

Qualification Pack



Material Coordination Manager Level 6

QP Code: ASC/Q6105

Version: 1.0

NSQF Level: 6

Automotive Skills Development Council || 153, GF, Okhla Industrial Area, Phase 3
New Delhi 110020

Qualification Pack

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ASC/Q6105: Material Coordination Manager Level 6

Brief Job Description

Individuals at this job need to coordinate and expedite procurement and flow of materials, parts and assemblies between sections or departments of Manufacturing and R&D, according to production and shipping schedules to ensure timely production of goods.

Personal Attributes

This job requires the individual to coordinate both externally and internally in an organization. The individual should be result oriented, good managers of people at all levels. The individual should also be able to demonstrate skills for information ordering, planning and scheduling, organization, analytical reasoning and clarity of thought, 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/N6108: Materials Planning & Co-Ordination](#)
4. [ASC/N6109: Co-Ordination of Vendors for BO Parts](#)
5. [ASC/N6110: Procurement of the materials as per schedule](#)
6. [ASC/N6111: Store the materials in warehouse and issue the materials on the shop floor as per requirement](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Logistics
Country	India
NSQF Level	6

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324.0102
Minimum Educational Qualification & Experience	B.Tech (Mechanical/Electrical/Electronics) with 3-5 Years of experience Purchase/Materials department OR Diploma (Mechanical/Electrical/Electronics) with 3-5 Years of experience Purchase/Materials department
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Compulsory: Inventory Management Systems like FIFO,LIFO , Project Management based on the quantum of work in organization Voluntary: Information flow systems/ERP like SAP depending on applicability in organization Exim Procedures Development : Key Technical Processes for items in the organization, & APQP
Minimum Job Entry Age	18 Years
Last Reviewed On	20/06/2013
Next Review Date	24/09/2021
Deactivation Date	24/09/2021
NSQC Approval Date	28/09/2015
Version	1.0
Reference code on NQR	2015/AUT/ASDC/01376
NQR Version	1.0

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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
Deactivation Date	NA
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
Deactivation Date	NA
NSQC Clearance Date	NA

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ASC/N6108: Materials Planning & Co-Ordination

Description

This OS unit is about the materials manager working for the material requirement plan with the Materials Planning / marketing departments and executing the plan through stores ,domestic & overseas vendors to ensure the material availability for fulfilment of customer orders

Scope

The unit/ task covers the following:

- arriving at the material requirement schedule
- Planning requirements from store-stocks as well as vendors
- ensuring physical availability of raw materials for processing and BOF (Bought out Finished) parts
- Long term planning actions

Elements and Performance Criteria

Working on material schedules/plan

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

- PC1..** coordinate with the central planning/ marketing department for working out the material requirement plan on monthly , quarterly and annual basis
- PC2..** arrive at the material schedule and segregate the materials based on sourcing locations, capacities, processing time, etc. i.e. store-stocks and domestic/overseas vendors
- PC3..** prepare the material schedule separately for the stores and vendors

Intimation to stores and scheduling the vendors

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

- PC4..** send the prepared schedule to the in-house stores and vendors separately and update in sap
- PC5..** coordinate with stores for gauging the physical availability of materials based on the existing inventory
- PC6..** follow up with all the vendors for receiving the delivery status of materials as per schedule
- PC7..** assess the schedule & quantity of materials to be sourced from vendors based on the stores feedback for the stocks.

Assessing the availability

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

- PC8..** collect material delivery status vis--vis capacity of the shop floor to meet the customer delivery requirement.
- PC9..** ensure availability of sufficient material in stores against the schedules allowing for interim steps e.g. inspection, shop floor processing
- PC10..** co-ordinate to issue the materials through organizational sop /erp through stores- staff.

Periodic , Long term Actions

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

- PC11..** in case of non-availability take actions according to fallback action plans.

