

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body: **Automotive Skills Development Council**

**Sat Paul Mittal Building,
1/6, Siri Institutional Area,
August Kranti Marg (Khel Gaon Marg)
New Delhi – 110049**

Name and contact details of individual dealing with the submission

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Position in the organisation: Chief Executive Officer

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List of documents submitted in support of the Qualifications File

1. Qualification Pack :- ASC/Q3303.
2. Documents related to QP Development (**Refer to folder “Common Files”**)
 - (i) RFP for NOS Development
 - (ii) Selection of consultant to Develop NOS
 - (iii) Supporting Document from GC meetings
 - (iv) Skill GAP Study report
 - (v) Occupational Map
 - (vi) Career path ways
 - (vii) MOU with Industry
 - (viii) List of Companies participating in QP Development Process
 - (ix) List of Validating Companies

3. QUALIFICATION FILE SUMMARY

Qualification Title : Auto Body Painting Technician (ASC/Q3303)			
Body/bodies which will assess candidates : ASDC (AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL)			
Body/bodies which will award the certificate for the qualification: ASDC (AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL)			
Body which will accredit providers to offer the qualification: ASDC (AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL)			
Occupation(s) to which the qualification gives access: Auto Body Painting Technician (in Manufacturing Sector)			
Proposed level of the qualification in the NSQF : Level 3			
Anticipated volume of training/learning required to complete the qualification: : 300 Hrs (These are only notional number of hours. The training must achieve competency outcomes as define by the QP/NOS)			
Entry requirements / recommendations : Preferably Class Xth			
Minimum Age : 1 ASDC recommends that candidates should seek full employment not before attaining an age of 18 years. 2 However, as per Factories Act1948 : - No one can be employed before attaining the age of 15 - A person between the age of 15 – 18 (both inclusive) could be employed only with employers who follow safety and security systems & processes and also that the employee in this bracket will be working under supervision. 3 Please note that under the Factories Act 1948, different States may have slightly varying provision which need to be adhered to			
Progression from the qualification	Vertical	Horizontal	Cross Sector
	Painting technician, Painting supervisor		
Planned arrangements for RPL. : Pilots have been planned exclusive of any training input.			
International Comparability : Not at this stage			
Formal structure of the qualification			
Title of unit or other component (Include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
1. ASC/N3305:Support the operator in Surface Preparation – Cleaning and Pre treatment of body Parts	Mandatory	300 Hrs (These are only notional number of hours. and can vary based on training delivery partners analysis of the candidate profile)	3
2. ASC/N3306:Support the operator in Base and Top Coat Application	Mandatory		3
3. ASC/N3307:Support the operator in Paint Mixing activities	Mandatory		3

4. ASC/N3308:Remove the finished goods from the production line and store finished goods	Mandatory	in the batch)	3
5. ASC/N0006:Maintain a safe and healthy working Environment	Mandatory		3
6. ASC/N0008:Conduct regular cleaning and maintenance of the machine	Mandatory		3
7. ASC/N0021: Maintaining 5S at the work premises	Mandatory		3

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

Qualification Pack is attached

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

ASDC will conduct assessment through ASDC-accredited assessment agency and ASDC-approved assessors.

- 1 Manipal – City & Guilds Pvt Ltd
- 2 Honda Motor India Pvt. Ltd.
- 3 TATA Motors
- 4 KAMT
- 5 Mettl-Assessment Science Expert
- 6 India Skills Pvt. Ltd.
- 7 Green Arrows Safety Management (P) Ltd.
- 8 The Indian Institute of Welding
- 9 Multi Skills Assessors Guild
- 10 Prima Competencies Pvt. Ltd.
- 11 TRENDSETTERS SKILL ASSESSORS PRIVATE LIMITED
- 12 VR Skill & HR Solutions
- 13 Ace Assessments Pvt. Ltd.
- 14 Cognix Knowledge Services (P) Ltd
- 15 Confederation of Indian Industry
- 16 Skills Mantra Edutech Consulting India Pvt. Ltd.

