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QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Indian Iron and Steel Sector Skill Council

Address:- Royal Exchange, 6 N.S. Road, Kolkata- 700 001

Tel: 09831052652

Name and contact details of individual dealing with the submission

Name: Parimal Biswas

Position in the organisation: Chairman of NOS Committee & Director IISSSC

Address if different from above

Same as above

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List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. RFP for development of Occupational Standards
3. IISSSC Protocol for Accreditation of Assessment Agencies and Assessment Framework.
4. Sample of assessors guide
5. Occupational Map & Progression matrix
6. List of companies and Industry associations participated in the development of this qualification.
7. List of QP/NOS validating companies.

8. QUALIFICATION FILE SUMMARY

Qualification Title	Fitter Maintenance: Ferro Alloys		
Body/bodies which will assess candidates	Affiliated Assessment Agencies		
Body/bodies which will award the certificate for the qualification.	Indian Iron & Steel Sector Skill Council		
Body which will accredit providers to offer the qualification.	Indian Iron & Steel Sector Skill Council		
Occupation(s) to which the qualification gives access	Fitter Maintenance: Ferro Alloys		
Proposed level of the qualification in the NSQF.	3		
Anticipated volume of training/learning required to complete the qualification.	200 hrs.		
Entry requirements / recommendations.	Class 10th Pass ITI Pass and 18 years of age		
Progression from the qualification.	Fitter Maintenance Supervisor		
Planned arrangements for RPL.	RPL arrangements and policies are under development. The guidelines should be ready in 2-3 months.		
International Comparability	<p>While writing the NOSs the European, Australian and Canadian NOSs were also referred to and an effort was taken to maintain comparability in the technical part of the NOSs.</p> <p>However Numeracy, literacy and basic science levels are lower in order to match with the existing Indian conditions.</p>		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/Optional	Estimated size (learning hours)	Level
ISC/N1104: Understand the assigned job of fitter maintenance	Mandatory		3
ISC/N1105: Prepare for maintenance operation	Mandatory		
ISC/N1106: Carry out the maintenance operation	Mandatory		
ISC/N1107: Activities specific to insulation function	Mandatory		
ISC/N1108: Activities specific to functions of hydraulic systems	Mandatory		

ISC/N1109: Activities specific to functions of water cooling systems	Mandatory		
ISC/N0008: Use basic health and safety practices at the workplace	Mandatory		
ISC/N0009: Work effectively with others	Mandatory		

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 sent with the Qualification file

SECTION 1

ASSESSMENT

Name of assessment body:

Prima Competencies Pvt. Ltd.

Will the assessment body be responsible for RPL assessment?

YES

Selection and due diligence of applicants are done as per IIS SSC Protocol for Assessment Bodies and Assessment Framework.

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:

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. The assessment papers are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Pack. The assessments papers are also checked for the various outcome based parameters such as quality, time taken, precision, tools & equipment requirement etc. The assessment sets are then reviewed by IIS SSC official for consistency. The assessments are designed so as to assess maximum parts during the practical hands on work. Duties and responsibility of a welder are also assessed. The technical limitations at the training centres are taken care in theory and viva. Criteria such as use of lift to pick heavy objects or selection of fire extinguisher during a fire, first aid are also assessed under theory/viva.

Different NDT as well as Destructive Testing carried out on the job as per welding standard.

The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments. The assessment agencies are instructed to Ideally have assessor with minimum 15 years industry experience as an ITI graduate / minimum 10 years' industry experience as diploma engineer and minimum 5 years' industry experience as Graduate Engineer / Master Degree holder.

The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to IIS SSC Assessment Framework, competency based assessments, assessors guide etc.