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- PC12..** review of capacities & delivery performance of vendors to decide on corrective and improvement actions
- PC13..** prepare budgets, KRAs in CI areas for QCT (Quality Cost, time targets) .
- PC14..** manage stocks and timely deliveries etc for change management

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.** the list of approved vendors for the outsourced materials
- KU5.** protocol for communication regarding materials requirement among the various departments of the organization
- KU6.** APQP procedures for development of new vendors/ additional capacity.
- KU7.** Change management for ECN /PCN (Engineering /Process change note)
- KU8.** manufacturing process & time /scheduling being followed for each product
- KU9.** vendor environment : capacity, capability, cost structures, delivery time, reliability factors
- KU10.** raw materials being used for manufacturing of each product
- KU11.** physical and chemical properties of each material
- KU12.** storage conditions required for each material
- KU13.** packing and transportation methods for each material
- KU14.** the complete knowledge of information flow for material requisition , tracking and dispatch
- KU15.** usage knowledge of information systems like SAP , ERP etc
- KU16.** procedures involved in import/ export of materials such as customs, duty structures, special packing requirements , dealing with freight agents

Generic Skills (GS)

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

- GS1.** interpret the material requirement plan
- GS2.** prepare the material requirement schedule for both stores and vendors
- GS3.** read and interpret laws regarding import/ export
- GS4.** document all the material inventory related data in ERP / form of spreadsheets using MS Excel
- GS5.** communicate with the vendors and the in-house departments involved for gathering data about material availability.
- GS6.** conduct telecom/ video conferences for long distance co-ordination
- GS7.** distribute workload for ensuring timely delivery from all the vendors
- GS8.** share operation knowledge with colleagues
- GS9.** plan the material availability ,data gathering activity in an efficient and timely manner

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- GS10.** work on fall back action plan in the environment of vendors, transport mechanisms and organizations capacity/ capability
- GS11.** Work on immediate / short term as well as long term plans for the organization .
- GS12.** identify problems (technical and non-technical), disruptions and delays
- GS13.** use escalation procedures
- GS14.** Keep abreast of special events such as holidays/ work calendars / maintenance shutdowns of vendors & organization and work around so that the final schedules are met.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Working on material schedules/plan</i>	7	15	-	-
PC1.. coordinate with the central planning/ marketing department for working out the material requirement plan on monthly , quarterly and annual basis	2	5	-	-
PC2.. arrive at the material schedule and segregate the materials based on sourcing locations, capacities, processing time, etc. i.e. store-stocks and domestic/overseas vendors	3	5	-	-
PC3.. prepare the material schedule separately for the stores and vendors	2	5	-	-
<i>Intimation to stores and scheduling the vendors</i>	8	20	-	-
PC4.. send the prepared schedule to the in-house stores and vendors separately and update in sap	2	5	-	-
PC5.. coordinate with stores for gauging the physical availability of materials based on the existing inventory	2	5	-	-
PC6.. follow up with all the vendors for receiving the delivery status of materials as per schedule	2	5	-	-
PC7.. assess the schedule & quantity of materials to be sourced from vendors based on the stores feedback for the stocks.	2	5	-	-
<i>Assessing the availability</i>	6	15	-	-
PC8.. collect material delivery status vis--vis capacity of the shop floor to meet the customer delivery requirement.	2	5	-	-
PC9.. ensure availability of sufficient material in stores against the schedules allowing for interim steps e.g. inspection, shop floor processing	2	5	-	-
PC10.. co-ordinate to issue the materials through organizational sop /erp through stores- staff.	2	5	-	-
<i>Periodic , Long term Actions</i>	9	20	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11.. in case of non-availability take actions according to fallback action plans.	2	5	-	-
PC12.. review of capacities & delivery performance of vendors to decide on corrective and improvement actions	2	5	-	-
PC13.. prepare budgets, KRAs in CI areas for QCT (Quality Cost, time targets) .	3	5	-	-
PC14.. manage stocks and timely deliveries etc for change management	2	5	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6108
NOS Name	Materials Planning & Co-Ordination
Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Logistics
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	20/06/2013
Next Review Date	30/07/2015
Deactivation Date	NA
NSQC Clearance Date	NA

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ASC/N6109: Co-Ordination of Vendors for BO Parts