Will the assessment body be responsible for RPL assessment?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

Yes. Standard assessment process will be followed for the given qualifications.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

Assessment documents:

Quality Assurance - Assessment & Certification

ASDC Certificate is Auto industry's own certificate and the certificate is expected to carry an assurance of quality. Therefore, the certified candidate should be able to demonstrate all round skills as expected by industry standard ie ASDC NOS/QP.

In order to achieve this objective ASDC needed to have an approach that is process driven whereby the outcomes meet the quality objectives and also display consistency.

Certification is the outcome of Assessment Process. The Process in turn is derived from an overall strategy.

ASDC Assessment Strategy

ASDC Assessment Strategy has two components:

- 1 Broad Guidelines provided by NSDC QRC (*Qualifications Registration Committee*)
- 2 ASDC's own *sector specific* overarching strategy, covering all job roles.

- Any specific assessment approach relating to a particular job role.

1 Broad Guidelines provided by NSDC QRC (Qualifications Registration Committee):

- a. Assessment to be conducted by SSC as per competency output defined in the NOS/QP and the assessment criteria provided in the NOS/QP
- b. Assessment to be carried out by a third party Assessment Body duly affiliated to the SSC.
- c. Practical and face to face Viva evaluations, where applicable, to be carried out only by the SSC approved assessor deployed by the Assessing Body deputed by SSC for the given assessment.
- d. Cut off marks for certification could be in the vicinity of 70% level but individual SSC to refine & modify this criteria to suit the sectorial needs.
- e. Assessing Body to declare results with due concurrence of the SSC.

2 ASDC's own sector specific strategy covering all job roles :

- 2.1 ASDC assessments will be comprehensive and cover all aspects of acquired knowledge, practical skills and also basic ability to communicate. Accordingly, evaluation process would include:
 - i. Theory/Knowledge test
 - ii. Practical demonstration test
 - iii. Face to Face Viva
- 2.2 Theory/Knowledge assessment will be carried out on line through a link provided for each assessment that generates a random paper from a bank of questions available at the back end.
 - Exception to an online test in favour of Paper Test would be subject to non-availability of requisite broad band and/or hardware.
 - On line test would be conducted in the presence of an ASDC assessor till web enabled proctoring is deployed.
- 2.3 ASDC assessor would be conducting Practical and Viva as per the criteria provided in the NOS/QP.
- 2.4 ASDC assessor would be carrying out Practical assessment for job roles such as in sales by way of role playing method.
- 2.5 ASDC cut offs for accepting a candidate for certification:

Automotive industry has already attained a level of globalization and is on the way to becoming even more integrated into the global supply chains with a big focus by OEMs on sourcing from India. This translates to expectation of high quality skills. In fact, the global integration process would start putting demands on skill quality standards to be in line with transnational standards.
- 2.6 Also there is an ever increasing quality demands placed by domestic customers.
- 2.7 Further, the structuring of our industry is such that the different organizations spread across the OEM, Tier1, 2 manufacturing spectrum are expected to follow common quality standards. Similarly, OEMs and their Dealerships and Service Workshops also require to follow common quality standards. This implies that employees need to follow technical discipline, team work and quality processes.

- 2.8 ASDC aims to build a quality brand for its certification that clearly meets our industry's expectations.
- 2.9 The other important consideration is the Level notification by NSQF (National Skills Qualifications Framework) which provides a structure of skills ladder to be followed in the country. This ladder describes the entire skills space to be covered in 10 levels from Level 1 (for mostly menial jobs) and upto Level 10(for mostly strategy level jobs)
- 2.10 Keeping above points in mind ASDC evolved an acceptance criteria as follows:
- Broadly, overall cut offs to be :

