

# Model Curriculum

## Aerospace Conventional Machinist

**SECTOR: AEROSPACE AND AVIATION**  
**SUB-SECTOR: MANUFACTURING & ASSEMBLY**  
**OCCUPATION: MACHINING**  
**REF ID: AAS/Q1003 , V1.0**  
**NSQF LEVEL: 3**



## Certificate

**CURRICULUM COMPLIANCE TO  
QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS**  
is hereby issued by the

**AEROSPACE & AVIATION SECTOR SKILL COUNCIL (AASSC)**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/Qualification Pack : 'Aerospace Conventional Machinist' QP No. 'AAS/Q1003' NSQF level 3'

Date of issuance : 01 November 2018  
Valid up to : 31 October 2019  
\* Valid up to the next review date of the Qualification Pack



(Authorised signatory)  
Aerospace & Aviation Sector Skill Council (AASSC)

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# Aerospace Conventional Machinist

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Aerospace Conventional Machinist”, in the “Aerospace and Aviation” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Aerospace Conventional Machinist		
Qualification Pack Name & Reference ID.	AAS/Q1003		
Version No.	1.0	Version Update Date	15 – 02 – 2018
Pre-requisites to Training	I.T.I in Mechanical trade		
Training Outcomes	<p>After completing this programme, participants will be able to;</p> <ul style="list-style-type: none"> <li>• Carry out pre &amp; post machining operations including self-inspection and gauging on conventional machines.</li> <li>• Perform operations on all conventional machining devices</li> <li>• Ensure safety and security procedures</li> <li>• Apply 5S methodology in workshop organisation</li> <li>• Ensure efficient team work</li> </ul>		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Aerospace Conventional Machinist” Qualification Pack issued by “Aerospace and Aviation Sector Skill Council (AASSC)”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Perform pre-machining activities (conventional) Theory</b> Duration (hh:mm) <b>60:00</b> <b>Practical Duration</b> (hh:mm) <b>84:00</b> <b>Corresponding NOS Code</b> <b>AAS/N1008</b></p>	<ul style="list-style-type: none"> <li>Obtain permission from the shop supervisor for using specific machine before starting the machining operations</li> <li>Follow the instructions related to specific machine for performing the operations</li> <li>Check the calibration certificate of the machine to be used</li> <li>Read and understand the output product requirement by perusing the engineering drawing specified in the work instructions/ work order</li> <li>Read the control panel instructions/ job orders to determine the correct output product specifications</li> <li>Understand the tooling instructions (fixtures, cutting tools, jigs etc.) as specified in the operating manual (om)/ work instructions (wi) or standard operating procedures (sop)</li> <li>Select the proper coolant and lubricant required for machining the required component</li> <li>Set up, adjust, or operate basic or specialised machine tools used to perform precision machining operations.</li> <li>Operate equipment to verify operational efficiency</li> <li>Set the machine stops or guides or programmes as per the specified lengths indicated through scales or work instructions</li> <li>Measure and mark reference points/ cutting lines on the work parts, using compasses, callipers, rulers and other measuring tools</li> <li>Understand acceptance requirements/ limits of machining e.g. Surface finish, specific orientation, gauge inspection etc.</li> <li>Understand any other specific requirement for machining</li> <li>Measure and hold the job with proper jigs and fixtures to a particular machine as the machining bed</li> </ul>	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer’s guide, student handbook, Charts regarding health &amp; hygiene</p>
2	<p><b>Perform various conventional machining operations Theory</b> Duration (hh:mm) <b>67:00</b></p>	<ul style="list-style-type: none"> <li>Check the drawing issue (in route/ book card) and ensure that the latest issue/ version is being used</li> <li>Check the calibration certificate of machines before using the same</li> </ul>	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer’s guide, student handbook,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p><b>Practical Duration</b> (hh:mm) <b>93:00</b></p> <p><b>Corresponding NOS Code</b> <b>AAS/N1009</b></p>	<ul style="list-style-type: none"> <li>• Study the set-up sheet, drawing, route-card of the component to be machined.</li> <li>• Obtain the relevant cutting tools from the tool crib and verify the same.</li> <li>• Check the coolant and oil levels and inform maintenance department to replenish, if required</li> <li>• Check the centring and orientation of the work parts and check for alignment of the work parts as per instructions</li> <li>• Collect the checking gauges and measuring instruments as per drawing and check calibration certificate of the same</li> <li>• Ensure all covers and safety guards of machine are in position</li> <li>• Select the right cutting tool as per tooling instructions and as per work/supervisor's instruction</li> <li>• Check regularly for the tool bluntness, edge built up and chip off of tool cutting edges</li> <li>• Understand with clarity the dos and don'ts of the manufacturing process as defined in sop/ work instructions or defined by supervisors</li> <li>• Study the drawing , read and interpret the instructions at the start of the machine, and accordingly establish the datum by using dial indicator/ slip gauges etc.