Description

This OS unit is about the materials manager planning and scheduling the procurement of various raw materials to be sourced from vendors based on shop floor, immediate as well as future requirements

Scope

This unit/ task covers the following:

- receiving delivery schedules from each vendor
- prioritising the materials based on immediate requirements and geographic spread of vendor locations
- preparing a consolidated material procurement schedule and circulation of same to all the vendors

Elements and Performance Criteria

Receipt of delivery schedule

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

- PC1..** based on the material requirement schedule circulated earlier to each vendor , follow up with each vendor and acquire the delivery schedule through sap for respective materials
- PC2..** record the lead time for materials delivery from vendors warehouse to the plant

Prioritization of materials

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

- PC3..** follow up with production department and gather data about immediate material requirements for each manufacturing process
- PC4..** based on the lead times data, prepare the list of the materials that would be immediately available in plant

Consolidated procurement schedule

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

- PC5..** prepare a consolidated material procurement schedule for each vendor keeping the immediate requirements materials on high priority followed by next immediate material and so on
- PC6..** manage supplies for each vendor keeping in mind the lead time while preparing the procurement schedule
- PC7..** once prepared , update the schedule in sap and float it to each vendor separately

Knowledge and Understanding (KU)

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.** the list of approved vendors for the outsourced materials

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- KU4.** list of alternate vendors in case of emergency and crisis situations
- KU5.** time requirement for the entry stage procedures e.g. receipt inspection.
- KU6.** manufacturing process being followed for each product
- KU7.** raw materials/ cycle time being used for manufacturing of each product
- KU8.** physical and chemical properties of each material
- KU9.** methodology followed for classification of materials based on criticality and quality
- KU10.** the vendor- organization environment for capacity, capability, cost structures, time cycles etc.
- KU11.** the complete knowledge of information flow for material tracking and dispatch
- KU12.** 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 in SAP
- GS2.** prepare the material procurement schedule for vendors
- GS3.** document all the material procurement related data in form of spreadsheets using MS Excel
- GS4.** communicate with the vendors for gathering data about material delivery status
- GS5.** coordinate with executives in production department for gathering material requirements priorities
- GS6.** Conduct telecon / video conferences
- GS7.** distribute workload for acquiring delivery information from all the vendors
- GS8.** share operation knowledge with colleagues
- GS9.** plan the material procurement schedule in an efficient and timely way
- GS10.** identification of problems (technical and non-technical), disruptions and delays
- GS11.** escalation procedures
- GS12.** working with a fall back action plan in the event of delivery failures.
- GS13.** decide and procure material from alternate vendors in case of nonadherence of material schedule by any vendor

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receipt of delivery schedule</i>	8	18	-	-
PC1.. based on the material requirement schedule circulated earlier to each vendor , follow up with each vendor and acquire the delivery schedule through sap for respective materials	4	9	-	-
PC2.. record the lead time for materials delivery from vendors warehouse to the plant	4	9	-	-
<i>Prioritization of materials</i>	9	20	-	-
PC3.. follow up with production department and gather data about immediate material requirements for each manufacturing process	4	9	-	-
PC4.. based on the lead times data, prepare the list of the materials that would be immediately available in plant	5	11	-	-
<i>Consolidated procurement schedule</i>	13	32	-	-
PC5.. prepare a consolidated material procurement schedule for each vendor keeping the immediate requirements materials on high priority followed by next immediate material and so on	5	12	-	-
PC6.. manage supplies for each vendor keeping in mind the lead time while preparing the procurement schedule	5	11	-	-
PC7.. once prepared , update the schedule in sap and float it to each vendor separately	3	9	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6109
NOS Name	Co-Ordination of Vendors for BO Parts
Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Logistics
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	20/06/2013
Next Review Date	30/07/2015
Deactivation Date	NA
NSQC Clearance Date	NA

Qualification Pack

ASC/N6110: Procurement of the materials as per schedule

Description

This OS unit is about the materials manager tracking the materials shipment status and thus monitoring the materials procurement to the plant ensuring no major disruptions in the production process