Level 1	60%
Level 2	65%
Level 3	70%
Level 4-10	75%
 - Specific Theory/Practical/Viva cut offs to be as per detailed matrix for each QP.
- 2.11 In line with international practice there is a provision for moderation of marks to account for borderline cases. This process also covers differential moderation possibility across Theory/ Practical/ Viva.
- 2.12 Moderation could also be necessitated owing to variation between assessors and strictness in marking. This moderation to be carried out by concerned Assessing Body in consultation with ASDC.
- 2.13 In addition to recording markings of the candidate evaluation, the Assessor will also be recording general observations for every batch as per ASDC format. This record will be useful in carrying out (2.11-2.12) above.
- Any specific assessment approach relating to a particular job role:
 - o ASDC could consider *only* online test for some job roles such as in Design Engineering /Quality
 - ASDC assessment process would also provision a suitable re-evaluation mechanism which would offer a fair chance to the TP/candidates for Obtaining an accurate outcome.
 - ASDC assessment process would also provision re assessment of a batch in case the TP has enough reason to opt for this on payment of the due assessment fee.

Assessment Process

- ASDC Training Partner will intimate ASDC for readiness of a batch for assessment preferably 15 days before the intended assessment.
- Within 3 working days ASDC will finalize an Assessing Partner for carrying out the assessment
- Assessing Partner will deploy one or more ASDC approved assessor For carrying out the assessment.
- Theory/Knowledge test of the approximate duration of 30-60 minutes will be conducted online for which the online link will be generated by the ASDC Technology Partner and shared with Assessment Partner.
- Online test will be conducted in the presence of ASDC assessor.(ASDC is encouraging development of technology enabled proctoring and when this is ready, the online test could be conducted without requiring human proctoring)
- Exception to an online test in favour of Paper Test would be subject to non-availability of requisite broad band and/or hardware device. Moreover, this could be allowed only after ascertain genuinity of request.
- ASDC assessor would be conducting Practical and Viva as per the criteria provided in the NOS/QP.

- ASDC Assessment Partner will ensure that the assessor to be deployed has complete understanding of the ASDC Assessment Process and the QP/NOS relevant to the assessment.
- Assessor would be reaching the venue well in time and review and on the ground verify the batch information already provided by TP.
- Assessor will then proceed to conduct the assessment as per ASDC Format starting with the attendance.
- Assessor would be capturing Viva and Practical marks on a device that has ASDC assessment link. Technology systems deployed in ASDC assessment process have provision for instantly capturing assessor evaluations in only the standard NOS/QP aligned format.
- In addition to recording markings of the evaluation, the Assessor will also be recording general observations for every batch as per ASDC format as appended below. This record will be useful in carrying out result review process.

Result Processing

- ASDC Assessment Partner responsible for Technology Platform will convert the assessment data captured by Assessor on the device into result matrix and share the same with ASDC
- ASDC Assessment cell will view the results for compliance to process and / or need for moderation in consultation with the Assessing Partner to arrive at final result for the batch as per ASDC acceptance Criteria.
- Assessing Partner will publish finalized results on data base for viewing of the Training Partner
- ASDC would issue a certificate after due verifications of candidate authenticity by way of a unique identification number such as Aadhaar.
- Certificates will be shared preferably in digital form with Training Partners
- Training Partners would be authorized to distribute certificate to candidates after printing them on a standard sheet as per ASDC template.

Re-evaluation of batch result

- Results once published will be treated as final. However, as per ASDC Assessment Strategy, there is need for provisioning a re-evaluation of results if desired by a TP essentially to cover a case where the TPs internal assessments are at large variance with the results.
- Re-evaluation will be done batch wise.
- ASDC Assessment cell will carry out re-evaluation in two steps:
 - o Check for totalling error, if any
 - o Use statistical tools where required to establish a pattern and extent of borderline cases.
 - o Refer to the Assessor feed back form for the given batch
 - o Use a weightage reference table to establish priority of type of assessment eg Theory or Practical or Viva
 - o Where required, share the findings with Assessment Partner for review and concurrence.
 - o Establish a modified range of acceptance based on above
 - o In case of need for moderation based on assessor level variation, to consult the Assessing Partner/Assessor and facilitate moderated values.

