

Manager Vendor Development Level 6

QP Code: ASC/Q6203

NSQF Level: 6

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Qualification Pack

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ASC/Q6203: Manager Vendor Development Level 6

Brief Job Description

Individuals at this job need to execute and deploy vendor development initiatives that drive improvements in regards to innovation, quality, cost and integration of vendors with a team of VD executives.

Personal Attributes

This job requires the individual to have an acute sense of financial and operations management. The individual should be result oriented and possess contract management and negotiation skills. The individual should also be able to demonstrate skills for problem solving, customer orientation, change management, relationship building, vendor integration 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](#)
6. [ASC/N6203: Collaborate with team members for vendor development activities](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Vendor Development
Country	India
NSQF Level	6
Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324.0103

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Minimum Educational Qualification & Experience	<p>Certificate (ASDC Level 5 Certificate) with 5-10 Years of experience Purchase/Sourcing/Manufacturing department OR Certificate (ASDC Level 5 Certificate) with 5-10 Years of experience Purchase/Sourcing/Manufacturing department OR Certificate (ASDC Level 5 Certificate) with 0-6 Months of experience Not applicable</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	<p>Compulsory: Vendor relationship Management systems like SRM , VRM etc. , Inventory Management Systems like FIFO,LIFO ,Purchasing concepts like Price determination , Price-cost analysis etc. ,materials classification techniques, Macroeconomic concepts and growth indicators, Key Technical Processes for items in the organization, & APQP Voluntary: Information flow systems/ ERP like SAP , depending on applicability in organization, EXIM Procedures</p>
Minimum Job Entry Age	18 Years
Last Reviewed On	29/08/2013
Next Review Date	31/03/2020
NSQC Approval Date	28/09/2015
Version	1.0

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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

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- 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

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Assessment Criteria

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

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National Occupational Standards (NOS) Parameters

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

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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
NSQC Clearance Date	20/07/2015

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

Description

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

Scope

The individual needs to

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

Elements and Performance Criteria

Ensure proper sorting of items at the work place

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

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

Ensure proper documentation and storage streamlining & organizing the workplace

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

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

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

Ensure cleaning of self and the work place

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

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

Ensure standardization

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

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

Ensure sustenance

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant standards, procedures and policies related to 5S followed in the company
- KU2.** have basic knowledge of 5S procedures
- KU3.** know various types 5s practices followed in various areas

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- KU4.** understand the 5S checklists provided in the department/ team
- KU5.** have skills to identify useful & non useful items
- KU6.** have knowledge of labels , signs & colours used as indicators
- KU7.** Have knowledge on how to sort and store various types of tools,equipment, material etc
- KU8.** know , how to identify various types of waste products
- KU9.** understand the impact of waste/ dirt/ dust/unwantedsubstances on the process/ environment/ machinery/ humanbody
- KU10.** have knowledge of best and environment protective ways ofcleaning & waste disposal
- KU11.** understand the importance of standardization in processes
- KU12.** understand the importance of sustainability in 5S
- KU13.** have knowledge of TQM process
- KU14.** have knowledge of various materials and storage norms
- KU15.** understand visual controls, symbols, graphs etc

Generic Skills (GS)

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

- GS1.** write basic level notes and observations
- GS2.** note down observations (if any) related to the process
- GS3.** write information documents to internal departments/ internal teams
- GS4.** read 5S instructions put up across the plant premises
- GS5.** effectively communicate information to team members inform employees in the plant and concerned functions about 5S
- GS6.** question the process head in order to understand the 5S related issues
- GS7.** attentively listen with full attention and comprehend the information given by the speaker during 5S training programs
- GS8.** use common sense and make judgments during day to day basis
- GS9.** use reasoning skills to identify and resolve basic problems using 5S
- GS10.** persuade team members to follow 5 S
- GS11.** ensure that the team members understand the importance of using 5 S tool
- GS12.** use innovative skills to perform and manage 5 S activities at the work desk and the shop floor
- GS13.** exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work emerge, techniques in CA/CI around 5 S work practices
- GS14.** do what is right, not what is a popular practice
- GS15.** follow shop floor rules& regulations and avoid deviations
- GS16.** lead by example in the plant premises while performing activities related to 5S
- GS17.** ensure self-cleanliness on a daily basis
- GS18.** demonstrate the will to keep the work area in a clean and orderly manner
- GS19.** accept additional responsibility for self and the team
- GS20.** encourage self and other to take greater responsibilities for managing 5S