Scope

This unit/ task covers the following:

Elements and Performance Criteria

Material shipments tracking

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

- PC1.** co-ordinate commercial procedures of PO/ Schedule-release and arrange for material dispatch from vendor as per schedule
- PC2.** organize milk-run system /JIT / Kanban as applicable in own/ vendor organization
- PC3.** based on the material shipment details updated in SAP/ communication by each vendor , communicate with respective transporter and track the shipment location on daily basis
- PC4.** inform the Production department about the material shipment receipt status on daily basis

Resolution of material intransit issues

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

- PC5.** inform the corresponding vendor in case of any issues arising while material is in-transit and coordinate so that the issue is resolved on immediate basis
- PC6.** for issues related to customs clearance co-ordinate through agents or directly to resolve for timely clearance. Target 0 demurrage, no delays.

Arrangement of unloading of materials

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

- PC7.** check the documents/invoices received in terms of quantity ordered v/s received once material is received in plant premises
- PC8.** co-ordinate with stores to raise GRN in SAP and send the material to the inhouse stores
- PC9.** get the stores staff to unload the material using material handling equipments in stores

Physical inspection of received material

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

- PC10.** arrange for physically inspecting the quantity and packing condition of the received material along with the Quality department
- PC11.** in case of material being OK , coordinate with stores department and place the material in the designated storage location
- PC12.** submit the received materials GRNs and other documents to Finance department for payment processing
- PC13.** in case of material being NOT OK , send it back to the vendor and arrange for replacement of same
- PC14.** inform the Quality department for raising a rejection note in SAP

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- PC15.** keep the GRN and other documents of received material on hold until the replacement arrangement for the damaged material is done on immediate basis by the vendor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the manufacturing & support processes of organization
- KU2.** layout for identification of material storage locations in each plant
- KU3.** the list of approved vendors for the outsourced materials
- KU4.** safety policies and procedures to be followed for material unloading in stores
- KU5.** material handling equipments facilitation in-house agencies (if any)
- 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.** packing and transportation methods for each material
- KU10.** the complete knowledge of information flow for material tracking and dispatch
- KU11.** usage knowledge of information systems like SAP , ERP etc.
- KU12.** working knowledge of material handling equipments/ agencies for loading and unloading of materials

Generic Skills (GS)

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

- GS1.** read the material document/invoices and tally the data mentioned on them
- GS2.** read the packaging instructions and safety warnings printed on labels of packaged materials
- GS3.** execute material transactions in SAP system e.g. GRN, material movements, billing etc.
- GS4.** document all the received material related data in form of spreadsheets using MS Excel
- GS5.** To communicate with the transporters for gathering data about material shipment location and delivery status
- GS6.** coordinate with executives in stores department for unloading received material requirements priorities
- GS7.** coordinating with Quality department for inspection of the received material
- GS8.** coordinate with workers and arrange for unloading of received materials in stores
- GS9.** share operation knowledge with colleagues and co-workers
- GS10.** organize the material unloading in a safe , efficient and timely manner
- GS11.** physical quality acceptance of the received material
- GS12.** arrangement for replacement material from vendor in case of rejection
- GS13.** accident and emergency situations
- GS14.** assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s)
- GS15.** identify immediate or temporary solutions to resolve delays and crisis situations

Qualification Pack

GS16. resolve conflict while dealing with external /internal agencies

GS17. resolve any issue related to state regulations violation arisen with the external agencies