- Re do the results based on above process
- Share the revised results with TP

Quality Assurance & Audit

While the Assessment Process based on a well-defined strategy as above, does have an in built quality assurance, ASDC also has a plan that augments assurance.

This entails a Quality Audit process as defined below :

There will be a 2 tier Audit of the assessment process:

Tier 1 Audit

- 1 ASDC Assessor will be required to submit a report for each assessment carried out. This report will be as per ASDC format as described in the Assessment Process. The format of the report aims to capture details of the Training Delivery process, soft & hard infrastructure, Training of Trainer, industry connect and overall approach to training delivery vis a vis expectations of ASDC QP/NOS.
- 2 Each Assessment Partner is required to carry out and submit Tier 1 audit reports as per a plan and frequency agreed with ASDC.
- 3 ASDC will continuously review the Tier 1 audit reports for any alarming observation or trend.
- 4 ASDC will develop and execute a suitable action plan to redress the situation as deemed necessary for a given case.

Tier 2 Audit

- 1 ASDC to carry out a Tier 2 level Audit as per a plan being developed.
 - a. Tier 2 audit will be carried out by a third party contracted by ASDC for the purpose.
 - b. Tier 2 audit will provide adequate coverage for variables such as Assessing Partner, Assessor, TP and geographical variations.
- 2 ASDC Assessment cell to review audit findings at least once every month or on sos basis.
- 3 Based on review findings as in 2 above, ASDC to decide on a suitable corrective action plan and execute the same.
- 4 ASDC to record directional needs for refinement of Assessment process specially for incorporation of Technology that could enhance reliability and speed of assessments.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

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ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

CRITERIA FOR ASSESSMENT OF TRAINEES

Auto Body Painting Technician- Level 3

ASC/Q3303

Guidelines for Assessment

- 1 ASDC Assessments will be carried out as per overall assessment strategy and process given in Section 1.
- 2 Accordingly, ASDC Assessment has three elements: 1. Theory/Knowledge 2. Viva and 3. Practical.
- 3 Theory/Knowledge test will be conducted online (*ref:- point no. 2.2* in section 1 above).
- 4 Viva, Practical (test will carried out by ASDC approved assessor deployed through ASDC Affiliated Assessment Partner. (*Ref :- point no. 2.3 to 2.4* in section 1)
- 5 The Qualification cutoffs will be as per point 2.10 in Section 1 above

Title of NOS/Unit/Component:

Assessable Outcomes	Assessment criteria	Total Mark	Marks Allocation		
			Theory (Total randomised over all PCs)	Viva	Practical
ASC/ N3305 Support the operator in cleaning & Pre-	PC1. Clearly understanding the does and don'ts of the manufacturing process as defined in SOPs/ Work Instructions or				

treatment (Ensure the Prewash process)	<p>defined by supervisors</p> <p>PC2. Carry out general check:-feed valve, drain valve must be in closed condition.</p> <p>PC3. Carry out bath point age maintenance as per bath replenishment chart.</p> <p>PC4. Ensure correct bath make up frequency as per standard process</p> <p>PC5. Check for oil separator, it must be in working condition</p>			10	25
Ensure completion of Hot water spray process	<p>PC6. Check:-feed valve, drain valve must be in closed condition.</p> <p>PC7. Check bath point age maintenance as per bath replenishment chart.</p> <p>PC8. Ensure bath make up frequency</p> <p>PC9. Ensure pressure difference across bag filter and then clean the bag filter</p>			10	20
Ensure completion of Pre degreasing process	<p>PC10. Check:-feed valve, drain valve must be in closed condition.</p> <p>PC11. Maintain bath pointage as per bath replenishment chart.</p> <p>PC12. Check for oil separator, it must be in working condition</p>			5	10
Ensure completion of Degrease dip process	<p>PC13. Check:-feed valve, drain valve must be in closed condition.</p> <p>PC14. Maintain bath point age as per bath replenishment chart.</p> <p>PC15. Ensure bath make up verification as per the frequency</p>			5	10
Ensure Water rinse I spray process, Ensure Water rinse II dip process	<p>PC16. Check:-feed valve, drain valve must be in closed condition.</p> <p>PC17. Maintain bath pointage as per bath replenishment chart.</p> <p>PC18. Ensure bath make up verification as per the frequency</p>			5	10
Ensure completion of Surface Conditioning process	<p>PC19. Check:-feed valve, drain valve must be in closed condition.</p> <p>PC20. Maintain bath pointage as per bath replenishment chart.</p> <p>PC21. Ensure bath make up verification as per the frequency</p>			5	10
Ensure completion of Phosphate dip process	<p>PC22. Check:-feed valve, drain valve must be in closed condition.</p> <p>PC23. Maintain bath pointage as per bath replenishment chart.</p> <p>PC24. Ensure bath make up verification as per the frequency</p> <p>PC25. Check of heat exchanger temperature</p>			10	20

