



## QUALIFICATION FILE

### Tank Lorry Driver (Petroleum Products)

Short Term Training (STT)

General

NCrF/NSQF Level: 4

**Submitted By:**

**Hydrocarbon Sector Skill Council**

Chief Executive Officer

OIDB Bhawan, Block G+3, 2nd Floor, Plot No.2, Vikas Marg,  
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## Section 1: Basic Details

1. Qualification Name	Tank Lorry Driver (Petroleum Products)													
2. Sector/s	Hydrocarbon													
3. Type of Qualification: <input checked="" type="checkbox"/> New	NQR Code & version of existing/previous qualification:	Qualification Name of existing/previous version:												
4. a. OEM Name b. Qualification Name (Wherever applicable)														
5. National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	2022/HYC/HSSCI/06780	6. NCrF/NSQF Level: 4												
7. Award (Certificate/Diploma/Advance Diploma/ Any Other	Certificate													
8. Brief Description of the Qualification	Individual at this Job needs to deliver gasoline, fuel oil, liquefied petroleum gas, lubricant oil etc. to customers. His main work includes positioning of the truck to filling rack, open valves, start pumps, connect the respective hoses to tank, records amount delivered, maintain the check list and drive the truck to the respective outlet.													
9. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p>a. Entry Qualification &amp; Relevant Experience:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>10<sup>th</sup> Pass with valid driving license</td> <td>2-year relevant experience</td> </tr> <tr> <td>2</td> <td>8<sup>th</sup> Grade pass plus 2 years of NTC Plus 1 year NAC with valid driving license</td> <td>NA</td> </tr> <tr> <td>3</td> <td>10th Grade Pass plus 1-year NTC with valid driving license</td> <td>NA</td> </tr> </tbody> </table> <p>b. Age: 18</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	10 <sup>th</sup> Pass with valid driving license	2-year relevant experience	2	8 <sup>th</sup> Grade pass plus 2 years of NTC Plus 1 year NAC with valid driving license	NA	3	10th Grade Pass plus 1-year NTC with valid driving license	NA
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)												
1.	10 <sup>th</sup> Pass with valid driving license	2-year relevant experience												
2	8 <sup>th</sup> Grade pass plus 2 years of NTC Plus 1 year NAC with valid driving license	NA												
3	10th Grade Pass plus 1-year NTC with valid driving license	NA												
10 Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	15	11. Common Cost Norm Category (II)												
12 Any Licensing requirements for Undertaking Training on This Qualification	Passed with valid driving license													

<b>13 Training Duration by Modes of Training Delivery</b> (Specify <b>Total Duration</b> as per selected training delivery modes and as per requirement of the qualification)	<div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/>Offline</span> <span><input type="checkbox"/>Online</span> <span><input type="checkbox"/>Blended</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Training Delivery Modes</th> <th style="text-align: center;">Theory (Hours)</th> <th style="text-align: center;">Practical (Hours)</th> <th style="text-align: center;">OJT Mandatory (Hours)</th> <th style="text-align: center;">OJT Recommended (Hours)</th> <th style="text-align: center;">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Classroom (offline)</td> <td style="text-align: center;">135</td> <td style="text-align: center;">255</td> <td style="text-align: center;">60</td> <td style="text-align: center;">0</td> <td style="text-align: center;">450</td> </tr> <tr> <td style="text-align: center;">Online</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p style="font-style: italic; margin-top: 5px;">(Refer Blended Learning Annexure for details)</p>						Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	135	255	60	0	450	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	135	255	60	0	450																			
Online																								
<b>14 Aligned to NCO/ISCO Code/s</b> (if no code is available mention the same)	NCO-2015/8332.9900																							
<b>15 Progression path after attaining the qualification</b> (Please show Professional and Academic progression)	Movement between different types of Vehicles used in the oil and gas industry																							
<b>16 Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi																							
<b>17 Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																							
<b>18 Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																							
<b>19 How Participation of Women will be Encouraged</b>	This job is gender neutral and focus during training should be on enrolment of women in each batch. SSC will encourage the TP and other training bodies to enrol women candidates.																							
<b>20 Are Greening/ Environment Sustainability Aspects Covered</b> (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							
<b>21 Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							
<b>22 Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	Name: Mr. SK Bose Email: <a href="mailto:ceo@hsscindia.in">ceo@hsscindia.in</a> Contact No.: +91 9871115360 Website: <a href="http://www.hsscindia.in">www.hsscindia.in</a>																							
<b>23 Final Approval Date by NSQC:</b> <b>17<sup>th</sup> Nov 2022</b>	<b>24. Validity Duration:</b> Three years from the date of Approval			<b>25. Next Review Date:</b> <b>16<sup>th</sup> Nov 2025</b>																				