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

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Assessment Criteria

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

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

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

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National Occupational Standards (NOS) Parameters

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

Qualification Pack

ASC/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

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- 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

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- 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>	18	44	-	-
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	2	3	-	-
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.	1	4	-	-
PC3.. formulate the audit checklists , approval justification based on the essential technical features of the part .	1	4	-	-
PC4.. co-ordinate the development of the vendor part, corresponding die or tool as per the timeline & milestones for the entire assembly.	1	3	-	-
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.	1	3	-	-
PC6.. participate and contribute in line trials at vendor / organization-assembly so that ppap is effective.	1	3	-	-
PC7.. collect the part inspection and testing report prepared by quality department and understand record it for ppap	1	2	-	-
PC8.. repeat the process from pc.4 to pc7. till the trials for the complete pilot batch quantity is complete	1	2	-	-
PC9.. decide an action plan in case of any discrepancies in qcd at any stage and coordinate its implementation.	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10.. prepare a brief note / presentation on development status & or support required from top management for meeting the development milestones.	1	3	-	-
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	1	3	-	-
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.	2	3	-	-
PC13.. discuss and negotiate the final cost and the sourced quantity for the new part/sub-assembly	1	3	-	-
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.	1	3	-	-
PC15.. 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>	7	13	-	-
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	2	3	-	-
PC17.. 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	-	-
PC18.. co-ordinate the development as per pc3- pc15 for the die-tool- gauge parts.	1	3	-	-
PC19.. 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
PC20.. seek support from senior management for resolution of major deviations	1	2	-	-
<i>Contract with new vendor</i>	5	13	-	-
PC21.. identify potential vendors for new/existing parts by floating rfqs, referrals etc.	1	3	-	-
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	1	4	-	-
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.	2	3	-	-
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	1	3	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

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

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

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- 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>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</p>	3	11	-	-
<p>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</p>	3	11	-	-
<p>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</p>	3	11	-	-

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

ASC/N6203: Collaborate with team members for vendor development activities

Description

This OS unit is about the vendor development manager strategically forming a team and collaborating with team members for managing supply of goods and/or services; thereby increasing the cost effectiveness

Scope

This unit/ task covers the following:

- preparing the organization structure using matrix management approach
- monitoring the information flow for the various manufacturing processes
- convening meetings and with team members and vendors for major discrepancies in timeline adherence
- customer contact for vendor development programs

Elements and Performance Criteria

Organization Structure

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

- PC1.** identify the most dynamic and technically adept members from the department and prepare the team for handling vendor development activities
- PC2.** ensure that the structure follows matrix management approach in which there is a cross functional program team involving marketing , r&d , npd, sourcing/vendor development , finance department, scm etc.
- PC3.** classify the materials supplied by vendors based on the manufacturing processes like components for casting , critical machining, sheet metal, rubber/plastic, fabrication/ welding, forging, protective treatment, painting etc. and assign each team member as manager from vendor development for managing the responsibility for monitoring the activities of each component
- PC4.** assign the roles and responsibilities to each member and also introduce them to the team members of other departments present in the cross functional team
- PC5.** ensure that the information flow system like erp/sap is equipped for knowledge sharing of team members
- PC6.** coordinate with it department and incorporate the module for supplier relationship management (srm) in sap/erp for each component based on the requirement
- PC7.** convene meetings with respective component vendors and the assigned vendor development team for discussion about the respective activities
- PC8.** educate the vendors about the srm system, its importance, method of application and benefits in the meeting
- PC9.** nominate and allocate the key person from vendors of each component with their concurrence that would be directly coordinating with the corresponding team member
- PC10.** coordinate with central i.t. department and ensure that only the selected members of the team are granted authorization for srm system access