	must be in the range				
Ensure Water rinse III spray process & Ensure Water rinse IV dip process	PC26. Check:-feed valve, drain valve must be in closed condition. PC27. Ensure bath make up frequency			5	10
Ensure completion of RCDM dip process	PC28. Check:-feed valve, drain valve must be in closed condition. PC29. Maintain bath pointage as per bath replenishment chart. PC30. Ensure bath make up verification as per the frequency			5	10
Ensure completion of ED Bath process	PC31. Check:-feed valve, drain valve must be in closed condition. PC32. Maintain bath point age as per bath replenishment chart. PC33. Ensure bath make up verification as per the frequency			10	20
Ensure completion of Ultra Filtrate 1 , 2 and 3 processes and RCDM dip process	PC34. Check:-feed valve, drain valve must be in closed condition. PC35. Maintain bath point age as per bath replenishment chart. PC36. Ensure bath make up verification as per the frequency			10	20
Ensure Fresh DI spray process	PC37. The conductivity test from dm supply line			5	10
Ensure proper Unloading of body parts	PC38. Proper cutting of wires and unloading of bodies on skids			5	5
ASC/N3306 Support the operator in base & top coat application (Clean the body pre painting for the dust particles)	The user/individual on the job needs to know and understand: PC1. that the body should be free from all dust particles				5

Prepare paint with the help of Paint and thinner at a specified viscosity. Set the paint pattern as per defined requirement.	The user/individual on the job needs to know and understand: PC2. the right quantity paint to be used. Do not over spray paint to undesired areas of the body			5	25
Apply paint with spray gun	The user/individual on the job needs to know and understand: PC1. paint coverage must be uniform, no patches must be there.			5	30
ASC/N3307 Support the operator in Paint Mixing operations Note down the physical stock of paint, thinner and Keep the container in storage area	PC10. Conduct the process of checking expiry date and batch no. as per the work instructions/ SOPs PC11. Ensure that there should be no skinning, sedimentation or paint separation in the paint container			10	30
Transfer the paint to the paint charging tank	PC12. Conduct the process of maintaining paint mix room temperature and no use of an electrical equipment inside paint mix room PC13. Ensure that during suction there should be no spillage of paint and thinner on floor.			5	30
Maintain the viscosity of paint in paint charging tank	PC14. Conduct regular check of paint viscosity till the desired viscosity obtained PC15. Ensure checking of earthing of equipment			5	10
Transfer the paint to the supply tank to supply to the top coat	PC16. Conduct the viscosity adjustment: once the viscosity adjusted as per end customer requirement / CP PC17. Check the final viscosity and keep it on record PC18. Ensure that earthing of equipment is properly done as per the instructions			10	20
ASC/ N3308 Move the	PC1. Understand the output product shape and decide the mechanism to lift the output				

