Automotive
Skills Development Council

ASDC

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QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AUTOMOTIVE INDUSTRY

Contents

What are Occupational Standards (OS)?

➤ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➤ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Repair Painter – Auto Body Level 3

SECTOR: AUTOMOTIVE

SUB-SECTOR: AUTOMOTIVE VEHICLE SERVICE

OCCUPATION: TECHNICAL SERVICE & REPAIR

JOB ROLE: REPAIR PAINTER- AUTO BODY L 3

REFERENCE ID: ASC/ Q 1407

ALIGNED TO: NCO-2004/7142.25

Painter Level 3 is also known as or Assistant Painter or Painter.

Brief Job Description:A PainterLevel 3prepares body surfaces on motor vehicles, and assists in applies paint and other coatings. The individual also assists the Paint Specialist to carry out specialised painting jobs in workshops, which have specialised paint shop set-up within the body shop.

Personal Attributes: An individual on this job should primarily have good memory to recall the Paints and allied material and its storage location for easy retrieval when asked by the senior Painter. The individual must have a strong eye to see even the minute scratches on different vehicle structure and surface. A technical bend of mind is desirable to understand the technical aspects of the vehicle relating to the auto spray-painting, assist in mixing variation of colours and sanding, filling and shaping.

Job Details				
Qualifications Pack Code	ASC/ Q 1407			
Job Role	**Repair Painter – Auto Body Level 3**			
Credits(NSQF)	TBD	**Version number**	1.1	
Industry	**Automotive**	**Drafted on**	10/06/13	
Sub-sector	**Automotive Vehicle Service**	**Last reviewed on**	10/06/13	
Occupation	**Technical Service & Repair**	**Next review date**	10/06/15	

Job Role	**PainterLevel 3**
Role Description	Prepare body surfaces, before the actual painting and assist in applying paint and other coatings on motor vehicles and assist in replacing/ installing painted body panels.
NSQF level **Minimum Educational Qualifications**	3 -- Class X
Maximum Educational Qualifications	ITI Diploma
Training (Suggested but not mandatory)	On the job training: - Desirable for ASDC Painter Level 3 Certificate or ITI Diploma - Compulsory for all other qualifications
Experience	Not Applicable
Occupational Standards (OS)	**Compulsory:** **ASC/ N 1416:** Assist in carrying out painting work on vehicles and replace/ install painted body panels **ASC/ N 0001:** Plan and organise work to meet expected outcomes **ASC/ N 0002:** Work effectively in a team **ASC/ N 0003:** Maintain a healthy, safe and secure working environment **Optional:** **N.A.**

Performance Criteria	As described in the relevant OS Units

Definitions

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Dealership	A business established or operated under an authorisation to sell or distribute an automotive company's goods and services
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate NOS they are looking for.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.

Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for an NOS unit, which can be denoted with an '**N**'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualifications Framework
OEM	Original Equipment Manufacturer
OS	Occupational Standard(s)
QP	Qualifications Pack

National Occupational Standards

Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Painter to prepare body surfaces before actual painting and assist in carrying out painting work on vehicles and assist in replacing/ installing painted body panels.

National Occupational Standard

Unit Code	ASC/ N 1416
Unit Title (Task)	Assist in carrying out painting work on vehicles and replace/ install painted body panels
Description	This OS unit is about the Painter preparing the body surface and assist in carrying out painting work on vehicles and assist in replacing / installing, the painted body panels.
Scope	This unit/task covers the following: • prepare the body surface of the vehicle to be painted • assist in painting and refinishing automotive vehicle bodies and replacing/ installing the painted vehicle parts

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**

Prepare the body surface and assist in painting & refinishing body components	To be competent, the user/individual on the job must be able to:
	