## Section 2: Module Summary

## NOS/s of Qualifications

(In exceptional cases these could be described as components)

## Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/N SQF Level	Credit s as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viv a	Total	Weightage (%) (if applicable)
1.	Module 1: Introduction to Hydrocarbon sector and the job role of Tank Lorry Driver (Petroleum Products)	HYC/ N3301	Bridge/ Core	4	4.2	06:00	0	0	0	126	0	0	0	0	0	0
2.	Module 2: Coordination from supply points to delivery points			4		30:00	60:00	30:00	0		47	94	0	0	141	20
3.	Module 3: Understand the Road guidelines issued by concerned authorities	HYC/ N3302	Core	4	4	30:00	60:00	30:00	0	120	16	32	0	0	48	20
4.	Module 4: Safety practices while driving	HYC/ N3303	Core	4	1.8	24:00	30:00	00:00	0	54	28	56	0	0	84	20
5.	Module 5: Effective work in a team	HYC/ N3304	Non-core	4	1.5	15:00	30:00	00:00	0	45	11	22	0	0	33	15
6.	Module 6: Health, safety and security	HYC/ N3305	Non-core	4	1.5	15:00	30:00	00:00	0	45	38	76	0	0	114	15
7.	Employability Skills	DGT/VSQ/ N0102	Non-core	4	2	15:00	45:00	00:00	0	60	20	30	0	0	50	10
Duration (in Hours) / Total Marks					11	135	255	60	0	450	160	310	0	0	470	100

### Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

**Minimum Pass Percentage – Aggregate at qualification level:** 70% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

#### Section 3: Training Related

1.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Diploma/ Degree in Automobile Engineering (For Theoretical component of training) ITI with Heavy duty Driving license (For Practical Component of training) with 5 years of relevant industry experience and 3 year of training experience
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Diploma/ Degree in Automobile Engineering (For Theoretical component of training) ITI with Heavy duty Driving license (For Practical Component of training) with 5 years of relevant industry experience and 4 year of training experience
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ( <i>If "Yes", details to be provided in Annexure</i> )
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

#### Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Diploma/ Degree in Automobile Engineering (For Theoretical component of training) ITI with Heavy duty Driving license (For Practical Component of training) with 5 years of relevant industry experience and 3 year of training experience
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Diploma/ Degree in Automobile Engineering (For Theoretical component of training) ITI with Heavy duty Driving license (For Practical Component of training) with 5 years of relevant industry experience and 3 year of training experience
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Diploma/ Degree in Automobile Engineering (For Theoretical component of training) ITI with Heavy duty Driving license (For Practical Component of training) with 5 years of relevant industry experience and 4 year of training experience
4.	<b>Assessment Mode (Specify the assessment mode)</b>	<b>Both Online and Offline mode</b>
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ( <i>details to be provided in Annexure-if it is different for Assessment</i> )

#### Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 10 (Due to limited number of Industries available in Oil & Gas Sector; endorsed by MoPNG through Letter)
5.	<p><b>Estimated nos. of persons to be trained and employed:</b> The Tank Lorry Driver work as a Driver to deliver gasoline, fuel oil, liquefied petroleum gas, lubricant oil etc at different fuel stations for the delivery to end customer. The Oil Companies have their independent training programme for the work force, However, there are no standard training / Qualification Pack all across the Oil Industry, which the work force should possess at the time of recruiting / enrolling the work force for performing the job, which deals with flammable/hazardous products.</p> <p>Hence there was need felt by the Ministry of Petroleum &amp; Natural Gas (MOP&amp;NG) in consultation with the members of hydrocarbon Industry, to develop qualification for this job role.</p> <p>The estimated uptake of Tank Lorry Driver would be of around 2000 Nos. in next five year. The estimate is emerged out from consultation with industry members.</p>
6.	<p><b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> <i>The Ministry of Petroleum &amp; Natural Gas (MoPNG) which is the Line Ministry for Hydrocarbon Sector has been requested to accord the concurrence</i></p> <p>If "No", why:</p>

#### Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF level/NSQF descriptors ( <i>Mandatory</i> )	Annexure: NCrF/NSQF level justification based on NCrF level/NSQF descriptors
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification ( <i>Mandatory, except in case of online course</i> )	Annexure: List of tools and equipment relevant for qualification
3.	<b>Annexure:</b> Detailed Assessment Criteria ( <i>Mandatory</i> )	Annexure: Detailed Assessment Criteria
4.	<b>Annexure:</b> Assessment Strategy ( <i>Mandatory</i> )	Annexure: Assessment Strategy
5.	<b>Annexure:</b> Blended Learning ( <i>Mandatory, in case selected Mode of delivery is "Blended Learning"</i> )	Annexure: NA
6.	<b>Annexure:</b> Multiple Entry-Exit Details ( <i>Mandatory, in case qualification has multiple Entry-Exit</i> )	Annexure: NA
7.	<b>Annexure:</b> Acronym and Glossary ( <i>Optional</i> )	Annexure: Acronym and Glossary
8.	<b>Supporting Document:</b> Model Curriculum ( <i>Mandatory – Public view</i> )	Supporting Document: Model Curriculum
9.	<b>Supporting Document:</b> Career Progression ( <i>Mandatory - Public view</i> )	Supporting Document: Career Progression
10.	<b>Supporting Document:</b> Occupational Map ( <i>Mandatory</i> )	Supporting Document: Occupational Map

11.	<b>Supporting Document:</b> Assessment SOP (Mandatory)	Supporting Document: Assessment SOP
12.	<b>Any other document you wish to submit:</b>	Any other document you wish to submit: NA

### Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<b>Professional Theoretical Knowledge/Process</b>	<p>The Tanker Lorry driver needs to deliver gasoline, fuel oil, liquefied petroleum gas, lubricant oil etc. to customers. His main work includes positioning of the truck to filling rack, open valves, start pumps, connect the respective hoses to tank, records amount delivered, maintain the check list and drive the truck to the respective outlet</p> <p>The individual need to understand the safety profile as per the SOP of organization and He should able to recognize Petroleum Products, Petroleum Product Characteristics &amp; Potential Hazards</p> <p>The individual should be able to separate material in product specific load/unload and follow the procedures for the product that is being loaded or unloaded in the compartment</p> <p>The activities for this Qualification are the familiar and routine activities in nature and he handles all this independently (with minimal supervision).</p>	<p>The individual on the job must have clear know-how of the Procedure for carrying out operations of a retail outlet, Procedure to carry out daily check at the retail outlet, Procedure for handling customers at the retail outlet</p> <p>Different activities in retail automation</p> <p>The activities for this Qualification are required well developed skill with clear choice of procedure.</p>	4
<b>Professional and Technical Skills/Expertise/ Professional Knowledge</b>	<p>The individual is expected to have factual knowledge of processes and understand the risk of not following defined procedures.</p> <p>The individual must have ability to combine with route planning information system and understanding of various system available in latest vehicle (ABS, dual line break system, power steering turbos, EDC, pollution norms, hand break etc.)</p> <p>The individual must able to understand right maintenance practice of head tank and tires, effect of center of gravity due to</p>	<p>The individual has sound knowledge of facts, principles, processes and general concepts, in his/her field of work. He/she also demonstrates sound knowledge of the systems, methods, tools</p>	4

