

## Qualification Pack



# QC Inspector Level 3

QP Code: ASC/Q6301

Version: 1.0

NSQF Level: 3

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building  
New Delhi - 110020

## Qualification Pack

### Contents

ASC/Q6301: QC Inspector Level 3 .....	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/N0006: Maintain a safe and healthy working environment .....	5
ASC/N0021: Maintain 5S at the work premises .....	10
ASC/N6301: Inspect and maintain the product quality .....	17
Assessment Guidelines and Weightage .....	24
<i>Assessment Guidelines</i> .....	24
<i>Assessment Weightage</i> .....	24
Acronyms .....	26
Glossary .....	27

## Qualification Pack

### ASC/Q6301: QC Inspector Level 3

#### Brief Job Description

Individuals at this job need to be responsible for the quality inspection of the manufactured products in order to deliver high quality to customers.

#### 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 quality management skills. The individual should also be able to demonstrate skills for mathematical reasoning, problem solving, relationship building and leadership.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [ASC/N0006: Maintain a safe and healthy working environment](#)
2. [ASC/N0021: Maintain 5S at the work premises](#)
3. [ASC/N6301: Inspect and maintain the product quality](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing Support
<b>Occupation</b>	Quality Assurance
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2004/NII
<b>Minimum Educational Qualification &amp; Experience</b>	I.T.I (Mechanical/Electrical/Electronics Engineering (Product content based)) with 1-2 Years of experience In Quality/Manufacturing department
<b>Minimum Level of Education for Training in School</b>	

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<b>Pre-Requisite License or Training</b>	Compulsory: APQP/CP, pre-delivery inspection techniques, handling Basic inspection equipment , Introduction to MSA/SPC, PFMEA etc. Voluntary: 7 QC tools, , problem solving techniques, Decision making hierarchy in organization
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	27/08/2013
<b>Next Review Date</b>	31/03/2021
<b>Deactivation Date</b>	31/03/2021
<b>NSQC Approval Date</b>	20/07/2015
<b>Version</b>	1.0

## Qualification Pack

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

#### Description

This NOS is about creating a Safe and Healthy work place, adhering to the safety guidelines in the working area, following practices which are not impacting the environment in a negative manner and training team members on health and safety related issues

#### Scope

The role holder will be responsible for

- identifying and reporting of risks
- creating and sustaining a safe, clean and environment friendly work place This NOS will be applicable to all Automotive sector manufacturing job roles

#### Elements and Performance Criteria

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

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

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

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

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

#### Description

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

#### Scope

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

#### Elements and Performance Criteria

##### *Ensure sorting*

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

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

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

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

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

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

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

## Qualification Pack

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

### *Ensure sustenance*

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

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

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Qualification Pack

### Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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



## Qualification Pack

### ASC/N6301: Inspect and maintain the product quality

#### Description

This OS unit is about the individual monitoring and maintaining the quality of the products

#### Scope

The unit/ task covers the following for Receipt, In Process , Final Inspection:

- pre
- delivery inspection of the product
- dock audit / Development batch of product
- coordinate with R&D QA for failures, CAPA & CI issues

#### Elements and Performance Criteria

##### *Inspection of final product*

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

- PC1..** conduct the process of Inspection at the stages : complete dimensional /Layout Inspection at development stage & later as per the periodicity such as annual for re- validation in the Production phase as per the CP/ Quality plan/ sampling Plan/ stage inspection plans/ First off IR
- PC2..** handle Inspection equipment and Instruments such as vernier, micrometers height Gauge & surface plate acceptance/ Combination Gauges simple gauges bore, air , profile for safe storage, calibration at pre-decided frequency and have an acceptable level of R & R as per SOP of the organization
- PC3..** conduct a inspection of the product covering the following checkpoints: visual Inspection of the part for scratches, dents , damages, packing as per the norms etc. special inspection co-ordinated with other agencies e.g. Lab :Material, Lab: Standards Room, assembly / performance trials etc. identification sticker/number/label placed on the product functioning of the product and its components documentation pertaining to the Quality
- PC4..** coordinate with the respective process owners / seniors in qa and implement capa for discrepancies in the parameters identified in the report on immediate basis
- PC5..** participate in checking the effectiveness of implementation and repeat the process till the discrepancies are resolved
- PC6..** document the observations of the inspection and maintain records of
- PC7..** ir, erp-system record and special process capability index calculation/ charting as per the sop raise a scrap note and dispose off the scrapped product in the scrap yard as per the defined procedure maintaining the hse compliance
- PC8..** as is the case i.e. new product/process development / production phase , the reports and part submission warrant, ppap are to be prepared.
- PC9..** based on the implementation of information flow system in organization like erp/sap , upload the reports