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material shipments tracking</i>	9	24	-	-
PC1. co-ordinate commercial procedures of PO/ Schedule-release and arrange for material dispatch from vendor as per schedule	3	7	-	-
PC2. organize milk-run system /JIT / Kanban as applicable in own/ vendor organization	2	5	-	-
PC3. based on the material shipment details updated in SAP/ communication by each vendor , communicate with respective transporter and track the shipment location on daily basis	2	6	-	-
PC4. inform the Production department about the material shipment receipt status on daily basis	2	6	-	-
<i>Resolution of material intransit issues</i>	4	11	-	-
PC5. inform the corresponding vendor in case of any issues arising while material is in-transit and coordinate so that the issue is resolved on immediate basis	2	6	-	-
PC6. for issues related to customs clearance co-ordinate through agents or directly to resolve for timely clearance. Target 0 demurrage, no delays.	2	5	-	-
<i>Arrangement of unloading of materials</i>	5	15	-	-
PC7. check the documents/invoices received in terms of quantity ordered v/s received once material is received in plant premises	2	6	-	-
PC8. co-ordinate with stores to raise GRN in SAP and send the material to the inhouse stores	1	4	-	-
PC9. get the stores staff to unload the material using material handling equipments in stores	2	5	-	-
<i>Physical inspection of received material</i>	7	25	-	-
PC10. arrange for physically inspecting the quantity and packing condition of the received material along with the Quality department	2	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. in case of material being OK , coordinate with stores department and place the material in the designated storage location	1	4	-	-
PC12. submit the received materials GRNs and other documents to Finance department for payment processing	1	4	-	-
PC13. in case of material being NOT OK , send it back to the vendor and arrange for replacement of same	1	4	-	-
PC14. inform the Quality department for raising a rejection note in SAP	1	4	-	-
PC15. keep the GRN and other documents of received material on hold until the replacement arrangement for the damaged material is done on immediate basis by the vendor	1	4	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6110
NOS Name	Procurement of the materials as per schedule
Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Logistics
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	20/06/2013
Next Review Date	30/07/2015
Deactivation Date	NA
NSQC Clearance Date	NA

Qualification Pack

ASC/N6111: Store the materials in warehouse and issue the materials on the shop floor as per requirement

Description

This OS unit is about materials manager arranging the storage and issuance of the received raw materials to shop floor in coordination with stores department ; thereby ensuring optimal production schedule adherence for the various products

Scope

This unit/ task covers the following:

Elements and Performance Criteria

Storage of material

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

- PC1.** after inspection from Quality , coordinate with Stores department and arrange for storage of all the received raw materials at the designated locations in the warehouse
- PC2.** after storage, place a KANBAN card at each of the material storage location and update all the details on the card regarding material part no., quantity, date of receipt etc.
- PC3.** ensure that the card is placed in such a way that its is easily visible in the location

Issuance of material on shop floor

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

- PC4.** coordinate with stores and issue the material for usage based on the material requisitions raised by the production department through SAP
- PC5.** update the KANBAN card accordingly based on the remaining physical quantity of material available in warehouse
- PC6.** move the material safely from warehouse to shop floor using the material handling equipments and unload it to the respective process storage location
- PC7.** update the respective material quantity data accordingly in SAP

Monitoring the quality of material in usage

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

- PC8.** coordinate with Quality department and gather data on the issued material performance and quality on daily basis
- PC9.** in case the material is rejected by Quality while being used at the shop floor , ask for the rejection note raised in SAP by Quality department
- PC10.** quarantine the unused material and inform the vendor
- PC11.** arrange for the replacement material from vendor on immediate basis
- PC12.** also inform and submit the rejection note to the Finance department and ensure that the vendors account is debited accordingly

Physical inventory checking

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

Qualification Pack

- PC13.** coordinate with stores department on daily basis and keep a track on the materials available quantity in stores and at shop floor
- PC14.** record the physical inventory of each material by seeing the respective KANBAN card displayed for each
- PC15.** tally the physical inventory of each material with the inventory being shown in SAP system for the respective material
- PC16.** in case of a mismatch , immediately inform the stores and probe the reasons for mismatch
- PC17.** ensure that the system inventory of the corresponding material is updated correctly in SAP
- PC18.** in case of more than planned usage/shortage of any material , arrange for delivery of the excess quantity along with vendor on priority basis

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.** list of alternate vendors for procurement of materials in emergency situations
- KU5.** protocol to be followed for procurement of the emergency material shipment from vendors warehouses to the organization premises
- KU6.** vendor quality rating and status
- 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.** the complete knowledge of information flow for material requisition , tracking and dispatch
- KU13.** work in the environment of information- ERP systems like SAP etc.
- KU14.** working knowledge of material handling equipments/ agencies for unloading of materials
- KU15.** KANBAN card details updation in SAP system (if applicable)

Generic Skills (GS)

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

- GS1.** communicate with the Quality Production and Stores department for gathering data about material usage and quality
- GS2.** coordinate with vendors for arrangement of materials delivery in case of normal and shortage situations
- GS3.** coordinating with Quality department for inspection of the material being used at shop floor
- GS4.** share operation knowledge with colleagues and co-workers

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- GS5.** arrangement for replacement material from vendor in case of rejection or shortages
- GS6.** accident and emergency situations
- GS7.** vendor continuation/ quantity distribution based on past performance
- GS8.** Strategic long term actions with interfaces in the organization
- 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
- GS11.** anticipate technical and non-technical problems and resolve proactively
- GS12.** Work on fall back action plan in the environment of organization- vendors in case of failures in quantities, time elements

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Storage of material</i>	5	13	-	-
PC1. after inspection from Quality , coordinate with Stores department and arrange for storage of all the received raw materials at the designated locations in the warehouse	3	6	-	-
PC2. after storage, place a KANBAN card at each of the material storage location and update all the details on the card regarding material part no., quantity, date of receipt etc.	1	4	-	-
PC3. ensure that the card is placed in such a way that its is easily visible in the location	1	3	-	-
<i>Issuance of material on shop floor</i>	7	20	-	-
PC4. coordinate with stores and issue the material for usage based on the material requisitions raised by the production department through SAP	2	6	-	-
PC5. update the KANBAN card accordingly based on the remaining physical quantity of material available in warehouse	1	4	-	-
PC6. move the material safely from warehouse to shop floor using the material handling equipments and unload it to the respective process storage location	3	6	-	-
PC7. update the respective material quantity data accordingly in SAP	1	4	-	-
<i>Monitoring the quality of material in usage</i>	5	18	-	-
PC8. coordinate with Quality department and gather data on the issued material performance and quality on daily basis	1	5	-	-
PC9. in case the material is rejected by Quality while being used at the shop floor , ask for the rejection note raised in SAP by Quality department	1	3	-	-
PC10. quarantine the unused material and inform the vendor	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. arrange for the replacement material from vendor on immediate basis	1	4	-	-
PC12. also inform and submit the rejection note to the Finance department and ensure that the vendors account is debited accordingly	1	3	-	-
<i>Physical inventory checking</i>	8	24	-	-
PC13. coordinate with stores department on daily basis and keep a track on the materials available quantity in stores and at shop floor	1	4	-	-
PC14. record the physical inventory of each material by seeing the respective KANBAN card displayed for each	2	4	-	-
PC15. tally the physical inventory of each material with the inventory being shown in SAP system for the respective material	2	6	-	-
PC16. in case of a mismatch , immediately inform the stores and probe the reasons for mismatch	1	3	-	-
PC17. ensure that the system inventory of the corresponding material is updated correctly in SAP	1	4	-	-
PC18. in case of more than planned usage/shortage of any material , arrange for delivery of the excess quantity along with vendor on priority basis	1	3	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6111
NOS Name	Store the materials in warehouse and issue the materials on the shop floor as per requirement
Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Logistics
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	30/07/2015
Deactivation Date	NA
NSQC Clearance Date	NA

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 %

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aggregate for the QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 75

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0006.Maintain a safe and healthy working environment	25	75	-	-	100	10
ASC/N0022.Ensure implementation of 5S activities at the shop floor & the office area	29	71	-	-	100	10
ASC/N6108.Materials Planning & Co-Ordination	30	70	-	-	100	20
ASC/N6109.Co-Ordination of Vendors for BO Parts	30	70	-	-	100	20
ASC/N6110.Procurement of the materials as per schedule	25	75	-	-	100	25
ASC/N6111.Store the materials in warehouse and issue the materials on the shop floor as per requirement	25	75	-	-	100	15
Total	164	436	-	-	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

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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.