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- PC11.** coordinate with materials department , team members and vendors for respective components and prepare an annual budget for vendor development activity bifurcating it component wise based on the level of activities to be executed
- PC12.** seek approval from senior management for the budget
- Information flow through SRM (alternate manual system)*
- To be competent, the user/individual on the job must be able to:
- PC13.** once approved , share the budget with the managers and ensure its strict adherence
- PC14.** ensure that all the commercial & business development data related to each vendor is correctly updated in srm module of sap and is visible for reading to the authorized vendors member and other department members in the module
- PC15.** ensure that team has put in data pertaining to the agreed commercial terms in module that can only be read by the vendor and not edited
- PC16.** ensure that each vendor receives the material schedule that contains information about the part number , purchase order number, procured quantity , unit rate , total commercial value, expected date of delivery etc. in the module
- PC17.** ensure & instruct the vendors to daily check in the material schedule and accordingly ship the material by raising shipping notes in the module
- PC18.** inform the purchasing department to update the payment release details along with the amount once the material is received accordingly in module that would be automatically visible to vendors

Integration of vendors

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

- PC19.** coordinate with scm manager, it department and ensure that data stored in mis tool of sap for each vendor can be accessed by other departments appointed representatives like r&d , manufacturing ,npd, project planning etc.
- PC20.** ensure that while development of new products by npd , all the technical and commercial details related to vendors for various parts is accessible to the designated team members through sap in order to gauge the vendors competency to develop the new product parts
- PC21.** ensure that in case of new technology developed by r&d team for an existing/new component, the technical details is communicated to the respective vendors supplying parts for the product to enhance the understanding of the product and also develop vendors as strategic partners by gathering their opinions and inputs about the technical feasibility of the manufacturing of the component
- PC22.** convene meetings of the component specific team with corresponding vendors on periodic basis with other departments like r&d , npd,scm, strategic sourcing etc. in order to understand and resolve the discrepancies faced by vendors with respect to technology ,manufacturing capacity, commercial viability and hse compliances etc. for various parts/sub-assemblies supplied by them
- PC23.** periodically review the vendors performance for the attainment of qcd targets of the organization for various parts and resolve the issues arising in coordination with senior management
- PC24.** co-ordinate performance of the vendors based on observation in srm erp or mis reports & ensure corresponding vd executives are pro-actively involved in the effectiveness, timely actions etc.
- PC25.** take actions on non-compliant vendors and convene meetings / telcon

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- PC26.** discuss the issues observed with the vendors and decide, suggest a fall -back action plan from them
- PC27.** check the effectiveness of action plan taken by vendors .
- PC28.** in case of cost revisions for any of the component , instruct the team to revise the unit rate after consultation with vendor; which would be automatically reflected at vendors end in material schedules
- PC29.** conduct periodic meetings with the respective vendors for identifying their points of concern for timeline adherence and suggest remedial measures
- PC30.** communicate with marketing / external customer and seek his inputs about the qcd performance of the vendor sourced components at customers end
- PC31.** in case of any discrepancy/pain points observed , seek their inputs and share with the team members and the concerned departments in organization
- PC32.** convene meetings with the team members, vendors and the concerned departments for discussing the feasibility for resolution of the discrepancies observed
- PC33.** suggest and implement countermeasures using problem solving approach like 8d
- PC34.** implement simultaneous engineering basis development for effective time cycles.

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.** organizational structure for various departments
- KU4.** types of raw materials being sourced by the organization
- KU5.** vendor database for all the materials sourced by organization
- KU6.** the list of approved vendors for the outsourced materials
- KU7.** procedure and protocol for addition/annulment of a contract with vendor
- KU8.** contract negotiation strategies followed by organization for vendors
- KU9.** list of alternate vendors in case of emergency and crisis situations
- KU10.** manufacturing process being followed for each product
- KU11.** raw materials/ cycle time being used for manufacturing of each product
- KU12.** physical and chemical properties of each material
- KU13.** methodology followed for classification of materials based on criticality and quality
- KU14.** costing techniques for vendor based on type of materials
- KU15.** premium freight rates of vendors for emergency deliveries
- KU16.** the vendor- organization environment for capacity, capability, cost structures, time cycles etc.
- KU17.** method of updating vendor ratings in SAP
- KU18.** vendors organization details retrieval methods from SAP
- KU19.** information flow for material tracking and dispatch
- KU20.** information systems like SAP , ERP etc.