</li> <li>• Check centre height of all the cutting tools/holder corresponding to the tool mentioned in the process sheet</li> <li>• Select the right cutting tool as per tooling instructions and as per work/supervisor's instruction</li> <li>• Carry out the machining operation as per the theoretical speeds and feeds, coolant on/ off commands etc. Depending upon the cutting action noticed, use speed and feed override switch to fine tune the speed and feed, coolant on/ off switch to get smooth cutting and good finish</li> <li>• Ensure all the measurable dimensions before offloading the part from fixture</li> <li>• Offload the machined part from the work table by using proper material handing device or by hand for small parts</li> <li>• Observe machine operations to detect defects in the component manufactured</li> <li>• Observe the machine operations for any malfunctions and immediately inform the supervisor/ maintenance</li> </ul>	<p>Charts regarding health &amp; hygiene</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>team of any malfunction observed to prevent damage to the machine or component</p> <ul style="list-style-type: none"> <li>• Ensure tool replacement as per recommended tool life or as and when cutting edges become dull</li> <li>• Ensure reading of key dimensions; provide tool offsetting with the help of supervisor</li> </ul>	
3	<p><b>Conduct all post machining operations (conventional) Theory</b> Duration (hh:mm) <b>80:00</b> <b>Practical Duration</b> (hh:mm) <b>80:00</b> <b>Corresponding NOS Code</b> <b>AAS/N1010</b></p>	<ul style="list-style-type: none"> <li>• Support the supervisor/ quality officer in measuring the specifications of the finished component and verify conformance as per work order/ instructions and drawing.</li> <li>• Use devices like micrometers, vernier calipers, gauges, rulers and any other inspection equipment for measuring specifications with valid calibration status.</li> <li>• Support the supervisor/ quality officer in noting down the observations of the basic inspection process and identify parts which comply with the specified standards</li> <li>• Separate the defective parts into two categories – parts which can be repaired/ modified and parts which are beyond repair and maintain records of each category. In case of rejection, it must be informed to the supervisor / quality officer.</li> <li>• Dispose-off scrap or waste material in accordance with company policies and environmental regulations</li> </ul>	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook, Charts regarding health &amp; hygiene</p>
4	<p><b>Follow organisation safety and security procedures</b> Theory Duration (hh:mm) <b>19:00</b> <b>Practical Duration</b> (hh:mm) <b>29:00</b> <b>Corresponding NOS Code</b> <b>AAS/N1001</b></p>	<ul style="list-style-type: none"> <li>• Comply with the organisation's safety and security policies and procedures</li> <li>• Comply with the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference</li> <li>• Report any identified breaches of safety and security policies and procedures to the designated person</li> <li>• Report any theft of organisation property according to the organisation policy</li> <li>• Coordinate with other resources at the workplace (within and outside the organisation) to achieve a safe and secure environment</li> <li>• Identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of the individual's authority</li> <li>• Report any hazards outside the individual's authority to the relevant</li> </ul>	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook, Charts regarding health &amp; hygiene</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>person in line with organisational procedures and regulatory guidelines</p> <ul style="list-style-type: none"> <li>Follow the organisation's emergency procedures for accidents, fires or acts of unlawful interference</li> <li>Identify and recommend opportunities for improving health, safety, and security to the designated person</li> <li>Ensure that all health and safety records are updated and procedures are well defined</li> </ul>	
5	<p><b>Maintain 5S at the work premises</b>  <b>Theory Duration (hh:mm)</b>  <b>09:00</b>  <b>Practical Duration (hh:mm)</b>  <b>23:00</b>  <b>Corresponding NOS Code</b>  <b>ASC/N0021</b></p>	<ul style="list-style-type: none"> <li>Follow the sorting process and check that the tools, fixtures &amp; jigs that are lying on workstations are the ones in use and unnecessary items are not cluttering the workbenches or work surfaces</li> <li>Ensure segregation of waste into hazardous/ non-hazardous waste as per the sorting work instructions</li> <li>Follow the technique of waste disposal and waste storage in the proper bins as per sop</li> <li>Segregate the items which are labeled as red tag items for the process area and keep them in the correct places</li> <li>Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5s guidelines/ work instructions</li> <li>Ensure that material storage areas are not overflowing</li> <li>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</li> <li>Return extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</li> <li>Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards</li> <li>Follow the proper labeling mechanism of instruments/ boxes/ containers and maintain reference files/ documents with the codes and the lists</li> <li>Check that the items in the respective areas have been identified as broken or damaged</li> <li>Follow the given instructions and</li> </ul>	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook, Charts regarding health &amp; hygiene</p>



Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>check for labeling of fluids, oils. Lubricants, solvents, chemicals etc. And proper storage of the same to avoid spillage, leakage, fire etc.</p> <ul style="list-style-type: none"> <li>• Ensure that all material and tools are stored in the designated places and in the manner indicated in the 5s instructions</li> <li>• Check whether safety glasses are clean and in good condition</li> <li>• Keep all outside surfaces of recycling containers clean</li> <li>• Ensure that the area has clean floors, clean machinery and is generally clean. While cleaning is in progress, ensure that proper displays are maintained on the floor which indicate potential safety hazards</li> <li>• Check whether all hoses, cabling &amp; wires are clean, in good condition and clamped to avoid any mishap or mix up</li> <li>• Ensure that workbenches and work surfaces are clean and in good condition</li> <li>• Follow the cleaning schedule for the lighting system to ensure proper illumination</li> <li>• Store cleaning material and equipment in the correct location and in good condition</li> <li>• Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, and personal hygiene</li> <li>• Follow the daily cleaning standards and schedule to create a clean working environment</li> <li>• Attend all training programs for employees on 5s</li> <li>• Support the team during the audit of 5s</li> <li>• Participate actively in employee work groups on 5s and encourage team members for active participation</li> <li>• 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</li> </ul>	
6	<p><b>Work Effectively in a Team</b>  <b>Theory Duration</b> (hh:mm)  <b>14:00</b>  <b>Practical Duration</b>            (hh:mm)  <b>18:00</b>  <b>Corresponding NOS Code</b></p>	<ul style="list-style-type: none"> <li>• Display courteous and helpful behaviour at all times</li> <li>• Take opportunities to enhance the level of assistance offered to colleagues</li> <li>• Meet all reasonable requests for assistance within acceptable workplace timeframes</li> <li>• Complete allocated tasks as</li> </ul>	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	AAS /N0503	<p>assigned</p> <ul style="list-style-type: none"> <li>• Seek assistance when difficulties arise</li> <li>• Use questioning techniques to clarify instructions or responsibilities,</li> <li>• Identify and display a non-discriminatory attitude in all contacts with customers and other staff members</li> <li>• Observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact</li> <li>• Follow personal hygiene procedures according to organisational policy</li> <li>• Interpret, confirm and act on workplace information, instructions and procedures relevant to the particular task</li> <li>• Interpret, confirm and act on legal requirements with regards to anti-discrimination, sexual harassment and bullying</li> <li>• Ask questions to seek and clarify workplace information</li> <li>• Plan and organise daily work routine within the scope of the job role</li> <li>• Prioritise and complete tasks according to required timeframes</li> <li>• Identify work and personal priorities and achieve a balance between competing priorities</li> </ul>	
	<p><b>Total Duration</b> <b>Theory Duration</b> (hh:mm) <b>327:00</b> <b>Practical Duration</b> (hh:mm) <b>249:00</b></p>	<ul style="list-style-type: none"> <li>• Unique equipment used;</li> <li>• Vertical/Horizontal Milling machine</li> <li>• Lathe</li> <li>• PPE</li> <li>• Filing/de-burring tools</li> <li>• Band saw</li> <li>• Drilling Machine</li> <li>• Cutting tools</li> <li>• Screw driver set</li> <li>• Surface plate</li> <li>• Height Gauge</li> <li>• Grinder tool (combination of static and hand held)</li> <li>• Machine vice</li> <li>• Clamps &amp; Studs</li> <li>• Cutting pliers</li> <li>• Cutting oils</li> <li>• Lubricants</li> <li>• Centring device</li> <li>• End mills</li> <li>• Tool holders</li> <li>• Touch probes</li> <li>• Plunger Dial (with stand)</li> <li>• Vernier (Digital/Analogue)</li> </ul>	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>• Drill bits</li> <li>• Tap Wrench</li> <li>• Hand taps</li> <li>• Torque wrench</li> <li>• Vacuum Cleaner</li> <li>• Bucking bar</li> <li>• PC terminal with CAD/CAM software</li> <li>• Micrometer</li> </ul>	