	height of tanker and liquid load, operate excess flow check valve and understand pressure and temperature and know the difference between liquid and vapour line		
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<p>The individual should understand the organisational SOP on Production Process, the risk and impact of not following defined procedures/work instructions</p> <p>The individual should have the knowledge of escalation matrix for reporting identified incidents, troubles and/ or emergencies e.g system failures, fire and power failures and should maintain records and implications of non-maintenance of the same</p> <p>The individual should must able to read and interpret information correctly from various job specification documents, manuals, health and safety instructions, memos, etc. applicable to the job in English and/or local language and also able to fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language</p> <p>The individual must have capacity to apply professional skills needed to operate equipment with the understanding of principles needed to explore and adapt systems.</p>	<p>The individual demonstrates powers of discretion, planning, analytical, critical thinking and decision-making skills at various junctures while at the job. He/she is able to demonstrate ability to get the various tasks done from subordinates as per the procedure and guidelines. He is able to demonstrate ability to solve problems using his knowledge of tools techniques and procedures to follow. Further, he is able to front end customers and achieve customer satisfaction.</p> <p>These traits are in keeping with Level 4</p>	4
<b>Broad Learning Outcomes/Core Skill</b>	<p>The Tanker Lorry Driver is must able to read and understand technical standards of vehicle operation in terms of fuel system and other control systems in vehicle</p> <p>The individual is expected to have basic communication skills to fill appropriate forms, process charts and activity logs, etc. and also understand application of basic arithmetic principles.</p> <p>The individual should able to read and understand manuals, work orders, health and safety instructions, memos, reports etc.</p>	<p>The individual is expected to conduct themselves in ways, which show a basic understanding of the social and professional environment of working environment</p>	4
<b>Responsibility</b>	<p>The Tanker Lorry Driver is responsible to deliver gasoline, fuel oil, liquefied petroleum gas, lubricant oil etc. to respective outlet. His main work includes positioning of the vehicle to filling rack, open valves, start pumps, connect the respective hoses to</p>	<p>The individual is majorly responsible for his own job and self-learning process which justifies the pegging of the QP at level 4.</p>	4

	tank, records amount delivered, maintain the check list and drive the truck to the respective outlet, the individual is completely responsible for own learning and continuously engaged in the self-learning process		
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## Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

**Batch Size:** 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Adaptors	Nos	1
2.	Stop-valve	Nos	1
3.	Jack heavy type	Nos	1
4.	Oil finding paste	Nos	1
5.	White Board & Markers	Nos	1
6.	Hose Reel	Nos	1
7.	Laptop / Desktop	Nos	1
8.	Allen Key set of 12 pieces 4 sets	Nos	1
9.	Blade, Plier Combination 15 cm	Nos	1
10.	Dip Rod	Nos	1
11.	Safety-toe footwear	Nos	1
12.	Gloves	Nos	1
13.	Eye protection	Nos	1
14.	Valves	Nos	1
15.	Grounding cable	Nos	1
16.	Hard hat	Nos	1
17.	Wet chemical extinguishers	Nos	1
18.	First Aid Kits for Auto	Nos	1
19.	Hoses	Nos	1
20.	Dip stick	Nos	1
21.	Heavy duty driving simulator	Nos	1
22.	Goggles	Nos	1
23.	Apron	Nos	1

24.	Manifold for loading	Nos	1
25.	Nozzle	Nos	1
26.	Respiratory protection	Nos	1
27.	Fire alarm system	Nos	1
28.	Foam extinguishers	Nos	1
29.	Face shields	Nos	1
30.	Bottom filling valves	Nos	1
31.	Basic Air Brake System Training kit	Nos	1
32.	Water extinguishers	Nos	1
33.	Overfill protection alarm	Nos	1
34.	GPS Training kit	Nos	1
35.	Pressure Relief valve	Nos	1
36.	Commercial Oil Tanker Truck -12000 litres	Nos	1
37.	Pressure gauge	Nos	1
38.	Safety Placards	Nos	1
39.	Truck Pump	Nos	1
40.	Steel Rule 15 cm English and Metric	Nos	1
41.	Hammer ball Peen 0.75 Kg	Nos	1
42.	Speakers	Nos	1
43.	Safety Regulation Manual	Nos	1
44.	Steering cut section	Nos	1
45.	Engine cut section	Nos	1
46.	Socket spanner 6mm to 32mm (1 set of 12 nos.) 4 sets	Nos	1
47.	Circlip Plier (Ext. and Int.) 150 mm. And 200 (two each) 8 sets	Nos	1
48.	Whatman Filter Paper	Nos	1
49.	Dash Board	Nos	1
50.	Transfer Hose	Nos	1
51.	Rear-end tank protection device	Nos	1