Qualification Pack

Generic Skills (GS)

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

- GS1.** communicate with team members for getting the progress for each vendor
- GS2.** conduct telecon / video conferences for discussion on material delivery status if necessary with vendors
- GS3.** communicate with external customer based on requirement
- GS4.** communicate with Finance and obtain the commercial value debited from each vendors account owing to rejections
- GS5.** communicate to the concerned departments about annulment of a vendor contract (if applicable)
- GS6.** devise the team structure for managing programs pertaining to vendor development
- GS7.** coordinate with the team members component wise and follow up for the progress of activities for each component
- GS8.** coordinate with team members and vendors for conducting any special purpose projects as instructed by top management
- GS9.** share operation knowledge with colleagues
- GS10.** convene meetings with vendors , SRM team members and give a presentation to them for briefing them about Supplier Relationship Management objectives , expectations , methodology , benefits etc.
- GS11.** Present to the top management the activities undertaken along with the execution status for all the concerned departments for SRM
- GS12.** information flow for coordinating with the program team members pertaining to vendor development activities using systems like SAP/ERP
- GS13.** understand the component requirement schedule prepared vendor wise through SAP/ERP
- GS14.** interpret the individual constituents and accordingly prepare the budget for vendor development activities
- GS15.** read and interpret the information being mentioned for each vendor wr.t. commercial terms in the SRM module of SAP/ERP
- GS16.** understand the data being mentioned in MIS tool of SAP/ERP for material rejections and take actions accordingly with vendors
- GS17.** interpret the financial reports of the organization and prepare budgets accordingly
- GS18.** methods to address smooth information flow among the program team members for vendor development using matrix approach
- GS19.** problems (technical and non-technical), disruptions and delays
- GS20.** escalation procedures
- GS21.** to work with a fall back action plan in the event of any issue
- GS22.** to think of new and effective methods to keep a check on the vendor performance through SAP/ERP
- GS23.** decide and procure material from alternate vendors by increasing their share of business in case of non- adherence of quality/cost/delivery parameters by any component vendor
- GS24.** annual a contract with vendor in case of a serious issue/conflict of interest/

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- GS25.** solve the legal/taxation/organizational conflicts/HSE compliances of vendors and seek support from top management , if required
- GS26.** in case of any field failure/warranty issue arising due to malfunctioning of vendor supplied part , take an immediate corrective action to address the issue

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Organization Structure</i>	13	26	-	-
PC1. identify the most dynamic and technically adept members from the department and prepare the team for handling vendor development activities	1	2	-	-
PC2. ensure that the structure follows matrix management approach in which there is a cross functional program team involving marketing , r&d , npd, sourcing/vendor development , finance department, scm etc.	1	2	-	-
PC3. classify the materials supplied by vendors based on the manufacturing processes like components for casting , critical machining, sheet metal, rubber/plastic, fabrication/ welding, forging, protective treatment, painting etc. and assign each team member as manager from vendor development for managing the responsibility for monitoring the activities of each component	2	2	-	-
PC4. assign the roles and responsibilities to each member and also introduce them to the team members of other departments present in the cross functional team	1	2	-	-
PC5. ensure that the information flow system like erp/sap is equipped for knowledge sharing of team members	1	2	-	-
PC6. coordinate with it department and incorporate the module for supplier relationship management (srm) in sap/erp for each component based on the requirement	1	2	-	-
PC7. convene meetings with respective component vendors and the assigned vendor development team for discussion about the respective activities	1	3	-	-
PC8. educate the vendors about the srm system, its importance, method of application and benefits in the meeting	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. nominate and allocate the key person from vendors of each component with their concurrence that would be directly coordinating with the corresponding team member	1	2	-	-
PC10. coordinate with central i.t. department and ensure that only the selected members of the team are granted authorization for srm system access	1	1	-	-
PC11. coordinate with materials department , team members and vendors for respective components and prepare an annual budget for vendor development activity bifurcating it component wise based on the level of activities to be executed	1	3	-	-
PC12. seek approval from senior management for the budget	1	2	-	-
<i>Information flow through SRM (alternate manual system)</i>	6	14	-	-
PC13. once approved , share the budget with the managers and ensure its strict adherence	1	1	-	-
PC14. ensure that all the commercial & business development data related to each vendor is correctly updated in srm module of sap and is visible for reading to the authorized vendors member and other department members in the module	1	3	-	-
PC15. ensure that team has put in data pertaining to the agreed commercial terms in module that can only be read by the vendor and not edited	1	3	-	-
PC16. ensure that each vendor receives the material schedule that contains information about the part number , purchase order number, procured quantity , unit rate , total commercial value, expected date of delivery etc. in the module	1	3	-	-
PC17. ensure & instruct the vendors to daily check in the material schedule and accordingly ship the material by raising shipping notes in the module	1	2	-	-
PC18. inform the purchasing department to update the payment release details along with the amount once the material is received accordingly in module that would be automatically visible to vendors	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Integration of vendors</i>	11	30	-	-
PC19. coordinate with scm manager, it department and ensure that data stored in mis tool of sap for each vendor can be accessed by other departments appointed representatives like r&d , manufacturing ,npd, project planning etc.	1	2	-	-
PC20. ensure that while development of new products by npd , all the technical and commercial details related to vendors for various parts is accessible to the designated team members through sap in order to gauge the vendors competency to develop the new product parts	1	3	-	-
PC21. ensure that in case of new technology developed by r&d team for an existing/new component, the technical details is communicated to the respective vendors supplying parts for the product to enhance the understanding of the product and also develop vendors as strategic partners by gathering their opinions and inputs about the technical feasibility of the manufacturing of the component	1	3	-	-
PC22. convene meetings of the component specific team with corresponding vendors on periodic basis with other departments like r&d , npd,scm, strategic sourcing etc. in order to understand and resolve the discrepancies faced by vendors with respect to technology ,manufacturing capacity, commercial viability and hse compliances etc. for various parts/sub-assemblies supplied by them	1	2	-	-
PC23. periodically review the vendors performance for the attainment of qcd targets of the organization for various parts and resolve the issues arising in coordination with senior management	1	3	-	-
PC24. co-ordinate performance of the vendors based on observation in srm erp or mis reports & ensure corresponding vd executives are pro-actively involved in the effectiveness, timely actions etc.	1	3	-	-
PC25. take actions on non-compliant vendors and convene meetings / telcon	0.5	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. discuss the issues observed with the vendors and decide, suggest a fall -back action plan from them	0.5	1	-	-
PC27. check the effectiveness of action plan taken by vendors .	0.5	2	-	-
PC28. in case of cost revisions for any of the component , instruct the team to revise the unit rate after consultation with vendor; which would be automatically reflected at vendors end in material schedules	0.5	1	-	-
PC29. conduct periodic meetings with the respective vendors for identifying their points of concern for timeline adherence and suggest remedial measures	0.5	1	-	-
PC30. communicate with marketing / external customer and seek his inputs about the qcd performance of the vendor sourced components at customers end	0.5	1	-	-
PC31. in case of any discrepancy/pain points observed , seek their inputs and share with the team members and the concerned departments in organization	0.5	1	-	-
PC32. convene meetings with the team members, vendors and the concerned departments for discussing the feasibility for resolution of the discrepancies observed	0.5	1	-	-
PC33. suggest and implement countermeasures using problem solving approach like 8d	0.5	2	-	-
PC34. implement simultaneous engineering basis development for effective time cycles.	0.5	2	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6203
NOS Name	Collaborate with team members for vendor development activities
Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Vendor Development
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2013
Next Review Date	30/07/2015
NSQC Clearance Date	

Qualification Pack

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % aggregate for QP : 75

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/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	30
ASC/N6202.Evaluate and qualify existing and new vendors	25	75	-	-	100	20
ASC/N6203.Collaborate with team members for vendor development activities	30	70	-	-	100	20
Total	164	436	-	-	600	100

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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