The assessors are provided with assessors guide developed by the Subject Matter Expert of the assessment agency as per the assessment framework. The assessment guides are developed to ensure the maximum possible consistency / transparency in the assessment by different assessors and elaborate on the following

1 Qualification Pack Structure

2 Guidance for the assessor to conduct theory, practical and viva assessments

3 Guidance for trainees to be given by assessor before the start of the assessments.

4 Guidance on assessments process, practical brief with steps of operations practical observation checklist Attendance Sheet and mark sheet

5 Viva guidance for uniformity and consistency across the batch

6 Guidance on assessment evidence collection

A sample format of Assessment Guide for Fitter-Fabrication is attached. Similar Assessor Guides are developed and shared with the assessors before the start of the assessments as standard practices for all assessments by IIS SSC. The Sample of Assessor Guide is attached as Annexure.

The assessment results are backed by evidences collected by assessors.

1 The assessor needs to collect a copy of the attendance for the training done under the scheme.

The attendance sheets are signed and stamped by the In charge /Head of the Training Centre.

2 The assessor needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credentials in the enrolment form.

3 The assessor needs to punch the trainee's roll number on all the test pieces. Different sections can have alpha numbering. For example a student roll number is ABC then the three pieces can be numbered and punched as ABC1, ABC2 and ABC3.

4 The assessor needs to take a photograph of all the students along with the centre name/banner at the back as evidence.

5 The assessor needs to carry a camera to click photograph of the trainees working on the job and giving theory exam as evidence.

6 The assessor also needs to carry a photo ID card.

7 The assessor also needs to take the photographs as evidence from appropriate angles/sides of the final work piece/job submitted by the trainee.

8 The assessor needs to indicate the parts for different Destructive testing as per standards mentioned in the assessment guide.

The details on assessment framework are elaborated in IISSSC Protocol for Accreditation of Assessment Agencies and Assessment Framework.

All IISSSC accredited Assessment Agency follow the "IISSSC Protocol for Accreditation of Assessment Agencies and Assessment Framework". The assessment by assessment agency will be completely based on the assessment criteria as mentioned in the Qualification Pack. Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Performance Criteria in the NOS will be assigned marks for or practical based on relative importance, criticality of function and training infrastructure.

The following tools are proposed to be used for final assessment:

1 Practical Assessment: This will comprise of a test hands on job to be prepared as per figure/engineering drawing by following appropriate working steps, using necessary tools, equipment and instruments.

Candidate's aptitude, safety consciousness, quality consciousness etc. will be ascertained by observation and will be marked in observation checklist.

The end product will be measured against the specified dimensions and standards (like tolerance, finish, accuracy, time etc.) to gauge the level of his skill achievements

2 Viva/Structured Interview: This tool will be used to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand. It will also include questions on safety, quality, environment, tools and equipment's etc.

3 Written Test: Under this test few key items which cannot be assessed practically will be assessed. The written assessment will comprise of

- i. True / False Statements
- ii Multiple Choice Questions
- iii Matching Type Questions.

Optical Mark Recognition (OMR)/ Online System for this will be preferred on place of written test subject to available required infrastructure.

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

Give details of the document(s) here:

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Fitter Maintenance:Ferro Alloys
ISC/Q5501
Indian Iron & Steel Sector 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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS further each trainee must also score a minimum of 40% in each element assessed within every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcome	Assessment Criteria	Marks Allocated			
		Total Marks 1000	Out Of	Theory	Practical
ISC/N1104: Understand the assigned job of fitter maintenance	PC1. Interpret the checklist and understand the job requirements	150	10	5	5
	PC2. Make a work plan to carry out the job		10	5	5
	PC3. Estimate approximate time for completion of the job		10	5	5
	PC4. Understand the scale of measurement used in the drawing		10	5	5
	PC5. Understand the symbols used in the drawings		10	5	5
	PC6. Understand assembly blueprints, engineering drawings and other specifications to identify the sequence of activities required to assemble the machine		15	5	10