##### *Dock audit of the sample batch*

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

## Qualification Pack

- PC10..** conduct a dock audit of a sample batch from the production lot of the ready to dispatch final products covering the following checkpoints : product in good shape with no visible damage presence of sharp edges in the product wear and tear of the product presence of any physical defects packaging of product according to customer specification packaging boxes as per the requirement for preservation customer PO Number on the shipping labels boxes labeled correctly with packer name count on the Bill of Lading match the count on the pallet boxes stacked neatly in case of pallet arrangement damages of the pallet like nails sticking out, broken boards, etc
- PC11..** coordinate with the respective process owners/stores and implement capa for discrepancies identified in the dock audit on immediate basis
- PC12..** review the effectiveness of implementation and repeat the process till the discrepancies are resolved
- PC13..** document the observations of dock audit and maintain records
- PC14..** based on the implementation of information flow system in organization like erp/sap , upload the reports

### *Coordination with R&D / Quality Manager CAPA , CI*

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

- PC15..** work as a cft member of the team formed for solving a problem pertaining to the products handled .collect data regarding the problem as decided in the team discussions
- PC16..** participate for preparation of fault tree, conducting simulation and implementation of actions
- PC17..** participate for updating relevant documentation
- PC18..** assist the npd department in efficient development of the new product by sharing all the problems related to qcd observed in the existing products

## 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.** material classification criteria followed by organization
- KU4.** policies and procedures for storage and preservation of materials
- KU5.** policies , compliances and systems followed for HSE
- KU6.** TS-16949/any other QMS system guidelines followed in the organization
- KU7.** New Process/Product development protocol and methodology
- KU8.** manufacturing process being followed for each product
- KU9.** inspection checkpoints NPD, Production, Dock Audit etc.
- KU10.** APQP procedures
- KU11.** problem solving & analysis tools like 8Ds, five why analysis etc.
- KU12.** RCA analysis techniques
- KU13.** requirements for PPAP-PFMEA,CP
- KU14.** requirements for TS-16949/QMS system followed
- KU15.** rejection / Inspection reports

## Qualification Pack

- KU16.** testing equipments operational knowledge
- KU17.** resource & information systems like SAP, ERP etc

### Generic Skills (GS)

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

- GS1.** document the observations in the inspection format using precise terms for description of the defects , phenomenon etc.
- GS2.** understand the contents mentioned on the identification sticker
- GS3.** prepare reports/excel sheet/MIS for review of quality manager and senior management
- GS4.** the concerned departments for failures/any issues
- GS5.** NPD department for new product development
- GS6.** concerned departments for dock audit and resolution of the discrepancies observed
- GS7.** senior management for updating the progress and seeking their support
- GS8.** team members for reviewing the progress of day to day activities
- GS9.** work as an effective team members ensuring smooth execution of the inspection of the product in an efficient and timely manner
- GS10.** coordinate with various departments like NPDCFT , Marketing, R&D etc. based on the requirement
- GS11.** share operation knowledge with colleagues
- GS12.** coordinate with the process owners and devise countermeasures for effective handling of the non-conformities observed in IR and dock audit
- GS13.** understand and analyze the inspection report for providing inputs to NPD department for new product development
- GS14.** interpret the customer ( Internal / external) feedback and translate it into the development of the new product in coordination with NPD department
- GS15.** identify problems (technical and non-technical), disruptions and delays
- GS16.** think through and devise the countermeasure for resolution for any quality related issue observed
- GS17.** work on actions to be taken on immediate basis in case of frequent rejections
- GS18.** devise and implement interim/permanent countermeasures for the nonconformities observed in the field failures/warranty issues using analysis tools like 4Ds , 8Ds etc.
- GS19.** analyze the interim countermeasures taken for the resolution of nonconformities observed in the product inspection and dock audit to accordingly devise the permanent countermeasures for prevention from re-occurrence