<p>finished goods to a designated location& store</p> <p>Unload the Finished</p>	<p>PC2. Clamp the product and lift the output object using suitable equipment like hoist, lifts, crane etc</p> <p>PC3. Ensure that there is no damage to the lifted work pieces</p> <p>PC4. Carry the output product to the designated area using hangars, conveyor belts, cranes, forklifts etc</p>			10	25
<p>Store the finished goods</p>	<p>PC5. Post inspection process, tag the right quality pieces for future identification</p> <p>PC6. Carry the tagged pieces to the storage areas using manual/ automatic means</p> <p>PC7. Keep a record of the finished goods along with the storage identification numbers for easy sorting</p>			10	15
<p>ASC/N0008</p> <p>Carry out routine cleaning and maintenance activity (Storing equipment in proper condition)</p>	<p>PC1. Arrange all equipment in a proper order as indicated in the equipment manual</p> <p>PC2. Store equipment auxiliaries and spare parts in proper designated areas</p> <p>PC3. Clearly tag process related equipment parts/ spare parts as per part number or serial number so that sorting of equipment becomes easy</p> <p>PC4. Cover equipment so that there is limited dust collection and moisture contact</p>			15	25
<p>Regular cleaning of the equipment and work area</p>	<p>PC5. Regularly clean the equipment and process auxiliaries to remove any dust, moisture, waste material which would have got collected on the equipment</p> <p>PC6. Regularly open the equipment and clean the internal parts of the equipment</p> <p>PC7. Regularly clean the working area under the process and create a healthy, clean and safe working environment</p>			0	25
<p>Conduct regular preventive maintenance of equipment</p>	<p>PC8. Check the working of all bearing, rollers, shafts etc. and oil all moving parts of the equipment on a periodic basis</p> <p>PC9. Check the working of non-moving parts and periodically conduct preventive maintenance to prevent machine failure</p> <p>PC10. Periodically check the equipment calibration and report any errors to the maintenance teams for rectification</p>			15	20
<p>Recording observations and preparing MIS</p>	<p>PC11. Prepare periodic log sheets of equipment maintenance dates, maintenance schedules and maintenance activity conducted on the equipment</p>			10	10
<p>ASC/N 0006</p> <p>Maintain safe , healthy</p>	<p>PC1. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise</p>				

<p>environment friendly workplace</p> <p>Identify and report the risks identified</p>	<p>PC2. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc.</p> <p>PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations</p> <p>PC4. Create awareness amongst other by sharing information on the identified risks</p>			20	40
<p>Create and sustain a Safe, clean and environment friendly work place</p>	<p>PC5. Follow the instructions given on the equipment manual describing the operating process of the equipment</p> <p>PC6. Follow the Safety, Health and Environment related practices developed by the organization</p> <p>PC7. Operate the machine using the recommended Personal Protective Equipment (PPE)</p> <p>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.</p> <p>PC9. Maintain high standards of personal hygiene at the work place</p> <p>PC10. Ensure that the waste disposal is done in the designated area and manner as per organization SOP.</p> <p>PC11. Inform appropriately the medical officer/ HR in case of self or an employee's illness of contagious nature so that preventive actions can be planned for others</p>			50	40
<p>ASC / N 0021</p> <p>Maintain 5 S activities at the workplace</p> <p>Ensure sorting</p>	<p>C1. 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.</p> <p>PC2. Ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions</p> <p>PC3. Follow the technique of waste disposal and waste storage in the proper bins as per SOP</p> <p>PC4. Segregate the items which are labelled as red tag items for the process area and keep them in the correct places</p> <p>PC5. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work</p>			10	20

	<p>instructions</p> <p>PC6. Ensure that areas of material storage areas are not overflowing</p> <p>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</p> <p>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</p> <p>PC9. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</p>			10	20
Ensure proper documentation and storage (organizing, streamlining)	<p>PC10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists</p> <p>PC11. Check that the items in the respective areas have been identified as broken or damaged</p> <p>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.</p> <p>C13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions</p>			10	20
Ensure cleaning of self and the work place	<p>PC14. Check whether safety glasses are clean and in good condition</p> <p>PC15. Keep all outside surfaces of recycling containers are clean</p> <p>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</p> <p>PC17. Check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up</p> <p>PC18. Ensure workbenches and work surfaces are clean and in good condition</p> <p>PC19. Follow the cleaning schedule for the lighting system to ensure proper illumination</p> <p>PC20. Store the cleaning material and equipment in the correct location and in good condition</p> <p>PC21. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene</p>			10	40