	PC7. Read and interpret engineering drawings to ensure correct limits, tolerance and fits of equipment components		15	5	10
	PC8. Ensure to isolate power supply		10	5	5
	PC9. Identify the areas he/she is not comfortable with before starting the job		10	5	5
	PC10. Recognize whom to contact for clarifications on the engineering design		10	5	5
	PC11. Escalate the concern to the supervisor or shift-in-charge, if needed		5	0	5
	PC12. Identify tools, tackles & equipments required to perform the operation e.g. Vernier, Micro meter, dial gauge, filler gauge, torque wrench etc.		10	5	5
	PC13. Asks helper to carry tools required to the desired work site		5	0	5
	PC14. Report to stores in case of non-availability of tools & tackles or stock-out		10	5	5
	PC 15. Ensure spares availability		10	5	5
		Total	150	65	85
ISC/N1105: Prepare for maintenance operation	PC1. Reach the site with desired tools, tackles and equipment	100	5	0	5
	PC2. Obtain written clearance from the owner of the equipment who operates		6	5	1
	PC3. Shutoff the power before the job starts		9	5	4
	PC4. By root cause analysis, identifies the part of the machine that is giving the trouble, as required		15	5	10
	PC5. By visual inspection, ensures that the parts to be assembled are not defective or rusted, in case of new assembly		15	5	10
	PC6. Ensure that tools match the desired		10	5	5

	specifications				
	PC7. Ensure tools and equipment required for assembly are free from physical damage and ready for operation		10	5	5
	PC8. Report damaged / defective components of equipment as per the escalation Matrix		10	5	5
	PC 9. Ensure spares that are likely to be used in good condition (shelf life)		10	5	5
	PC10. Ensure the calibration status of all measuring equipment and instruments		10	5	5
		Total	100	45	55
ISC/N1106: Carry out the maintenance operation	PC1. Dismantle the equipment, as needed	200	10	5	5
	PC2. Correct the defect in the part or replace the defective part		20	5	15
	PC3. Assemble the parts according to the drawings, as required		20	5	15
	PC4. Fasten mechanical components/ subassemblies together using screws, bolts, and collars using hand/ power tools		15	5	10
	PC5. Set and adjust linkages, tensions and clearances of assembled components to specifications using fixed gauges and hand tools		20	5	15
	PC6. Re-assemble the parts post correcting the defect		25	5	20
	PC7. Ensure alignment of parts and with the engineering drawings		20	5	15
	PC8. Check vibrations to ensure fitness		20	5	15
	PC9. Test the machine to ensure it is fit to use before handover		20	5	15
	PC10. Record the test results in the prescribed format of the organization		10	5	5

	PC11. Ensure all activities are complete according to checklist		10	5	5
	PC12. Communicate to supervisor on completion of given job in case of any deviations from checklist		10	5	5
		Total	200	60	140
ISC/N1107: Activities specific to insulation function	PC1. Carry out the detailed procedure for isolating and clearing the unit	100	10	5	5
	PC2. Ensure proper shutdown process		10	5	5
	PC3. Report to the supervisor in case of any problem that has to be escalated		5	0	5
	PC4. Understand the need for insulation activity and give instructions for clearance of unit		10	5	5
	PC5. Dismantle the equipment and carry out insulation activity where ever required in SAF		10	5	5
	PC6. Rectify any defects in the equipment		10	5	5
	PC7. Carry out re insulation before the equipment can be used again		10	5	5
	PC8. Report to the supervisor in case of any problem that has to be escalated		5	0	5
	PC9. Charge the line after completing re insulation		10	5	5
	PC10. Give clearance for reactivation so as to activity can be resumed		10	5	5
	PC11. Carry out damage control in case of any emergencies		10	5	5
		Total	100	45	55
ISC/N1108: Activities specific to functions of	PC1. Carry out the detailed procedure for isolating and clearing the unit	100	10	5	5
	PC2. Ensure proper shutdown process		10	5	5