	PC1. place the vehicle on a suitable platform, before the painting actually starts
	PC2. prepare, test and adjust all the tools and equipment required which includes:
	   • painting equipment
	   • paint
	   • sanding and polishing tools
	   • any other safety equipment
	PC3. ensure that the vehicle or body surface is free from any dust and dents prior to the actual painting
	PC4. point out any dents (if found on the body surface) to the senior painter and ensure that it is repaired before starting to paint
	PC5. sand the paint (ideally removing the paint to the bare metal, original primer) is done, sufficiently so that new paint adheres to it
	PC6. clean the surface thoroughly, using mineral spirits or denatured alcohol to make sure that no oil (including body oils from fingers and hands) are on the surface
	PC7. cover the surface not to be painted with masking tape and paper (including glass, window trim, door handles, mirrors, grills) and ensure that there are no holes in the masking tape and paper to allow overspray to get through
	PC8. assist in priming the surface with a corrosion resistant, self-etching primer after removing all paint down to bare metal
	PC9. clean to remove any dust or oil that might have accumulated during priming
	PC10. ensure proper thinning as per the equipment requirement, but over-thinning to be avoided which can decrease the gloss of the finished surface and may cause over-run
	PC11. ensure the paint surface finish produced is free from dust and contamination between the beginning of the painting process and tack-free time
	PC12. work in a way which minimises the risk of damage to the vehicle and other parts/ components

	PC13.	confirm that all the tools and equipment required are safe prior to use
	PC14.	follow manufacturer's instructions and correct procedures before replacing and installing vehicle parts
	PC15.	assist in fitting and balancing the replaced and refitted parts

Knowledge and Understanding (K) w.r.t. the scope	
Element	**Knowledge and Understanding**
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. standard operating procedures of the organisation/ dealership for inspection, and painting of vehicles or any other painted body panel KA2. standard operating procedures for replacement of parts/ aggregates as mandated by the OEM which may be required to be dismantled while painting the vehicle or body panels KA3. safety requirements for equipment (including sanding and polishing tools)and various paints and allied materials (primer, varnish, mineral oils, sand paper etc.) asprescribed by the OEM KA4. documentation requirements for each procedure carried out as part of roles and responsibilities as specified for carrying out paint related jobs KA5. organisational and professional code of ethics and standards of practice KA6. safety and health policies and regulations for the workplaceas well as for automotive trade in general (e.g. safe practices while working in pits/ under vehicles)
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. the overall functioning of various components/ aggregates in a vehicle (as they may be affected while the surface is being painted) KB2. basic technology used in the overall functioning of various types painting equipment KB3. vehicle or body surface is free from any dust and dents prior to the actual painting KB4. how to clean the surface thoroughly, using mineral spirits or denatured alcohol to make sure that there is no oil (including body oils from fingers and hands) on the surface KB5. sanding techniques (along with filling & chiselling techniques) and various types of sandpaper to be used for a particular surface KB6. how to cover the surface not to be painted with masking tape and paper (including glass, window trim, door handles, mirrors, grills) and ensure that there are no holes in the masking tape and paper to allow overspray to get through KB7. how to clean to remove any dust or oil that might have accumulated during priming

	KB8. various dust prevention techniques between the beginning of the painting process and tack-free time
	KB9. various rust prevention techniques in the long run

Skills (S) w.r.t. the scope	
Element	**Skills**
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. record and mark in record sheet and additional work that needs to be performed before or during the painting process SA2. write in at least one language
	Reading skills
	The user/individual on the job needs to know and understand how to: SA3. readwork orders, specifications etc. related to the jobincludinginstructions mentioned on the job card to the paint related jobs to be performed
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. interact with the customer/ service advisor SA5. specify the corrective measures required to repair/replace the body component SA6. interact with team members both in the workshop and the bodyshop to work efficiently
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to: SB1. decide the location/ platform on which the vehicle/ specific body part or panel needs to be placed SB2. identify the correct level of sanding required (ideally removing the paint to the bare metal, original primer), sufficiently so that new paint adheres SB3. repair and replace body components before starting the actual painting work
	Plan and Organise
	The user/individual on the job needs to know and understand how to : SB4. work according to required schedule and location as indicated by the superiors
	Customer centricity
	The user/individual on the job needs to know and understand how to: SB5. ensure that customer needs regarding the painting related jobs are assessed and satisfactory service is provided

	Problem solving
	The user/individual on the job needs to know and understand how to:
	SB6. inspect damaged vehicles and assist in repairs required
	SB7. ensure that all dents which can't be repaired to be referred to superiors to take an appropriate decision
	Analytical thinking
	The user/individual on the job needs to:
	SB8. check the usefulness of shop tools to see if they are suitable for work on new models of vehicles
	Critical thinking
	The user/individual on the job needs to know and understand how to:
	SB9. evaluate the information gathered from the customer report/ job card and assess repairs

NOS Version Control

NOS Code	ASC/ N 1416		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	10/06/13
Industry Sub-sector	Automotive Vehicle Service	Last reviewed on	10/06/13
		Next review date	10/06/15

National Occupational Standards

Overview

This unit is about planning and organisingan individual's work in order to complete it to the required standards, on time and within budget in terms of cost and material.