Ensure sustenance	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			10	20
	Total	1235	275	310	650
Means of assessment 1: Theory/Knowledge test to be carried out online for which question paper is generated by the computer from the question bank repository. Only in an exceptional case where connectivity and hardware availability is a challenge, the same would be carried out in pen and paper mode after due approval (Please refer section 1)					
Means of assessment 2:- Viva / face to face interview and practical test to be carried out by ASDC assessor as per the QP Assessment Criteria. (Please refer section 1)					
cut off criteria for certification (Marks obtained in %): <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin: 5px 0;">75</div> *based on weighted %					

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

This job role was identified during industry engagement for development of Occupational Map.

The total number of industry validations for this QP are:

Large =19

Medium=24

Small=20

(Details of the Industry validation are attached in Common Files)

What is the estimated uptake of this qualification and what is the basis of this estimate?

Skill GAP analysis carried out by a reputed research agency provided a broad estimate of demand. The report can be referred in the Common Files. ASDC is taking initiative to develop a labour market information database that would peg the demand more accurately- job role wise as well as based on geographical spread. Key enabler segments for the core segments of the Automotive Industry include Auto Insurance, Financiers, Mechanics, and Auto Dealers etc.

Based on the current growth profile in the Indian auto Industry, it is expected that an additional 2~2.5 million employment opportunities per annum will be created in the Indian auto industry over the next decade. The details below provide the manpower requirement at various levels:

- Skill Level 1 – 4 , people, Demand for such manpower is expected to be around 15 – 18 lakh per annum.
- Skill Level 5 -6 people working as supervisors on the shop floor. Demand for such manpower if expected to be around 4 lakh per annum.
- Skill Level 5- 7 people includes primarily engineers (B.E., M. Tech., MS), working in managerial grade, and demand for such manpower is expected to be around 1 lakh per annum.
- Skill Level 6-10 people are executives, including engineers and doctorates, and demand for such manpower is expected to be around 0.5 lakh per annum.

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

Qualifications Registration Committee's diligence process ensures no duplication.

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

ASDC actively seeks feedback from all stakeholders. The feedback is to be collated, rationalize for updating QP by the designated review schedule.

Review date: 30/07/2015

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence (from learning outcomes): Supports the operator at L 4 in all painting tasks.

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

**Auto Body Painting Technician
ASC/ Q 3303**

Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The individual must know limited range of routine and predictable activities viz. completion of the prewash process and hot water spray process;</p> <p>completion of pre degreasing and greasing process & various sub-processes of the painting and surface treatment process like rinsing, surface conditioning, phosphate dipping etc.</p>	<p>The individual on the job needs to know and understand functional processes like store management, inventory management, quality management and key contact points for query resolution, different types of products manufactured by the company.</p> <p>Principles of different types of defects which may arise due to improper parameters maintained at each tank level, how to operate both in automatic and manual mode & visualization of the final product output and hence decide on the key steps to be followed.</p>	<p>The individual on the job needs to recall and demonstrate how to plan and organize the work order and jobs received from the internal customers, organize all process/ equipment manuals so that sorting out information is fast, carefully analyze the various test parameters to be maintained at each and every tank level & knowledge of how to operate machines automatically and manually.</p>	<p>The individual on the job needs to know and understand how to write basic level notes and observations, draw basic level drawings and charts, read equipment manuals and process documents to understand the equipments and processes better & read internal information memos sent by internal customers (other functions within the organization).</p>	<p>The individual on the job works under close supervision to carry out general checks where his responsibility lies: feed valve, drain valve must be in closed condition. Work Instructions defined by supervisors.</p>	3
Level 3	Level 3	Level 3	Level 3	Level 3	Level 3

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Occupational and career maps indicating horizontal and vertical mobility have been created and are being used.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

List of Annexure(s)

Annexure A = Cutoffs

Annexure B= Accredited Assessment Agencies Guidelines