hydraulic systems	PC3. Report to the supervisor in case of any problem that has to be escalated		5	0	5
	PC4. Understand the sequence of operations involved in the system		10	5	5
	PC5. Identify the points of leakages at valves / pipe joints / seals / cylinders etc.		10	5	5
	PC6. Rectify any defects in the equipment or replace with spares		5	0	5
	PC7. Carry out trial run after ensuring the oil levels		5	0	5
	PC8. Report to the supervisor in case of any problem that has to be escalated		5	0	5
	PC9. Ensure power pack room is clean and well maintained & dust free		10	5	5
	PC10. Switch on the line after completing		10	5	5
	PC11. Give clearance for reactivation so as to activity can be resumed		10	5	5
	PC12. Carry out damage control in case of any emergencies		10	5	5
		Total	100	40	60
ISC/N1109: Activities specific to functions of water cooling systems	PC1. Carry out the detailed procedure for isolating and clearing the unit	100	5	0	5
	PC2. Ensure proper shutdown process and put the spare circuit in operation		10	5	5
	PC3. Report to the supervisor in case of any problem that has to be escalated		5	0	5
	PC4. Understand the water circulating system both hot water & cold water circuits		10	5	5
	PC5. Dismantle the equipment and carry out maintenance where ever required in the circuit		10	5	5
	PC6. Rectify any defects in the equipment		10	5	5

	PC7. Carry out trial runs before the equipment can be used again		10	5	5
	PC8. Report to the supervisor in case of any problem that has to be escalated		10	5	5
	PC9. Charge the line after completing maintenance		10	5	5
	PC10. Give clearance for reactivation so as the activity can be resumed		10	5	5
	PC11. Carry out damage control in case of any emergencies		10	5	5
		Total	100	45	55
ISC/N0008: Use basic health and safety practices at the workplace	PC1. Use protective clothing/equipment for specific tasks and work conditions	150	10	5	5
	PC2. State the name and location of people responsible for health and safety in the workplace		5	0	5
	PC3. State the names and location of documents that refer to health and safety in the workplace		1	0	1
	PC4. Identify job-site hazardous work and state possible causes of risk or accident in the workplace		9	5	4
	PC5. Carry out safe working practices while dealing with hazards to ensure the safety of self and others state methods of accident prevention in the work environment of the job role		10	5	5
	PC6. State location of general health and safety equipment in the workplace		5	0	5
	PC7. Inspect for faults, set up and safely use steps and ladders in general use		5	0	5
	PC8. Work safely in and around trenches, elevated places and confined areas		5	0	5
	PC9. Lift heavy objects safely using correct procedures		5	0	5

PC10. Apply good housekeeping practices at all times	1	0	1
PC11. Identify common hazard signs displayed in various areas	6	5	1
PC12. Retrieve and/or point out documents that refer to health and safety in the workplace	4	0	4
PC13. Use the various appropriate fire extinguishers on different types of fires correctly	9	5	4
PC14. Demonstrate rescue techniques applied during fire hazard	10	5	5
PC15. Demonstrate good housekeeping in order to prevent fire hazards	1	0	1
PC16. Demonstrate the correct use of a fire extinguisher	4	0	4
PC17. Demonstrate how to free a person from electrocution	5	0	5
PC18. Administer appropriate first aid to victims as required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.	10	5	5
PC19. Demonstrate basic techniques of bandaging	5	0	5
PC20. Respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	10	5	5
PC21. Perform and organize loss minimization or rescue activity during an accident in real or simulated environments	5	0	5
PC22. Administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated	5	0	5

	cases				
	PC23. Demonstrate the artificial respiration and the CPR Process		5	0	5
	PC24. Participate in emergency procedures		5	0	5
	PC25. Complete a written accident/incident report or dictate a report to another person, and send report to person responsible		9	5	4
	PC26. Demonstrate correct method to move injured people and others during an emergency		1	0	1
		Total	150	45	105
ISC/N0009: Work effectively with others	PC1. Accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	5	5
	PC2. Accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	5	5
	PC3. Provide information to others clearly, at a pace and in a manner that helps them to understand		10	0	10
	PC4. Display helpful behaviour by assisting others in performing tasks in a positive manner, where required and possible		10	5	5
	PC5. Consult with and assist others to maximize effectiveness and efficiency in carrying out tasks		10	5	5
	PC6. Display appropriate communication etiquette while working		10	0	10
	PC7. Display active listening skills while		10	0	10

	interacting with others at work				
	PC8. Use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism		10	5	5
	PC9. Demonstrate responsible and disciplined behaviours at the workplace		15	5	10
	PC10. Escalate grievances and problems to supervisor		5	0	5
		Total	100	30	70

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of IISSSC gave final approval and endorsement for the same.