Unit Code	ASC/ N 0001
Unit Title (Task)	**Plan and organise work to meet expected outcomes**
Description	This NOS unit is about planning and organisingan individual's work in order to complete it to the required standards on time.
Scope	This unit/task covers the following: • work requirements including various activities, deliverables or work output required in the given time, maintain set quality standards • appropriate use of resources (both material / equipment's and manpower)
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Work requirements including various activities within the given time and set quality standards	To be competent, the user/individual on the job must be able to: PC1. keep immediate work area clean and tidy PC2. treat confidential information as per the organisation's guidelines PC3. work in line with organisation's policies and procedures PC4. work within the limits of job role PC5. obtain guidance from appropriate people, where necessary PC6. ensure work meets the agreed requirements
Appropriate use of resources	PC7. establish and agree on work requirements with appropriate people PC8. manage time, materials and cost effectively PC9. use resources in a responsible manner
Knowledge and Understanding (K) w.r.t. the scope	
Element	**Knowledge and Understanding**
A. Organisational Context (Knowledge of the Company/Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. the organisation's policies, procedures and priorities for area of work, role and responsibilities in carrying out that work KA2. the limits of responsibilities and when to involve others KA3. specific work requirements and who these must be agreed with KA4. the importance of having a tidy work area and how to do this KA5. how to prioritize workload according to urgency and importance and the benefits of this KA6. the organisation's policies and procedures for dealing with confidential information and the importance of complying with these KA7. the purpose of keeping others updated with the progress of work KA8. who to obtain guidance from and the typical circumstances when this may be required KA9. the purpose and value of being flexible and adapting work plans

	to reflect change
B. Technical Knowledge	The user/individual on the job needs to know and understand:
	KB1. how to complete tasks accurately by following standard procedures
	KB2. technical resources needed for work and how to obtain and use these

Skills (S) w.r.t. the scope	
Element	**Skills**
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to:
	SA1. write in at least one language
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2.read instructions, guidelines/procedures
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA3.ask for clarification and advice from appropriate persons
	SA4.communicate orally with colleagues
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to:
	SB1. make a decision on a suitable course of action appropriate for accurately completing the task within resources
	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB2. agree objectives and work requirements
	SB3. plan and organise work to achieve targets and deadlines
	CustomerCentricity
	The user/individual on the job needs to know and understand how to:
	SB4. deliver consistent and reliable service to customers
	SB5. check own work and ensure it meets customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB6. refer anomalies to the concerned persons
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. analyse problems and identify work -arounds taking help from

ASC/ N 0001: Plan and organise work to meet expected outcomes

	concerned persons where required
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. apply own judgement to identify solutions in different situations

NOS Version Control

NOS Code	ASC/ N 0001		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	10/06/13
Industry Sub-sector	NA	Last reviewed on	10/06/13
		Next review date	10/06/15

National Occupational Standards

Overview

This unit is about working effectively with colleagues, either in own work group or in other work groups within organisation.

Unit Code	ASC/ N 0002
Unit Title (Task)	**Work effectively in a team**
Description	This NOS unit is about working effectively within a team, either in individual's own work group or in other work groups outside theorganisation.
Scope	This unit/task covers the following: Colleagues: • Interact & communicate effectively with colleagues including member in the own group as well as other groups

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Interact & communicate effectively with colleagues including member in the own group as well as other groups	To be competent, the user/individual on the job must be able to: PC1. maintain clear communication with colleagues (by all means including face-to-face, telephonic as well as written) PC2. work with colleagues to integrate work PC3. pass on information to colleagues in line with organisational requirements both through verbal as well as non-verbal means PC4. work in ways that show respect for colleagues PC5. carry out commitments made to colleagues PC6. let colleagues know in good time if cannot carry outcommitments, explaining the reasons PC7. identify problems in working with colleagues and take the initiative to solve these problems PC8. follow the organisation's policies and procedures for working with colleagues