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspection of final product</i>	<b>18</b>	<b>43</b>	-	-
<b>PC1..</b> conduct the process of Inspection at the stages : complete dimensional /Layout Inspection at development stage & later as per the periodicity such as annual for re- validation in the Production phase as per the CP/ Quality plan/ sampling Plan/ stage inspection plans/ First off IR	2	7	-	-
<b>PC2..</b> handle Inspection equipment and Instruments such as vernier, micrometers height Gauge & surface plate acceptance/ Combination Gauges simple gauges bore, air , profile for safe storage, calibration at pre-decided frequency and have an acceptable level of R & R as per SOP of the organization	2	7	-	-
<b>PC3..</b> conduct a inspection of the product covering the following checkpoints: visual Inspection of the part for scratches, dents , damages, packing as per the norms etc. special inspection co-ordinated with other agencies e.g. Lab :Material, Lab: Standards Room, assembly / performance trials etc. identification sticker/number/label placed on the product functioning of the product and its components documentation pertaining to the Quality	2	7	-	-
<b>PC4..</b> coordinate with the respective process owners / seniors in qa and implement capa for discrepancies in the parameters identified in the report on immediate basis	2	5	-	-
<b>PC5..</b> participate in checking the effectiveness of implementation and repeat the process till the discrepancies are resolved	2	5	-	-
<b>PC6..</b> document the observations of the inspection and maintain records of	2	3	-	-
<b>PC7..</b> ir, erp-system record and special process capability index calculation/ charting as per the sop raise a scrap note and dispose off the scrapped product in the scrap yard as per the defined procedure maintaining the hse compliance	2	3	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC8..</b> as is the case i.e. new product/process development / production phase , the reports and part submission warrant, ppap are to be prepared.	2	3	-	-
<b>PC9..</b> based on the implementation of information flow system in organization like erp/sap , upload the reports	2	3	-	-
<i>Dock audit of the sample batch</i>	<b>8</b>	<b>16</b>	-	-
<b>PC10..</b> conduct a dock audit of a sample batch from the production lot of the ready to dispatch final products covering the following checkpoints : product in good shape with no visible damage presence of sharp edges in the product wear and tear of the product presence of any physical defects packaging of product according to customer specification packaging boxes as per the requirement for preservation customer PO Number on the shipping labels boxes labeled correctly with packer name count on the Bill of Lading match the count on the pallet boxes stacked neatly in case of pallet arrangement damages of the pallet like nails sticking out, broken boards, etc	2	4	-	-
<b>PC11..</b> coordinate with the respective process owners/stores and implement capa for discrepancies identified in the dock audit on immediate basis	2	4	-	-
<b>PC12..</b> review the effectiveness of implementation and repeat the process till the discrepancies are resolved	2	4	-	-
<b>PC13..</b> document the observations of dock audit and maintain records	1	2	-	-
<b>PC14..</b> based on the implementation of information flow system in organization like erp/sap , upload the reports	1	2	-	-
<i>Coordination with R&amp;D / Quality Manager CAPA , CI</i>	<b>4</b>	<b>11</b>	-	-
<b>PC15..</b> work as a cft member of the team formed for solving a problem pertaining to the products handled .collect data regarding the problem as decided in the team discussions	1	3	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC16..</b> participate for preparation of fault tree, conducting simulation and implementation of actions	1	3	-	-
<b>PC17..</b> participate for updating relevant documentation	1	2	-	-
<b>PC18..</b> assist the npd department in efficient development of the new product by sharing all the problems related to qcd observed in the existing products	1	3	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N6301
<b>NOS Name</b>	Inspect and maintain the product quality
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing Support
<b>Occupation</b>	Quality Assurance
<b>NSQF Level</b>	3
<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

### 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.

#### Minimum Aggregate Passing % at QP Level : 65

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

#### Assessment Weightage

##### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0006.Maintain a safe and healthy working environment	25	75	-	-	100	15
ASC/N0021.Maintain 5S at the work premises	25	75	-	-	100	15
ASC/N6301.Inspect and maintain the product quality	30	70	-	-	100	70



## Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
<b>Total</b>	<b>80</b>	<b>220</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

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

## Qualification Pack

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