

Qualification Pack



Maintenance Assistant / Helper

QP Code: ASC/Q6806

Version: 1.0

NSQF Level: 2

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

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ASC/Q6806: Maintenance Assistant / Helper

Brief Job Description

Individuals at this job are responsible for providing assistance to the maintenance personnel in repairing of the breakdown equipment by fetching the tools, spares and providing material handling support.

Personal Attributes

This job requires the individual to work under the supervision of the maintenance team. The individual must be physically fit as he has to maintain unusual working hours.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N0006: Maintain a safe and healthy working environment](#)
2. [ASC/N6808: Provide support for maintenance activities and documentation](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Manufacturing Support
Occupation	Maintenance
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7412.0801
Minimum Educational Qualification & Experience	I.T.I with 1-2 years of experience Maintenance/Manufacturing
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Basic fundamentals training courses on repairing of equipment and machinery
Minimum Job Entry Age	18 Years
Last Reviewed On	23/09/2013

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Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	05/08/2015
Version	1.0

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ASC/N0006: Maintain a safe and healthy working environment

Description

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

Scope

The role holder will be responsible for

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

Elements and Performance Criteria

Identify and report the risks identified

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

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** relevant standards, procedures and policies related to Health, Safety and Environment followed in the company
- KU2.** basic knowledge of Safety procedures(fire fighting, first aid) within the organization
- KU3.** knowledge of various types of PPEs and their usage
- KU4.** basic knowledge of risks/hazards associated with each occupation in the organization
- KU5.** how to safely operate various tools and machines and risks associated with the tools/ equipment
- KU6.** knowledge of personal hygiene and how an individual can contribute towards creating a highly safe and clean working environment

Generic Skills (GS)

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

- GS1.** write basic level notes and observations
- GS2.** read safety instructions put up across the plant premises
- GS3.** read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated
- GS4.** effectively communicate information to team members
- GS5.** inform employees in the plant and concerned functions about events, incidents & potential risks observed related to Safety, Health and Environment.
- GS6.** question operator/ supervisor in order to understand the safety related issues
- GS7.** attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs
- GS8.** use common sense and make judgments during day to day basis
- GS9.** use reasoning skills to identify and resolve basic problems
- GS10.** use common sense and make judgments during day to day basis
- GS11.** use reasoning skills to identify and resolve basic problems

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Assessment Criteria

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

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

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National Occupational Standards (NOS) Parameters

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

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ASC/N6808: Provide support for maintenance activities and documentation

Description

This OS unit is about the providing support for carrying out the repair of the breakdown equipment and maintaining the necessary documentation

Scope

The unit/ task covers the following:

- providing support in repair breakdown equipment & routine maintenance tasks
- maintaining records of the documentation

Elements and Performance Criteria

Providing support for repair of breakdown equipment, routine maintenance tasks

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

- PC1..** understand the reason for breakdown/ task to be done in the mechanical and electrical equipment and the method of repair with the help of maintenance technicians based on the requirements , arrange for the tools , spares etc. by fetching from the respective area of storage and providing to the maintenance personnel repairing the breakdown equipment
- PC2..** if required , lend support to overhaul/dismantle the equipment safely in coordination with the maintenance personnel as per the instructions given in the work instruction sheet
- PC3..** in case of heavy or big size tools , spares etc. use the material handling equipment like stacker , forklift , crane etc. as per the applicability and safely transport them
- PC4..** as per the instructions from the maintenance personnel , arrange the oil / consumables for replenishment for the equipment
- PC5..** assist and work as a team-member to maintain 5s at the work location, stores .

Maintaining the documentation records

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

- PC6..** as per the instructions of the maintenance technicians , collect /update all the history sheets , maintenance check sheets , breakdown slips, spares stocks and other maintenance related documentation
- PC7..** arrange all the documents in a neat , chronological order.
- PC8..** store all the records at the designated shelf , storage places with labels.
- PC9..** if required , retrieve any specific document from its storage place and submit to the concerned maintenance personnel

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company manufacturing processes & the equipment in use

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- KU2.** existing layout for the processes
- KU3.** sequence of operations for each process
- KU4.** Withdrawal / Restore procedures for tools, spares etc.
- KU5.** complete knowledge of the process in consideration
- KU6.** dimensions and type of the existing facility being used for the process
- KU7.** electrical -wiring drawings of equipment
- KU8.** operation of electrical equipment viz. motor etc . being used for the process
- KU9.** material and information flow of the process
- KU10.** various documents prepared for maintenance like the history sheets , breakdown slips , kaizen sheets , checksheet etc.

Generic Skills (GS)

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

- GS1.** read the information displayed at the workplace and work accordingly
- GS2.** identify the various types of maintenance related documents and understand its purpose of usage
- GS3.** communicate with shop floor workers for arranging the tool , spares, material handling equipment etc. as applicable
- GS4.** if required , gather the information related to maintenance activities mentioned in the maintenance documents
- GS5.** Arrange the tools , spares , material handling tools etc. for the repair of the breakdown equipment in an effective manner and on timely basis
- GS6.** provide support to maintenance personnel for repair of the breakdown equipment in a timely and effective manner

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Providing support for repair of breakdown equipment, routine maintenance tasks</i>	12	44	-	-
PC1.. understand the reason for breakdown/ task to be done in the mechanical and electrical equipment and the method of repair with the help of maintenance technicians based on the requirements , arrange for the tools , spares etc. by fetching from the respective area of storage and providing to the maintenance personnel repairing the breakdown equipment	4	8	-	-
PC2.. if required , lend support to overhaul/dismantle the equipment safely in coordination with the maintenance personnel as per the instructions given in the work instruction sheet	2	9	-	-
PC3.. in case of heavy or big size tools , spares etc. use the material handling equipment like stacker , forklift , crane etc. as per the applicability and safely transport them	2	9	-	-
PC4.. as per the instructions from the maintenance personnel , arrange the oil / consumables for replenishment for the equipment	2	9	-	-
PC5.. assist and work as a team-member to maintain 5s at the work location, stores .	2	9	-	-
<i>Maintaining the documentation records</i>	8	36	-	-
PC6.. as per the instructions of the maintenance technicians , collect /update all the history sheets , maintenance check sheets , breakdown slips, spares stocks and other maintenance related documentation	2	9	-	-
PC7.. arrange all the documents in a neat , chronological order.	2	9	-	-
PC8.. store all the records at the designated shelf , storage places with labels.	2	9	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9.. if required , retrieve any specific document from its storage place and submit to the concerned maintenance personnel	2	9	-	-
NOS Total	20	80	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6808
NOS Name	Provide support for maintenance activities and documentation
Sector	Automotive
Sub-Sector	Manufacturing Support
Occupation	Maintenance
NSQF Level	2
Credits	TBD
Version	1.0
Last Reviewed Date	23/09/2013
Next Review Date	30/09/2015
NSQC Clearance Date	

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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 % : 60

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	20
ASC/N6808.Provide support for maintenance activities and documentation	20	80	-	-	100	80
Total	45	155	-	-	200	100

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Acronyms

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

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Glossary

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

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