Knowledge and Understanding (K) w.r.t. the scope	
Element	**Knowledge and Understanding**
A. Organisational Context (Knowledge of the Company/Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. the organisation's policies and procedures for working with colleagues, role and responsibilities in relation to this KA2. the importance of effective communication and establishing good working relationships with colleagues KA3. different methods of communication and the circumstances in which it is appropriate to use these KA4. the importance of creating an environment of trust and mutual respect KA5. the implications of own work on the work and schedule of others
B. Technical Knowledge	The user/individual on the job needs to know and understand:

National Occupational Standard

ASC/ N 0002: Work effectively in a team

	KB1. different types of information that colleagues might need and the importance of providing this information when it is required
	KB2. the importance of helping colleagues with problems, in order to meet quality and time standards as a team

Skills (S)w.r.t. the scope	
Element	**Skills**
A. Core Skills/ **Generic Skills**	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. complete written work with attention to detail
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read instructions, guidelines/procedures
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information SA4. ask for clarification and advice from the concerned person
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. make decisions on a suitable course of action or responsekeeping in view resource utilization while meeting commitments
	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB2. plan and organise work to achieve targets and deadlines
	CustomerCentricity
	The user/individual on the job needs to know and understand how to: SB3. check that the work meets customer requirements SB4. deliver consistent and reliable service to customers
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. apply problem solving approaches in different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB6. apply balanced judgements to different situations

NOS Version Control

NOS Code	ASC/ N 0002		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	10/06/13
Industry Sub-sector	NA	Last reviewed on	10/06/13
		Next review date	10/06/15

National Occupational Standards

Overview

This unit is about monitoring work place practices and making sure they meet requirements for health, safety, security and environmental concerns.

ASC/ N 0003: Maintain a healthy, safe and secure working environment

National Occupational Standard

Unit Code	ASC/ N 0003
Unit Title (Task)	**Maintain a healthy, safe and secure working environment**
Description	This NOS unit is about monitoring the working environment and making sure it meets requirements for health, safety and security.
Scope	This unit/task covers the following: • Resources (both material & manpower) needed to maintain a safe working environment as per the prevalent norms & government policies including emergency procedures for Illness, accidents, fires or any other reason which may involve evacuation of the premises

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Resources needed to maintain a safe, secure working environment	To be competent, the user/individual on the job must be able to: PC1. comply with organisation's current health, safety and security policies and procedures PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person PC3. Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires, earthquakes etc. PC4. identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority PC5. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected PC6. follow organisation's emergency procedures for accidents, fires or any other natural calamity PC7. identify and recommend opportunities for improving health, safety, and security to the designated person PC8. complete all health and safety records are updates and procedures well defined

Knowledge and Understanding (K) w.r.t. the scope	
Element	**Knowledge and Understanding**
A. Organisational Context (Knowledge of the Company/Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. legislative requirements and organisation's procedures for health, safety and security and individual's role and responsibilities in relation to this KA2. what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace KA3. how and when to report hazards KA4. the limits of responsibility for dealing with hazards

	KA5. the organisation's emergency procedures for different emergency situations and the importance of following these
	KA6. the importance of maintaining high standards of health, safety and security
	KA7. implications that any non-compliance with health, safety and security may have on individuals and the organisation
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of breaches in health, safety and security and how and when to report these KB2.evacuation procedures for workers and visitors KB3.how to summon medical assistance and the emergency services, where necessary KB4.how to use the health, safety and accident reporting Procedures and the importance of these
Skills (S) w.r.t. the scope	
Element	**Skills**
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. complete accurate, well written work with attention to detail
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read instructions, guidelines/procedures/rules
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen to and orally communicate informationwith all concerned
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1.make decisions on a suitable course of action or response
	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB2.plan and organise work to achieve targets and deadlines
	CustomerCentricity
	The user/individual on the job needs to know and understand how to: SB3.build and maintain positive and effective relationships with colleagues and customers
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4.apply problem solving approaches in different situations

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5.analyse data and activities
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB6.apply balanced judgements to different situations

