quantity of respective material mentioned in physical inventory and system inventory are matching
- PC8..** monitor the status of kanban cards for individual materials and ensure that the card replacement while issuance of material is being strictly adhered on daily basis.
- PC9..** in case of any damage to the material kept while movement within the warehouse , immediately inform the materials department and scrap the material by raising a scrap note in sap
- PC10..** inform the materials department about the fresh quantity to be procured for the scrapped material

Long Term/ periodic actions

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

- PC11..** implement a warehouse improvement plan & ensure its adherence strictly

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PC12.. work towards preparation of annual budgets based on the guidelines.

PC13.. work for implementation of KRAs

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the manufacturing processes of organization
- KU2.** layout for identification of material storage locations in each plant
- KU3.** the individual storage layout for all the warehouses along with the designated locations earmarked for respective materials
- KU4.** safety practices and procedure being followed in organization for warehouse management
- KU5.** escalation procedure in case of accident and emergency situations
- KU6.** raw materials being used for manufacturing of each product
- KU7.** physical and chemical properties of each material
- KU8.** storage conditions required for each material
- KU9.** usage knowledge of information systems like SAP, ERP , KANBAN etc
- KU10.** working knowledge of material handling equipments for unloading of materials
- KU11.** KANBAN card details updation in SAP system (if applicable)
- KU12.** knowledge of inventory management systems like FIFO , LIFO etc
- KU13.** complete knowledge of documents received from vendors related to material safety like MSDS , Dos and Donts etc.

Generic Skills (GS)

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

- GS1.** communicate with the workers for material movement within the warehouse
- GS2.** communicate with executives of Planning department for movement of issued material from warehouse to the shop floor/ dispatch
- GS3.** share operation knowledge with colleagues and co-workers
- GS4.** accident and emergency situations
- GS5.** assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s)
- GS6.** identify immediate or temporary solutions to resolve delays and crisis situations
- GS7.** anticipate technical and non-technical problems and resolve proactively

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Issuance of material on shop floor/ for despatch</i>	10	30	-	-
PC1.. based on the material requisitions/wo raised by the production department or planning department through SAP , issue the material for usage as per the FIFO system	2	6	-	-
PC2.. coordinate with the materials department for safe movement of materials from warehouse to shop floor process storage location using material handling equipments	2	6	-	-
PC3.. ensure all the documentation related for dispatch is in order and accompanying the shipment in the packing box/ with the driver of the transport vehicle.	2	6	-	-
PC4.. update the kanban card accordingly based on the remaining physical quantity of material available in stores/ warehouse	2	6	-	-
PC5.. update the current stock of the issued material in SAP	2	6	-	-
<i>Monitoring the stock of material in warehouse</i>	10	30	-	-
PC6.. keep a track of the physical quantity of various materials available in the warehouse on daily basis	2	6	-	-
PC7.. ensure that the quantity of respective material mentioned in physical inventory and system inventory are matching	2	6	-	-
PC8.. monitor the status of kanban cards for individual materials and ensure that the card replacement while issuance of material is being strictly adhered on daily basis.	2	6	-	-
PC9.. in case of any damage to the material kept while movement within the warehouse , immediately inform the materials department and scrap the material by raising a scrap note in sap	2	6	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10.. inform the materials department about the fresh quantity to be procured for the scrapped material	2	6	-	-
<i>Long Term/ periodic actions</i>	5	15	-	-
PC11.. implement a warehouse improvement plan & ensure its adherence strictly	1	5	-	-
PC12.. work towards preparation of annual budgets based on the guidelines.	2	4	-	-
PC13.. work for implementation of KRAs	2	6	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6107
NOS Name	Issue the materials from warehouse/Stores in coordination with Materials department
Sector	Automotive
Sub-Sector	Manufacturing and R&D
Occupation	logistics
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	20/06/2013
Next Review Date	30/07/2015
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 % aggregate for QP : 75

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/N0022.Ensure implementation of 5S activities at the shop floor & the office area	29	71	-	-	100	15
ASC/N6104.Work on the Requirement plan from Materials /Planning department	25	75	-	-	100	20

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N6105.Organize & Plan the procurement & address the shortages	25	75	-	-	100	15
ASC/N6106.Receive the materials as per plan and place it in the respective storage locations of warehouse	25	75	-	-	100	20
ASC/N6107.Issue the materials from warehouse/Stores in coordination with Materials department	25	75	-	-	100	15
Total	154	446	-	-	600	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.

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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.