## Classroom Aids

The aids required to conduct sessions in the classroom are:

- 1. White / Black board and Projector
- 2. Computer/Laptop
- 3. Digital Presentation
- 4. Public Addressing System

### Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	IOCL	Shri Amit Gupta	DGM(HRD)		8588855975	amitgupta@indianoil.in	
2	HPCL	Shri K.Nagesh	GM - ER		9819839850	knagesh@hpcl.in	
3	ONGC	Smt. Shashi K Prasad	Group General Manager (HR)		9968282600	shashik_prasad@ongc.co.in	
4	GAIL	Dr. R.S. Velmurugan	CGM (HR)		9818866480	RS.VELMURUGAN@GAIL.CO.IN	
5	BPCL	Shri Raman Malik	GM - Admin & CSR - HRS		8939500373	malikr@bharatpetroleum.in	
6	OIL	Shri Ranjan Goswami	CGM (PR)		9810548249	goswamir@oilindia.in	

### Annexure: Training & Employment Details

#### Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities

Data to be provided year-wise for next 3 years

**Annexure: Blended Learning****Blended Learning Estimated Ratio & Recommended Tools:**

Refer NCVET “**Guidelines for Blended Learning for Vocational Education, Training & Skilling**” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		Offline
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		Offline
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		Offline
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		Offline
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		Offline
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		Offline
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		Offline

**Annexure: Detailed Assessment Criteria**

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
HYC/N 3301 <b>Coordinating with supply point and delivery point</b>	PC1. report to duty on time as per the schedule	1	2		
	PC2. perform driver safety profile as per the sop of respective company.	1	2		
	PC3. recognize petroleum products, petroleum product characteristics & potential hazards.	1	2		
	PC4. understand and follow terminal/delivery instructions while entering supply point or delivery point.	1	2		
	PC5. position vehicle in the correct location for proper loading or unloading to prevent backing up situations.	1	2		
	PC6. know the correct unloading procedure and take care of backing of situation.	1	2		
	PC7. identify and use ppe (personal protective equipment)	1	2		
	PC8. prepare site for the loading or unloading	1	2		
	PC9. initiate to check compartments/tanks of the receiving compartment to ensure that it is clean and that it has sufficient capacity.	1	2		
	PC10. initiate to check compartments/tanks of the receiving compartment to ensure that it is clean and that it has sufficient capacity.	1	2		
	PC11. should be able to execute importance of complete walk around to ensure that everything is in the proper order before leaving the site.	1	2		
	PC12. perform and complete the appropriate paperwork prior to exiting the site.	1	2		
	PC13. knowledge of the transport security requirements.	1	2		
	PC14. importance and purpose of the vehicles safe loading pass.	1	2		
	PC15. additional items of equipment that need to be carried under carriage of dangerous goods regulations.	1	2		
	PC16. importance of mental and physical preparation.	1	2		
	PC17. alcohol, substance abuse and medication policies, prescribed and non-prescribed	1	2		
	PC18. importance of observing the rules and regulations relevant to working at heights	1	2		
	PC19. types of loading instructions, destinations and volumes.	1	2		
	PC20. understanding of the hazards of petroleum products.	1	2		
	PC21. receive loading instructions, that includes destinations and volumes.	1	2		

	PC22. to be in possession of and be wearing the correct ppe (c) demonstrate how to ensure all equipment associated with top/bottom loading and vapour recovery (if appropriate), is available	1	2		
	PC23. how to check tank for product in accordance with procedures	1	2		
	PC24. ensure the display the correct placarding and marking.	1	2		
	PC25. load the road tanker using operational procedures, which will include: securing the vehicle isolating the vehicle earthing the vehicle making a vapour recovery connection (where applicable) utilising the load plan physically transferring the fuel	1	2		
	PC26. know load completion procedure and terminal emergency procedures.	1	2		
	PC27. types of requirements of placarding and marking.	1	2		
	PC28. the importance of intrinsically safe equipment, and electronic equipment that is unsafe to bring into a terminal.	1	2		
	PC29. load the road tanker and the load completion procedure.	1	2		
	PC30. understand the causes of overfill	1	2		
	PC31. knowledge of the employing organisation specific operating procedures.	1	2		
	PC32. safe and efficient driving practices at all times and in all weather conditions by driving in accordance with industry good practices contained in industry-approved publications.	1	2		
	PC33. ensure monitoring the load during transport.	1	2		
	PC34. correct use of drivers hours rules and tachographs; and the application of current working time regulations/ road transport directives.	1	2		
	PC35. carry out the parking of the road tanker at the safe parking area, taking account of destination local conditions and the legal and social constraints associated with parking..	1	2		
	PC36. identify the designated or appropriate muster points and evacuation routes.	1	2		
	PC37. to incorporate any additional instructions from the site operator, if applicable.	1	2		
	PC38. demonstrate how to implement the delivery and post-delivery procedures.	1	2		
	PC39. ensure to wear the appropriate ppe. (personal protective equipment)	1	2		
	PC40. make certain to offload petroleum products in accordance with legal/employing organisation procedures, including site specific requirements	1	2		
	PC41. knowledge of the emergency procedures when offloading products.	1	2		
	PC42. identify the safe parking area.	1	2		
	PC43. report site defects and hazards, including near misses.	1	2		

	PC44. the differences in operation between retail, aviation, commercial, home heat or marine, where applicable.	1	2		
	PC45. knowledge to implement the employing organisation delivery and post-delivery procedures.	1	2		
	PC46. to apply the spillage management policies and procedures.	1	2		
	PC47. be able to deliver petroleum products to different sub-sector as per requirements to retail / aviation / commercial / lpg / marine	1	2		
	<b>Total Marks</b>		<b>47</b>	<b>94</b>	
<b>HYC/N3302: Road worthiness of vehicle</b>	PC1. Able to understand the organization guidelines	1	2		
	PC2. CMVR guidelines from MoRTH (Ministry of Road Transport and Highway) and other guidelines issued by Road Transport Authorities like RTOs	1	2		
	PC3. Any other safety, security and environmental guidelines	1	2		
	PC4. Check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change	1	2		
	PC5. Record all deviations observed while carrying out PC1 and PC2 or any other deviations observed during the trip	1	2		
	PC5. Record all deviations observed while carrying out PC1 and PC2 or any other deviations observed during the trip	1	2		
	PC7. Report actual or possible defects to the higher authority	1	2		
	PC8. Check the tyres as per manufacturers specification	1	2		
	PC9. Understand the working of exhaust system and the care to be taken	1	2		
	PC10. Importance of earthing stamp touching the ground	1	2		
	PC11. Explain how frequently you should carry out safety inspection.	1	2		
	PC12. Knowledge to reduce operating cost due to fewer vehicle break down	1	2		
	PC13. Remove a vehicle from service if it is not road worth	1	2		
	PC14. The TLD on the job needs to know How to calibrate the vehicle	1	2		
	PC15. Importance of legal metrology and standards	1	2		
	PC16. Know how to park the vehicle on the way bridge	1	2		
<b>Total Marks</b>		<b>16</b>	<b>32</b>		
<b>HYC/N3303: Safety practices while driving</b>	PC1. confirm all checks have been carried out for road worthiness of the vehicle.	1	2		
	PC2. confirm all papers and documents including driving license, vehicle documents and documents related to goods etc. are available.	1	2		
	PC3. start the vehicle and before moving re confirm all gauges are functioning	1	2		
	PC4. after starting but within few meters of moving to check the brakes.	1	2		
	PC5. change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration	1	2		

	PC6. use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely	1	2		
	PC7. coordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all weather and road conditions in forward gear. in reverse gear to take help of assistant.	1	2		
	PC9. use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly	1	2		
	PC10. monitor and respond correctly to gauges, warning lights and other aids when driving	1	2		
	PC11. in case of any malfunctioning or breakdown, to immediately attend to the problem	1	2		
	PC12. stopping the vehicle at a safe place	1	2		
	PC13. carrying out a quick diagnostic check	1	2		
	PC14. carrying out minor adjustments or temporary repairs if possible	1	2		
	PC15. asking for help in case of major problems by accurately reporting the exact nature of problem so that adequate help is made available	1	2		
	PC16. at all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency.	1	2		
	PC17. change lanes safely at appropriate speed and observing traffic conditions	1	2		
	PC18. overtake other road users legally, safely and by using correct signalling	1	2		
	PC19. at all times observe the speed and distance in relation to vehicles ahead, behind and on the sides and maintain a safe distance from other vehicles	1	2		
	PC20. signal your intentions correctly to other road users within a safe, systematic routine	1	2		
	PC21. respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman	1	2		
	PC22. use indicators and arm signals to signal intentions as per the traffic requirements	1	2		
	PC23. use the parking light when stationary, where needed	1	2		
	PC24. select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke	1	2		
	PC25. check for oncoming cyclists, pedestrians and other traffic before opening your door	1	2		
	PC26. remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.	1	2		

	PC27. give preference and right of road usage to children, elderly and differently abled. comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.	1	2		
	PC28. understand the risk involved in carrying the stove or inflammable item	1	2		
	<b>Total Marks</b>		<b>28</b>	<b>56</b>	
HYC/N3304: Work effectively in a team	PC1. work with colleagues & maintain clear communication with colleagues	1	2		
	PC2. pass on information to colleagues in line with organisational requirements	1	2		
	PC3. work in ways that show respect for colleagues	1	2		
	PC4. carry out commitments made to colleagues	1	2		
	PC5. let colleagues know well in advance if cannot carry out commitments, explaining the reasons	1	2		
	PC6. identify problems in working with colleagues and take the initiative to solve these problems	1	2		
	PC7. follow the organisations policies and procedures for working with colleagues	1	2		
	PC8. ability to share resources with other members as per priority of tasks	1	2		
	PC9. understand the bad effect of alcohol, smoking, drugs etc.	1	2		
	PC10. maintain good food habit, saving habit, dressing sense, sound sleep etc.	1	2		
	PC11. importance of regular health check-up and attend classes on addition, aids awareness etc	1	2		
	<b>Total Marks</b>		<b>11</b>	<b>22</b>	
HYC/N3305: Health safety and security procedures	PC1. list issue concerning the safety in planning the vehicle and familiar in your work environment.	1	2		
	PC2. empower to address the unsafe condition in your work place or to stop the unsafe behaviour	1	2		
	PC3. record all near miss incidents, damages, illness or injury	1	2		
	PC4. comprehend the applicable laws, regulations and codes as per standard	1	2		
	PC5. promote and maintain a positive safety culture	1	2		
	PC6. apply and appraise the use and storage of hazardous substance and their safety	1	2		
	PC7. assess the threats and to protect from the threats	1	2		
	PC8. awareness of own safety and safety of others	1	2		
	PC9. report all incident to the supervisor or concerned	1	2		
	PC10. identifies and describes the property of different petroleum products. like volatile products, light distillates, middle distillates, fuel oils, lubrication oils, waxes, bitumen, etc. characteristics and potential hazardous	1	2		
	PC11. operates and handle spills and respond to the spills	1	2		

	PC12. ability to handle different firefighting in emergencies en route, electrical fire etc	1	2		
	PC13. knowledge to respond to a fire and use appropriate firefighting equipment	1	2		
	PC14. appraise different data sheet and how to read label on a container	1	2		
	PC15. recall or outline the occupational health and safety rights	1	2		
	PC16. ability to check that your vehicle is in safe working conditions before commencing a journey	1	2		
	PC17. categorise that the vehicle is equipped to meet the specification by oil transport discipline guidelines	1	2		
	PC18. ensure that loading does not exceed the manufacturers specification and legal limits	1	2		
	PC19. describe the importance of everyone wearing seat belt properly before staring the vehicle	1	2		
	PC20. importance of possession of valid driving license and badge	1	2		
	PC21. knowledge of defensive driving techniques, journey management techniques, dealing with distraction, alertness & fatigue management	1	2		
	PC22. awareness of standard operating procedure for petroleum products, follow the instruction in charge of work site, vehicle are checked and certified before entrance, all necessary sign boards and warning signs are known colouring coding systems for petroleum products	1	2		
	PC23. appreciate the following general behaviour, use of safety belts, how to report an incident, vehicle condition, speed limit, freight	1	2		
	PC24. importance or commitment to health safety and environment	1	2		
	PC25. appraise the knowledge of gprs and ability to use the equipment	1	2		
	PC26. appraise the points and effects dealing with distraction, effect of medication and substance abuse hazardous licence, personal behaviour	1	2		
	PC27. importance of prescribed rest breaks and duty hours	1	2		
	PC28. apply how to position yourself in a safe zone for moving and energised equipment	1	2		
	PC29. confirm that access to areas posing danger in restricted areas, well ranked areas, fire extinguishers and barriers are put in place	1	2		
	PC30. ability to give overall directions and take the responsibility for the application of this procedure	1	2		
	PC31. understand and identify coding system	1	2		
	PC32. importance of keeping maximum speed limit at road, work site, filling station	1	2		

	PC33. ability to prepare an accident report in case of any incidence	1	2		
	PC34. follow the mandatory procedures while loading turn off the vehicle switch off the main control, pull the hand brake, put the wooden choke (obstacle) placed in drive out position, keep the fire extinguisher in front of the truck.	1	2		
	PC35. importance of carrying out external visual inspection and testing, internal visual inspection, pressure test, leakage test including tanker safety valve	1	2		
	PC36. carry out different operations in delivery site, loading site	1	2		
	PC37. how to develop the highly motivated safety culture and making progress towards an accident free operation	1	2		
	PC38. able to check the following on product receipt recording of time, security locking system, dip rod, density checking	1	2		
	<b>Total Marks</b>	<b>38</b>	<b>76</b>		
	PC1. Introduction to Employability Skills	2	0		
	PC2. Constitutional Values – Citizenship	1	1		
	PC3. Becoming a Professional in the 21st Century	1	3		
<b>DGT/VSQ/N0102 Employability Skills (60 Hours)</b>	PC4. Basic English Skills	2	3		
	PC5. Communication Skills	1	1		
	PC6. Financial and Legal Literacy	2	5		
	PC7. Essential Digital Skills	3	7		
	PC8. Diversity & Inclusion	1	1		
	PC9. Entrepreneurship	3	5		
	PC10. Customer Service	2	2		
	PC11. Getting Ready for Apprenticeship & Jobs	2	2		
	<b>Total Marks</b>	<b>20</b>	<b>30</b>		
	<b>Grand Total</b>	<b>160</b>	<b>310</b>		

### Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

*Mention the detailed assessment strategy in the provided template.*

#### 1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment

- HSSC monitors the assessment process & records

2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) of Hydrocarbon Sector are verified by the Industry Experts, each performance criteria have its marks for theory based on the level of question i.e., easy, medium and difficult.
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

- Surprise visit to the assessment location
- Random crosschecking with candidate over audio/video call or physical visit
- Random audit of the batch

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

**On the Job:**

1. The evidence record of OHT will be done through organized Monitoring Reports
2. During the OJT, every trainee is required to fill the OJT monitoring report which is required to be signed by his/her supervisor and the HR of that company.
3. During assessment, each module will be assessed separately.
4. The candidate must score 60% in each module to successfully complete the OJT.
5. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:

- Videos of Trainees during OJT

6. Assessment of each Module will ensure that the candidate is able to:

- Effective engagement with the customers

### Annexure: Acronym and Glossary

#### Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

#### Glossary

Term	Description
<b>National Occupational Standards (NOS)</b>	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
<b>Qualification</b>	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
<b>Qualification File</b>	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>