NOS Version Control

NOS Code	ASC/ N 0003		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	10/06/13
Industry Sub-sector	NA	Last reviewed on	10/06/13
		Next review date	10/06/15

Criteria for assessment of Trainees

JOB ROLE	Repair Painter - Auto Body L3
Qualification Pack	ASC/Q 1407
No. Of NOS	1 Role specific ,3 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description		Marks allocation	
ASC/N 1416	**Assist in carrying out painting work on vehicle&replace /install painted body panels .**		Viva	Practical
Prepare the body surface and assist in painting & refinishing body components	To be competent, the user/individual on the job must be able to: PC1. place the vehicle on a suitable platform, before the painting actually starts PC2. prepare, test and adjust all the tools and equipment required which includes: • painting equipment • paint • sanding and polishing tools • any other safety equipment PC3. ensure that the vehicle or body surface is free from any dust and dents prior to the actual painting PC4. point out any dents (if found on the body surface) to the senior painter and ensure that it is repaired before starting to paint PC5. sand the paint (ideally removing the paint to the bare metal, original primer) is done, sufficiently so that new paint adheres to it PC6. clean the surface thoroughly, using mineral spirits or denatured alcohol to make sure that no oil (including body oils from fingers and hands) are on the surface PC7. cover the surface not to be painted with masking tape and paper (including glass, window trim, door handles, mirrors, grills) and ensure that there are no holes in the masking tape and paper to allow overspray to get through PC8. assist in priming the surface with a corrosion resistant, self-etching primer after removing all paint down to bare metal PC9. clean to remove any dust or oil that might have accumulated during priming PC10. ensure proper thinning as per the equipment		40 20	110 50

	requirement, but over-thinning to be avoided which can decrease the gloss of the finished surface and may cause over-run PC11. ensure the paint surface finish produced is free from dust and contamination between the beginning of the painting process and tack-free time PC12. work in a way which minimises the risk of damage to the vehicle and other parts/ components PC13. confirm that all the tools and equipment required are safe prior to use PC14. follow manufacturer's instructions and correct procedures before replacing and installing vehicle parts PC15. assist in fitting and balancing the replaced and refitted parts		15	40
	subtotal		**75**	**200**
ASC/N 0001	**Plan & organize work to meet expected outcome**		**Viva**	**Practical**
Work requirements including various activities within the given time and set quality standards	To be competent, the user/individual on the job must be able to: PC1.keep immediate work area clean and tidy PC2. treat confidential information as per the organisation's guidelines PC3. work in line with organisation's policies and procedures PC4. work within the limits of job role PC5. obtain guidance from appropriate people, where necessary PC6. ensure work meets the agreed requirements		15	30
Appropriate use of resources	PC7. establish and agree on work requirements with appropriate people PC8. manage time, materials and cost effectively PC9. use resources in a responsible manner		10	20
	subtotal		**25**	**50**
ASC/N 0002	**Work effectively in a team**		**Viva**	**Practical**
Interact & communicate effectively with colleagues including member in the own group as well as other groups	To be competent, the user/individual on the job must be able to: PC1. maintain clear communication with colleagues (by all means including face-to-face, telephonic as well as written) PC2. work with colleagues to integrate work PC3. pass on information to colleagues in line with organisational requirements both through			

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			25	50
	verbal as well as non-verbal means PC4. work in ways that show respect for colleagues PC5. carry out commitments made to colleagues PC6. let colleagues know in good time if cannot carry outcommitments, explaining the reasons PC7. identify problems in working with colleagues and take the initiative to solve these problems PC8. follow the organisation's policies and procedures for working with colleagues			
	subtotal		**25**	**50**
ASC/N 0003	**Maintain safe , healthy environment friendly workplace**		**Viva**	**Practical**
Resources needed to maintain a safe, secure working environment	To be competent, the user/individual on the job must be able to: PC1. comply with organisation's current health, safety and security policies and procedures PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person PC3. Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires, earthquakes etc. PC4. identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority PC5. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected PC6. follow organisation's emergency procedures for accidents, fires or any other natural calamity PC7. identify and recommend opportunities for improving health, safety, and security to the designated person PC8. complete all health and safety records are updates and procedures well defined		25	50
	subtotal		**25**	**50**
	Total	**140**	**150**	**350**