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

Skills Gap analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection. The link to NSDC Human Resource & Skills Requirement in IISSC

- Feedback from industry for demand though again sample size may not lend to accurate figures
- Training duration, and current and potential training capacity envisaged
- An LMIS development initiative is being put in place to be more precise regarding the demand and supply

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

NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work

NSDC QRC team also confirmed the same

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?

Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.

Employer feedback will be sought post- placement.

A formal review is scheduled after two year time.

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence:

- Understand the assigned job in accordance with the instructions / checklist
- Understand the engineering drawings
- Seek clarifications with respect to the equipment, drawings, if any
- Identify the tools and tackles that are required to carry out the assigned job
- Reach the site and inspect the equipment to identify cause of problem
- Prepare equipment and material for assembly after maintenance
- Conduct routine maintenance or rectify the problem, as appropriate
- Conduct tests to ensure fitness
- Communicate to supervisor about completion of work
- Isolate the unit, clearing the material from pipeline and ensuring safe working condition with shutdown
- Carry out re-insulation activity
- Provide clearance for reactivation after due curing time
- Isolate the unit, clearing the material from pipeline and ensuring safe working condition with shutdown
- Arrest Leakages and ensure dust free environment
- Provide clearance for reactivation after due trial operation
- Isolate the unit, clearing the material from pipeline and ensuring safe working condition with shutdown
- Carry out maintenance activities

- Use Health and safety procedures, Fire safety procedures & Emergencies, rescue and first-aid procedures at workplace
- Ensure appropriate communication with superiors, peers and others as applicable at work place
- Demonstrate appropriate behaviour and etiquette at work place

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.

Fitter Maintenance :Ferro Alloys (ISC/Q1105)					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
The job holder deals with periodical maintenance related to all furnace parts, water cooling system and hydraulic power packs of the furnace. This includes maintenance of feeding systems like conveyors, feeders etc. The activities involved are understanding the assigned job of fitter maintenance, preparing for maintenance operation, carrying out the maintenance operation, performing activities specific to insulation function,	The job holder should be aware of engineering drawings, manuals and tools drawings, steps required to assemble/ dis-assemble an equipment with a given design, normal running characteristics of machines, possible causes of common problems during assembly & their remedies, implications of not adhering to sequence of activities and operations, units of measurement, response to emergencies	The job holder should be able to handle different machines and tools wearing protective accessories position mechanical components in machines according to design requirement, handle various types of material handling equipment like skips & conveyors inform on availability of spares, maintain history cards for each critical	The job holder should be able to construct simple sentences and express ideas clearly through written communication, fill up appropriate technical forms, process charts, and activity logs, prepare simple drawings, Read and interpret engineering and machine drawings, read and understand manuals, health and	The job holder is responsible to carry out periodical maintenance of furnace parts, understanding the requirements of the fitter maintenance from the supervisor job after receiving the checklist identify the tools and tackles that would be needed to carry out the job, inspecting the equipment for defects and preparing the equipment for carrying out the operation, rectifying the identified problem or	3

hydraulic system & water cooling system. The job requires limited range of activities which are routine & predictable.	e.g. Power failures, fire and system failures. The job holder should be aware of basic facts, process and principles.	machine / equipment. The job holder is expected to recall & demonstrate practical skill which are routine & repetitive & involves narrow range of application	safety instructions, memos, reports, job cards etc. The job holder is expected to communicate with supervisors & subordinates with clarity	carrying out scheduled maintenance, and reporting to the supervisor if beyond the scope of his role. The job holder is expected to work under close supervision & have some responsibility of own work within defined limit.	
Level 3	Level 3	Level 3	Level 3	Level 3	

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] (Optional)

Summary of other evidence (if used):

Accepted by QRC and validated by industry

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?

Horizontal and vertical mobility options have been articulated

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here: