

# Vendor Development Executive Level 5

QP Code: ASC/Q6201

NSQF Level: 5

Automotive Skills Development Council || Automotive Skills Development Council, Sat Paul Mittal Building, 1/6, Siri Institutional Area August Kranti Marg (Khel Gaon Marg) New Delhi - 110049

## Qualification Pack

### Contents

ASC/Q6201: Vendor Development Executive Level 5 .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
ASC/N0002: Work effectively in a team .....	5
ASC/N0006: Maintain a safe and healthy working environment .....	9
ASC/N0022: Ensure implementation of 5S activities at the shop floor & the office area .....	14
ASC/N6201: Monitor the development of new parts and vendors .....	22
ASC/N6202: Evaluate and qualify existing and new vendors .....	30
Assessment Guidelines and Weightage .....	36
<i>Assessment Guidelines</i> .....	36
<i>Assessment Weightage</i> .....	36
Acronyms .....	38
Glossary .....	39

## Qualification Pack

### ASC/Q6201: Vendor Development Executive Level 5

#### Brief Job Description

Individuals at this job need to identify new vendors and evaluate their technical, commercial and capacity capabilities. The individual also needs to work with selected vendors for development of parts constantly improving quality, cost and delivery performance.

#### Personal Attributes

This job requires the individual to be able to coordinate internally and externally within the organization. The individual should be result oriented and possess strong financial and operations management skills. The individual should also be able to demonstrate skills for problem solving, time management, inspection, relationship building and leadership.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [ASC/N0002: Work effectively in a team](#)
2. [ASC/N0006: Maintain a safe and healthy working environment](#)
3. [ASC/N0022: Ensure implementation of 5S activities at the shop floor & the office area](#)
4. [ASC/N6201: Monitor the development of new parts and vendors](#)
5. [ASC/N6202: Evaluate and qualify existing and new vendors](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Supply Chain Management
<b>Occupation</b>	Vendor Development
<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3323.0301

### Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	<p>Certificate (ASDC Level 4 Certificate) with 5-10 Years of experience In Purchase/Sourcing/Manufacturing department OR Certificate (ASDC Level 4 Certificate) with 5-10 Years of experience In Purchase/Sourcing/Manufacturing department OR Certificate (ASDC Level 4 Certificate) with 0-6 Months of experience Not applicable</p>
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	<p>Compulsory: Purchasing concepts like Price determination , Price-cost analysis etc. , Key Technical Processes for items in the organization, &amp; APQP , PPAP, Multi- activity Project management, Inventory Management Systems like FIFO,LIFO . Voluntary: Information flow systems/ ERP like SAP , depending on applicability in organization, EXIM Procedures</p>
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	27/08/2013
<b>Next Review Date</b>	31/03/2020
<b>NSQC Approval Date</b>	28/09/2015
<b>Version</b>	1.0

## Qualification Pack

### ASC/N0002: Work effectively in a team

#### Description

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

#### Scope

This unit/task covers the following: Colleagues: Superiors Members of own work group People in other work groups within or outside the organisation Communicate: Face-to-face By telephone In writing

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

#### Elements and Performance Criteria

##### *Effective communication*

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

- PC1.** maintain clear communication with colleagues
- PC2.** work with colleagues
- PC3.** pass on information to colleagues in line with organisational requirements
- PC4..** work in ways that show respect for colleagues
- PC5.** carry out commitments made to colleagues
- PC6.** let colleagues know in good time if cannot carry out commitments, explaining the reasons
- PC7.** identify problems in working with colleagues and take the initiative to solve these problems
- PC8.** follow the organisations policies and procedures for working with colleagues
- PC9.** ability to share resources with other members as per priority of tasks

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures for working with colleagues, role and responsibilities in relation to this
- KU2.** the importance of effective communication and establishing good working relationships with colleagues
- KU3.** different methods of communication and the circumstances in which it is appropriate to use these
- KU4.** benefits of developing productive working relationships with colleagues
- KU5.** the importance of creating an environment of trust and mutual respect

## Qualification Pack

- KU6.** whether not meeting commitments, will have implications on individuals and the organisation
- KU7.** different types of information that colleagues might need and the importance of providing this information when it is required
- KU8.** the importance of problems, from colleagues perspective and how to provide support, where necessary, to resolve these

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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



## 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:

## Qualification Pack

- 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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

# ASC/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

## Qualification Pack

- 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

## Qualification Pack

- 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



## Qualification Pack

- 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

## Qualification Pack

### 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>	<b>10</b>	<b>25</b>	-	-
<b>PC1..</b> ensure all recyclable materials are put in designated containers	1	2.5	-	-
<b>PC2.</b> 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	-	-
<b>PC3.</b> 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	-	-
<b>PC4.</b> ensure that all the operators are following the technique of waste disposal and waste storage in the designated bins	1	2.5	-	-
<b>PC5..</b> segregate the items which are labelled at red tag items for the process area and keep them in the correct places	1	2.5	-	-
<b>PC6..</b> 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	-	-
<b>PC7.</b> 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	-	-
<b>PC8. .</b> oversee removal of unnecessary equipment, storage, furniture, unneeded inventory, supplies, parts and material	1	2.5	-	-
<b>PC9.</b> ensure that areas of material storage areas are not overflowing	1	2.5	-	-
<b>PC10.</b> 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	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure proper documentation and storage streamlining &amp; organizing the workplace</i>	<b>3</b>	<b>7.5</b>	-	-
<b>PC11.</b> 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	-	-
<b>PC12.</b> 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	-	-
<b>PC13.</b> 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>	<b>4</b>	<b>10</b>	-	-
<b>PC14.</b> 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	-	-
<b>PC15..</b> ensure workbenches and work surfaces are clean and in good condition	1	2.5	-	-
<b>PC16..</b> ensure adherence to the cleaning schedule for the lighting system to ensure proper illumination	1	2.5	-	-
<b>PC17..</b> ensure all recyclable materials are put in designated containers	1	2.5	-	-
<i>Ensure standardization</i>	<b>5</b>	<b>12.5</b>	-	-
<b>PC18.</b> ensure that daily cleaning standards and schedules to create a clean working environment are followed across the plant	1	2.5	-	-
<b>PC19..</b> ensure all recyclable materials are put in designated containers	1	2.5	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC20.</b> . 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	-	-
<b>PC21.</b> ensure timely creation and sharing of the 5s checklists	1	2.5	-	-
<b>PC22.</b> ensure that the 5s manual are available as per the timelines	1	2.5	-	-
<i>Ensure sustenance</i>	<b>7</b>	<b>16</b>	-	-
<b>PC23.</b> ensure team cooperation during the audit of 5 s activities	1	2.5	-	-
<b>PC24.</b> ensure that workmen are periodically trained to address challenges related to 5s	1	2.5	-	-
<b>PC25..</b> participate actively in employee work groups on 5s and encourage team members for active participation	1	2	-	-
<b>PC26..</b> oversee that the staff/operators are trained and fully understand 5s procedures	1	2	-	-
<b>PC27.</b> . 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	-	-
<b>PC28.</b> ensure continuous training of the team members on 5s in order to increase their awareness and support implementation	1	2	-	-
<b>PC29.</b> 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	-	-
<b>NOS Total</b>	<b>29</b>	<b>71</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

### ASC/N6201: Monitor the development of new parts and vendors

#### Description

This OS unit is about the vendor development manager monitoring the development of new parts , sub-assemblies and tools through existing/new vendors for improving the quality , cost and delivery performance for various manufacturing processes of the organization

#### Scope

The unit/ task covers the following:

- monitor new parts development
- tool/fixtures/gauges development
- contract negotiation with new vendor

#### Elements and Performance Criteria

##### *New parts development*

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

- PC1..** study with team the new drawings released thoroughly and if required, coordinate with r&d team for analyzing the technical and functional characteristics of the new part/sub-assembly designed and also its role in the final product
- PC2..** co-ordinate the process of preparation of rfq based on the analysis , getting the budgetary quotes, vendor audits ,selection and approval of senior management as per the sop in the organization.
- PC3..** formulate the audit checklists , approval justification based on the essential technical features of the part .
- PC4..** co-ordinate the development of the vendor part, corresponding die or tool as per the timeline & milestones for the entire assembly.
- PC5..** receive the samples at each milestone -stage( initial / fully tooled up / after ppap) and co-ordinate with quality inspection / approval at site or after receipt.
- PC6..** participate and contribute in line trials at vendor / organization-assembly so that ppap is effective.
- PC7..** collect the part inspection and testing report prepared by quality department and understand record it for ppap
- PC8..** repeat the process from pc.4 to pc7. till the trials for the complete pilot batch quantity is complete
- PC9..** decide an action plan in case of any discrepancies in qcd at any stage and coordinate its implementation.
- PC10..** prepare a brief note / presentation on development status & or support required from top management for meeting the development milestones.
- PC11..** in coordination with quality department , review the part/sub-assembly performance for the bulk batch quantity and inform the vendor in case of any deviations observed for qcd

## Qualification Pack

- PC12..** ensure that the countermeasures are implemented for deviations from vendors for any discrepancies in field performance due to the vendor part after analysis by standard methods followed in the organization viz 8d etc.
- PC13..** discuss and negotiate the final cost and the sourced quantity for the new part/sub-assembly
- PC14..** coordinate with colleagues in materials/scm department and update the bom , approved vendor for the parts, price, delivery terms etc. i.e. the details pertaining to ordering by scm in the erp / other system as per organizationsop.
- PC15..** complete the handover protocol for the new vendor-part combination with scm/ production as per the sop .

### *Tools/fixtures/gauges development*

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

- PC16..** understand the requirements for development of new tool/fixture/gauges by coordinating with r&d/ quality department for modified/new parts dimension profile, specifications mentioned in their drawings
- PC17..** float rfqs with approved vendors explaining the requirement for new tool and co-ordinate the development process on simultaneous engineering basis & as per appq guidelines
- PC18..** co-ordinate the development as per pc3- pc15 for the die-tool- gauge parts.
- PC19..** decide on support of an internal/ external expert for the activity at appropriate stages.
- PC20..** seek support from senior management for resolution of major deviations

### *Contract with new vendor*

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

- PC21..** identify potential vendors for new/existing parts by floating rfqs, referrals etc.
- PC22..** based on the feedback of the vendors , accordingly arrange for audit of the new vendor through team and Quality department & coordination for approval through the process of one or all steps sample part dimension verification validation of quality performance testing and manufacturing process capacity & capability
- PC23..** based on acceptable audit score, negotiated unit price , draft a contract in coordination with vendor stating the projected annual quantity requirement , commercial terms, payment terms ,parts procurement methodology, tenure for contract , potential y-o-y cost savings for the organization (optional),intangible benefits, legal terms and conditions etc.
- PC24..** obtain internal approvals as per organization sop based on the report for the steps pc 21-23 and record the vendor details for use by vd/ scm team members

## 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.** list of approved vendors for all parts and sub-assemblies
- KU4.** protocol for communication regarding parts/tool development followed in organization
- KU5.** cost structure followed by organization
- KU6.** contract negotiation methodology for the vendors followed by organization
- KU7.** manufacturing process being followed for each product

## Qualification Pack

- KU8.** vendor database for all the materials sourced by organization
- KU9.** Special Purpose machines(SPM) used by manufacturing processes (if any)
- KU10.** premium freight rates of vendors for emergency deliveries
- KU11.** vendor environment : capacity, capability, cost structures, delivery time, reliability factors
- KU12.** packing and transportation methods for each part and sub-assembly
- KU13.** complete knowledge of MRP SAP tool for forecasting
- KU14.** commercial terms finalization criteria for vendors followed by organization
- KU15.** APQP procedures
- KU16.** documentation requirements for PPAP
- KU17.** contract terms and conditions for vendors
- KU18.** dimension validation and performance testing methods of Quality department
- KU19.** checkpoints followed for vendor evaluation
- KU20.** the complete knowledge of information flow for material scheduling in MRP tool of SAP
- KU21.** information systems like SAP, ERP etc
- KU22.** procedures involved in import/ export of materials such as customs, duty structures, special packing requirements , dealing with freight agents , Custom House Agents (CHA)
- KU23.** type of P.O.s and their raising methodology in ERP- SAP/ other system

## Generic Skills (GS)

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

- GS1.** the vendors for discrepancies observed in new parts/tool development
- GS2.** Quality department for new parts/tool dimension validation and quality testing
- GS3.** Purchase department for procurement of approved new parts
- GS4.** conduct telecon / video conferences for long distance co-ordination with vendors (if required)
- GS5.** team members for reviewing the progress of day to day activities
- GS6.** coordinate with various departments and ensure requisite data availability for new parts development
- GS7.** distribute workload among team members of each department for ensuring smooth progress of parts/tool development activity and within the desired timelines
- GS8.** share operation knowledge with colleagues
- GS9.** understand the drawings for part/tool and interpret the key characteristics like dimensions, profile, material etc.
- GS10.** decide the cost of the new part as per the costing structure followed by organization
- GS11.** interpret the budget and financial reports of the organization
- GS12.** read and interpret laws regarding import/ export
- GS13.** calculate premium freight costs
- GS14.** decide the commercial terms with new vendor
- GS15.** analyze and devise countermeasures along with team , vendors (if applicable) for rejected parts/tools



## Qualification Pack

- GS16.** prepare the fall back action plan in the environment of vendors, transport mechanisms and organizations capacity/ capability
- GS17.** work on actions to be taken on immediate basis in case of part rejections during trials
- GS18.** work on long term plans for the organization
- GS19.** work on developing alternate vendors database for procurement of materials in case of crisis situations
- GS20.** work on employing third party logistics providers in event of cost reduction for logistics activity
- GS21.** use escalation procedures
- GS22.** identify problems (technical and non-technical), disruptions and delays
- GS23.** Keep abreast of special events such as holidays/ work calendars / maintenance shutdowns of vendors & organization and plan accordingly so that the final schedules are adhered to

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>New parts development</i>	<b>18</b>	<b>44</b>	-	-
<b>PC1..</b> study with team the new drawings released thoroughly and if required, coordinate with r&d team for analyzing the technical and functional characteristics of the new part/sub-assembly designed and also its role in the final product	2	3	-	-
<b>PC2..</b> co-ordinate the process of preparation of rfq based on the analysis , getting the budgetary quotes, vendor audits ,selection and approval of senior management as per the sop in the organization.	1	4	-	-
<b>PC3..</b> formulate the audit checklists , approval justification based on the essential technical features of the part .	1	4	-	-
<b>PC4..</b> co-ordinate the development of the vendor part, corresponding die or tool as per the timeline & milestones for the entire assembly.	1	3	-	-
<b>PC5..</b> receive the samples at each milestone -stage( initial / fully tooled up / after ppap) and co-ordinate with quality inspection / approval at site or after receipt.	1	3	-	-
<b>PC6..</b> participate and contribute in line trials at vendor / organization-assembly so that ppap is effective.	1	3	-	-
<b>PC7..</b> collect the part inspection and testing report prepared by quality department and understand record it for ppap	1	2	-	-
<b>PC8..</b> repeat the process from pc.4 to pc7. till the trials for the complete pilot batch quantity is complete	1	2	-	-
<b>PC9..</b> decide an action plan in case of any discrepancies in qcd at any stage and coordinate its implementation.	2	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10..</b> prepare a brief note / presentation on development status & or support required from top management for meeting the development milestones.	1	3	-	-
<b>PC11..</b> in coordination with quality department , review the part/sub-assembly performance for the bulk batch quantity and inform the vendor in case of any deviations observed for qcd	1	3	-	-
<b>PC12..</b> ensure that the countermeasures are implemented for deviations from vendors for any discrepancies in field performance due to the vendor part after analysis by standard methods followed in the organization viz 8d etc.	2	3	-	-
<b>PC13..</b> discuss and negotiate the final cost and the sourced quantity for the new part/sub-assembly	1	3	-	-
<b>PC14..</b> coordinate with colleagues in materials/scm department and update the bom , approved vendor for the parts, price, delivery terms etc. i.e. the details pertaining to ordering by scm in the erp / other system as per organizationsop.	1	3	-	-
<b>PC15..</b> complete the handover protocol for the new vendor-part combination with scm/ production as per the sop .	1	3	-	-
<i>Tools/fixtures/gauges development</i>	<b>7</b>	<b>13</b>	-	-
<b>PC16..</b> understand the requirements for development of new tool/fixture/gauges by coordinating with r&d/ quality department for modified/new parts dimension profile, specifications mentioned in their drawings	2	3	-	-
<b>PC17..</b> float rfqs with approved vendors explaining the requirement for new tool and co-ordinate the development process on simultaneous engineering basis & as per appg guidelines	2	3	-	-
<b>PC18..</b> co-ordinate the development as per pc3- pc15 for the die-tool- gauge parts.	1	3	-	-
<b>PC19..</b> decide on support of an internal/ external expert for the activity at appropriate stages.	1	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC20..</b> seek support from senior management for resolution of major deviations	1	2	-	-
<i>Contract with new vendor</i>	<b>5</b>	<b>13</b>	-	-
<b>PC21..</b> identify potential vendors for new/existing parts by floating rfqs, referrals etc.	1	3	-	-
<b>PC22..</b> based on the feedback of the vendors , accordingly arrange for audit of the new vendor through team and Quality department & coordination for approval through the process of one or all steps sample part dimension verification validation of quality performance testing and manufacturing process capacity & capability	1	4	-	-
<b>PC23..</b> based on acceptable audit score, negotiated unit price , draft a contract in coordination with vendor stating the projected annual quantity requirement , commercial terms, payment terms ,parts procurement methodology, tenure for contract , potential y-o-y cost savings for the organization (optional), intangible benefits, legal terms and conditions etc.	2	3	-	-
<b>PC24..</b> obtain internal approvals as per organization sop based on the report for the steps pc 21-23 and record the vendor details for use by vd/ scm team members	1	3	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N6201
<b>NOS Name</b>	Monitor the development of new parts and vendors
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Supply Chain Management
<b>Occupation</b>	Vendor Development
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/08/2013
<b>Next Review Date</b>	30/07/2015
<b>NSQC Clearance Date</b>	

## Qualification Pack

### ASC/N6202: Evaluate and qualify existing and new vendors

#### Description

This OS unit is about the vendor development manager ensuring evaluation and assessment of the manufacturing facilities of the existing and new vendors in coordination with Quality department for assessing their technical, capacity and commercial capabilities

#### Scope

This unit/ task covers the following:

- auditing procedure for vendors
- updating the vendor rating based on the audit

#### Elements and Performance Criteria

##### *Auditing procedure*

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

- PC1..** quality : quality management Structure followed (TS16949) quality assurance through process capability and control (MSA,SPC) quality performance levels being followed by vendor for organization work instructions display at shop floor Corrective Action and Preventive Action (CAPA) methodology change management procedures APQP guidelines implementation for new product development Tier-2 supplier selection and management customer specifications communication method to Tier -2 suppliers tooling management system followed testing and inspection equipments process and product audit schedule and methodology rework capabilities on-site and methodology followed identification and traceability procedures record retention TPM system implementation (Total Preventive Maintenance) Evidence of 5S or similar improvement activities on shop floor Health and Safety Policy
- PC2..** cost : dedicated team for cost improvement costing methodology quotation development technique (RFQs response) accountability for cost of poor quality for customer warranty agreements public subsidies or financial support leveraging Tier-2 suppliers for cost and delivery cost improvement through lean manufacturing commodity hedging and price fluctuations strategic sourcing plans include make/buy studies investment plans global sourcing opportunities currency risk and its effect on material costs
- PC3..** logistics/delivery: depth of Electronic Data Interchange (EDI) capabilities customers logistic documentation process for ordering/receiving/tracking material service delivery levels process for identification & management of NPD programs service delivery levels management for Tier-2 suppliers competency in system to adapt to market fluctuations projects for maximizing value addition and minimizing waste reduction packaging methodology process for delivering customer service parts understanding of charge-back process
- PC4..** update the rating corresponding to each checkpoint as per the organization procedure i.e. 5-point scale, etc.
- PC5..** based on the status for all checkpoints, arrive at the composite score
- PC6..** as per the composite score, upgrade or downgrade the rating of supplier through srm module of sap

## Qualification Pack

- PC7..** present the audit report summary to top management and recommend /take appropriate actions
- PC8..** update the records for the audited vendor in sap
- PC9..** re-audit the vendor as per the schedule

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** auditing methodology used for vendor evaluation in organization
- KU2.** policies and procedures followed by vendors for HSE
- KU3.** procedure and protocol for annulment of a contract with vendor
- KU4.** Tier-2 supplier base for the vendors organization
- KU5.** checklist for vendor audit
- KU6.** APQP and TS 16949 guidelines
- KU7.** composite score calculation technique
- KU8.** method of updating vendor ratings in SAP
- KU9.** vendors organization details retrieval methods from SAP
- KU10.** information flow for updating vendors records
- KU11.** information systems like SAP , ERP etc

### Generic Skills (GS)

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

- GS1.** communicate with team members for getting the progress for audit of each vendor
- GS2.** conduct telecon / video conferences for discussion on countermeasures implementation if necessary with vendors
- GS3.** communicate to the concerned departments about annulment of a vendor contract (if applicable)
- GS4.** distribute workload among team members for performing each vendors audit in an efficient and timely manner
- GS5.** share operation knowledge with colleagues
- GS6.** present in front of the top management in the status of business with the poorly rated vendors and seek approval for closure
- GS7.** understand the documentation done by vendor complying to TS 16949 and APQP guidelines (as applicable)
- GS8.** understand the data being mentioned in MIS tool of SAP for material rejections and use it accordingly for rating vendors
- GS9.** interpret the financial reports of the vendors organization
- GS10.** problems (technical and non-technical), disruptions and delays
- GS11.** escalation procedures
- GS12.** to work with a fall back action plan in the event of any issue

## Qualification Pack

- GS13.** to think of new and effective methods to keep a check on the vendor performance through SAP
- GS14.** decide and annul a contract with vendor in case of a serious issue/conflict of interest/
- GS15.** solve the legal/taxation/organizational conflicts/HSE compliances of vendors and seek support from top management , if required
- GS16.** in case of any field failure/warranty issue arising due to malfunctioning of vendor supplied part, accordingly include it in the audit and decide the rating for the vendor



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Auditing procedure</i>				
<p><b>PC1.. quality</b> : quality management Structure followed (TS16949) quality assurance through process capability and control (MSA,SPC) quality performance levels being followed by vendor for organization work instructions display at shop floor Corrective Action and Preventive Action (CAPA) methodology change management procedures APQP guidelines implementation for new product development Tier-2 supplier selection and management customer specifications communication method to Tier -2 suppliers tooling management system followed testing and inspection equipments process and product audit schedule and methodology rework capabilities on-site and methodology followed identification and traceability procedures record retention TPM system implementation (Total Preventive Maintenance) Evidence of 5S or similar improvement activities on shop floor Health and Safety Policy</p>	3	11	-	-
<p><b>PC2.. cost</b> : dedicated team for cost improvement costing methodology quotation development technique (RFQs response) accountability for cost of poor quality for customer warranty agreements public subsidies or financial support leveraging Tier-2 suppliers for cost and delivery cost improvement through lean manufacturing commodity hedging and price fluctuations strategic sourcing plans include make/buy studies investment plans global sourcing opportunities currency risk and its effect on material costs</p>	3	11	-	-
<p><b>PC3.. logistics/delivery</b>: depth of Electronic Data Interchange (EDI) capabilities customers logistic documentation process for ordering/receiving/tracking material service delivery levels process for identification &amp; management of NPD programs service delivery levels management for Tier-2 suppliers competency in system to adapt to market fluctuations projects for maximizing value addition and minimizing waste reduction packaging methodology process for delivering customer service parts understanding of charge-back process</p>	3	11	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC4..</b> update the rating corresponding to each checkpoint as per the organization procedure i.e. 5-point scale , ryg etc.	3	7	-	-
<b>PC5..</b> based on the status for all checkpoints , arrive at the composite score	2	8	-	-
<b>PC6..</b> as per the composite score , upgrade or downgrade the rating of supplier through srm module of sap	3	7	-	-
<b>PC7..</b> present the audit report summary to top management and recommend /take appropriate actions	3	7	-	-
<b>PC8..</b> update the records for the audited vendor in sap	2	6	-	-
<b>PC9..</b> re-audit the vendor as per the schedule	3	7	-	-
<b>NOS Total</b>	<b>25</b>	<b>75</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N6202
<b>NOS Name</b>	Evaluate and qualify existing and new vendors
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Supply Chain Management
<b>Occupation</b>	Vendor Development
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/08/2013
<b>Next Review Date</b>	30/07/2015
<b>NSQC Clearance Date</b>	

## 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/N0002.Work effectively in a team	25	75	-	-	100	10
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

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N6201.Monitor the development of new parts and vendors	30	70	-	-	100	35
ASC/N6202.Evaluate and qualify existing and new vendors	25	75	-	-	100	35
<b>Total</b>	<b>134</b>	<b>366</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>100</b>

## Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

## Qualification Pack

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