**Grand Total Course Duration: 576 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by Aerospace and Aviation Sector Skill Council)*

## Trainer Prerequisites for Job role: “Aerospace Conventional Machinist” mapped to Qualification Pack: “AAS/Q1003 ”

Sl. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “AAS/Q1003 ”.
2	Personal Attributes	Aptitude for conducting training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Diploma in Mechanical trade
4a	Domain Certification	Statutory Certificate from Aerospace and Aviation Sector Skill Council (AASSC) for Job Role: “ <u>Aerospace Conventional Machinist</u> ” mapped to QP: “ <u>AAS/Q1003</u> ”. Minimum accepted score for domain certification will be 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the job role “Trainer” mapped to the Qualification Pack : “MEP/Q 0102”. Minimum accepted percentage as per respective SSC guidelines is 80%.
5	Experience	05 years

## Annexure : Assessment Criteria

**Job Role:** Aerospace Conventional Machinist

**Qualification Pack:** AAS /Q1003

**Sector Skill Council:** Aerospace and Aviation Sector Skill Council

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 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 this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 60% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS Total Marks: 100		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
1. AAS/ N1008 Perform pre-machining activities (conventional)	PC1. Obtain permission from the shop supervisor for using specific machine before starting the machining operations	100	7	3	4
	PC2. Follow the instructions related to specific machine for performing the operations		7	3	4
	PC3. Check the calibration certificate of the machine to be used		7	3	4
	PC4. Understand the output product requirement by reading the engineering drawing specified in the work instructions/ work order		7	3	4
	PC5. Reading the control panel instructions/ job orders to determine the correct output product specifications		7	3	4
	PC6. Understanding the tooling instructions (fixtures, cutting tools, jigs etc.) As specified in the operating manual (om)/ work instructions (wi) or standard operating procedures (sop)		7	3	4
	PC7. Selection of proper coolant and lubricant required for machining the required component		7	3	4

PC8. Set up, adjust, or operate basic or specialised machine tools used to perform precision machining operations.	7	3	4
PC9 . Operate equipment to verify operational efficiency	7	3	4
PC10. Set the machine stops or guides or programmes as per the specified lengths indicated through scales or work instructions	7	3	4
PC11. Measure and mark reference points/ cutting lines on the work parts, using compasses, callipers, rulers and other measuring tools	7	3	4
PC12. Understand acceptance requirements/ limits of machining e.g. Surface finish, specific orientation, gauge inspection etc.	7	3	4
PC13. Understand any other specific requirement for machining	8	3	5
PC14. Measure and hold the job with proper jigs and fixtures to a particular machine as the machining bed	8	3	5
<b>Total</b>	<b>100</b>	<b>42</b>	<b>58</b>

<b>Compulsory NOS Total Marks: 100</b>		<b>Marks Allocation</b>			
<b>Assessment outcomes</b>	<b>Assessment Criteria for outcomes</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
2. AAS/N1009 Perform various conventional machining operations	PC1. Check the drawing issue (in route/ book card) and ensure that the latest issue/ version is being used	100	5	2	3
	PC2. Check the calibration certificate of machines before using the same		5	2	3
	PC3. Study the set-up sheet , drawing, route-card of the component to be machined.		5	2	3
	PC4. Obtain the relevant cutting tools from the tool crib and verify the same.		5	2	3
	PC5. Check the coolant and oil levels and inform maintenance department to replenish, if required		5	2	3
	PC6. Check the centring and orientation of the work parts and check for alignment of the work parts as per instructions		5	2	3
	PC7. Collect the checking gauges and measuring instruments as per drawing and check calibration certificate of the same		5	2	3
	PC8. Ensure all covers and safety guards of machine are in position		5	2	3
	PC9. Select the right cutting tool as per tooling instructions and as per work/ supervisor's instruction		5	2	3
	PC10. Check regularly for the tool bluntness, edge built up and chip off of tool cutting edges		5	2	3

PC11. Clearly understand the dos and don'ts of the manufacturing process as defined in sop/ work instructions or defined by supervisors	5	2	3
PC12. Study the drawing, read and interpret the instructions at the start of the machine, and accordingly establish the datum by using dial indicator/ slip gauges etc.	5	2	3
PC13. Check centre height of all the cutting tools/holder corresponding to the tool mentioned in the process sheet	5	2	3
PC14. Select the right cutting tool as per tooling instructions and as per work/supervisor's instruction	5	2	3
PC15. Carry out the machining operation as per the theoretical speeds and feeds, coolant on/ off commands etc. Depending upon the cutting action noticed, use speed and feed override switch to fine tune the speed and feed, coolant on/ off switch to get smooth cutting and good finish	5	2	3
PC16. Ensure all the measurable dimensions before offloading the part from fixture	5	2	3
PC17. Offload the machined part from the work table by using proper material handing device or by hand for small parts	4	2	2
PC18. observe machine operations to detect defects in the component manufactured	4	2	2
PC19. Observe the machine operations for any malfunctions and immediately inform the supervisor/ maintenance team of any malfunction observed to prevent damage to the machine or component	4	2	2
PC20. Ensure tool replacement as per recommended tool life or as and when cutting edges become dull	4	2	2
PC21. Ensure reading of key dimensions; provide tool offsetting with the help of supervisor	4	2	2
<b>Total</b>	<b>100</b>	<b>42</b>	<b>58</b>

<b>Compulsory NOS Total Marks: 100</b>		<b>Marks Allocation</b>			
<b>Assessment outcomes</b>	<b>Assessment Criteria for outcomes</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
3. AAS/N1010 Conduct all post machining operations (conventional)	PC1. Support the supervisor/ quality officer in measuring the specifications of the finished component and verify conformance as per work order/instructions		20	10	10
	PC2. Use devices like micrometers, vernier calipers, gauges, rulers and any other inspection equipment for measuring specifications with valid calibration status.		20	10	10

	PC3. Support the supervisor/ quality officer in noting down the observations of the basic inspection process and identify pieces which comply with the specified standards	20	10	10
	PC4. Separate the defective pieces into two categories – pieces which can be repaired/ modified and pieces which are beyond repair and maintain records of each category. In case of rejection, it must be informed to the supervisor / quality officer.	20	10	10
	PC5. Dispose of scrap or waste material in accordance with company policies and environmental regulations.	20	10	10
<b>Total</b>		<b>100</b>	<b>50</b>	<b>50</b>

Compulsory NOS Total Marks: 100		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
4. AAS/N1001 Follow organisation safety and security procedures	PC 1. Comply with the organisation's safety and security policies and procedures	100	10	4	6
	PC 2. Comply with the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference		10	4	6
	PC 3. Report any identified breaches of safety and security policies and procedures to the designated person		10	4	6
	PC 4. Report any theft of organisation property according to the organisation policy		10	4	6
	PC 5. Coordinate with other resources at the workplace (within and outside the organisation) to achieve a safe and secure environment		10	4	6
	PC 6. Identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of the individual's authority		10	4	6
	PC 7. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines		10	4	6
	PC 8. Follow the organisation's emergency procedures for accidents, fires or acts of unlawful interference		10	4	6
	PC 9. Identify and recommend opportunities for improving health, safety, and security to the designated person		10	4	6



	PC 10. Ensure that all health and safety records are updated and procedures are well defined	10	4	6
	<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>

<b>Compulsory NOS Total Marks: 100</b>		<b>Marks Allocation</b>			
<b>Assessment outcomes</b>	<b>Assessment Criteria for outcomes</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Viva</b>	<b>Practical</b>
5. ASC/N0021 Maintain 5S at the work premises	PC 1. 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	30	10	20	
	PC 2. Ensure segregation of waste into hazardous/ non-hazardous waste as per the sorting work instructions				
	PC 3. Follow the technique of waste disposal and waste storage in the proper bins as per sop				
	PC 4. Segregate the items which are labeled as red tag items for the process area and keep them in the correct places				
	PC 5. Sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions	30	10	20	
	PC 6. Ensure that material storage areas are not overflowing				
	PC 7. 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				
	PC 8. Return extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area				
	PC 9. Follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards	30	10	20	
	PC 10. Follow the proper labeling mechanism of instruments/ boxes/ containers and maintain reference files/ documents with the codes and the lists				
	PC 11. Check that the items in the respective areas have been identified as broken or damaged				
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PC 12. Follow the given instructions and check for labeling of fluids, oils. Lubricants, solvents, chemicals etc. And proper storage of the same to avoid spillage, leakage, fire etc.			
PC 13. Make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions			
PC 14. Check whether safety glasses are clean and in good condition			
PC 15. Keep all outside surfaces of recycling containers clean			
PC 16. Ensure that the area has clean floors, clean machinery and is generally clean. While cleaning is in progress, ensure that proper displays are maintained on the floor which indicate potential safety hazards			
PC 17. Check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up	50	10	40
PC 18. Ensure that workbenches and work surfaces are clean and in good condition			
PC 19. Follow the cleaning schedule for the lighting system to ensure proper illumination			
PC 20. Store cleaning material and equipment in the correct location and in good condition			
PC 21. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, and personal hygiene			
PC 22. Follow the daily cleaning standards and schedule to create a clean working environment			
PC 23. Attend all training programs for employees on 5S	30	10	20
PC 24. Support the team during the audit of 5S			
PC 25. Participate actively in employee work groups on 5S and encourage team members for active participation			
PC 26. 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			
<b>Total</b>	<b>170</b>	<b>50</b>	<b>120</b>

Compulsory NOS Total Marks: 100		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
6. AAS/N0503 Work effectively in a team	PC1. Display courteous and helpful behaviour at all times	100	6	3	3
	PC2. Take opportunities to enhance the level of assistance offered to colleagues		7	3	4
	PC3. Meet all reasonable requests for assistance within acceptable workplace timeframes		6	3	3
	PC4. Complete allocated tasks as required		6	3	3
	PC5. Seek assistance when difficulties arise		7	3	4
	PC6. Use questioning techniques to clarify instructions or responsibilities		6	3	3
	PC7. Identify and display a non-discriminatory attitude in all contacts with customers and other staff members		6	3	3
	PC8. Observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact		7	3	4
	PC9. Follow personal hygiene procedures according to organisational policy and relevant legislation		7	3	4
	PC10. Interpret, confirm and act on workplace information, instructions and procedures relevant to the particular task		7	3	4
	PC11. Interpret, confirm and act on legal requirements in regard to anti-discrimination, sexual harassment and bullying		7	3	4
	PC12. Ask questions to seek and clarify workplace information		7	3	4
	PC13. Plan and organise daily work routine within the scope of the job role		7	3	4
	PC14. Prioritise and complete tasks according to required timeframes		7	3	4
	PC15. Identify work and personal priorities and achieve a balance between competing priorities		7	3	4
<b>Total</b>		<b>100</b>	<b>45</b>	<b>55</b>	