



# Automotive Machining Assistant

QP Code: ASC/Q3502

Version: 2.0

NSQF Level: 2

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building  
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## ASC/Q3502: Automotive Machining Assistant

### Brief Job Description

The individual in this role supports the machining operator during preparation of machining work such as bringing raw material and tools, machining activities such as machine setup, aligning workpiece, holding tools etc. and cleaning and maintenance of machine and workarea.

### Personal Attributes

The person should be patient, organised, team-oriented and have the ability to work for long hours in adverse conditions. They should be keen observers and have an eye for detail and quality.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [ASC/N9803: Organize work and resources \(Manufacturing\)](#)
2. [ASC/N9802: Interact effectively with colleagues, customers and others](#)
3. [ASC/N3501: Support the machining operator in the routine machining activities](#)

### Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Machining Operation
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9321.1401
Minimum Educational Qualification & Experience	8th Class
Minimum Level of Education for Training in School	with relaxation to school students, minimum 14 years of age
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years

Last Reviewed On	18/02/2021
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Deactivation Date	18/02/2026
NSQC Approval Date	27/05/2021
Version	2.0

## ASC/N9803: Organize work and resources (Manufacturing)

### Description

This NOS unit is about implementing safety, planning work, adopting sustainable practices for optimising use of resources

### Scope

The scope covers the following :

- Maintain safe and secure working environment
- Health and hygiene
- Perform work as per quality standards
- Effective waste management practices
- Material/energy conservation practices

### Elements and Performance Criteria

#### *Maintain safe and secure working environment*

To be competent, the user/individual on the job must be able to:

- PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC2. follow safe working practices while dealing with hazards to ensure safety of self and others
- PC3. carry out routine check of the machine for identifying potential hazards
- PC4. use appropriate protective clothing/equipment for specific tasks and work
- PC5. follow safety hazards and preventive techniques during fire drill
- PC6. report any identified breaches in health, safety and security policies and procedures to the designated person

#### *Health and hygiene*

To be competent, the user/individual on the job must be able to:

- PC7. ensure workstation and equipment are regularly clean and sanitized
- PC8. clean hands with soap, alcohol-based sanitizer regularly
- PC9. avoid contact with ill people and self-isolate in a similar situation
- PC10. wear and dispose PPEs regularly and appropriately
- PC11. report advanced hygiene and sanitation issues to appropriate authority
- PC12. follow stress and anxiety management techniques

#### *Perform work as per quality standards*

To be competent, the user/individual on the job must be able to:

- PC13. ensure that work is accomplished as per the requirements within the specified timeline
- PC14. ensure team goals are given preference over individual goals

#### *Effective waste management practices*

To be competent, the user/individual on the job must be able to:

- PC15. follow the fundamentals of 5S for waste management
- PC16. segregate waste into different categories

- PC17. follow processes specified for disposal of hazardous waste
- PC18. identify recyclable, non-recyclable and hazardous waste
- PC19. dispose non-recyclable, recyclable and reusable waste appropriately at identified location

*Material/energy conservation practices*

To be competent, the user/individual on the job must be able to:

- PC20. identify ways to optimize usage of material in various tasks/activities/processes
- PC21. check for spills/leakages in various tasks/activities/processes
- PC22. plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC24. report malfunctioning (fumes/ sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC25. ensure electrical equipment and appliances are properly connected and turned off when not in use

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. organisation procedures for health, safety and security, individual role and responsibilities in this context
- KU2. the organisation's emergency procedures for different emergency situations and the importance of following the same
- KU3. evacuation procedures for workers and visitors
- KU4. how and when to report hazards as well as the limits of responsibility for dealing with hazards
- KU5. potential hazards, risks and threats based on the nature of work
- KU6. preventative and remedial actions to be taken in case of exposure to toxic material
- KU7. various types of fire extinguisher
- KU8. various types of safety signs and their meaning
- KU9. appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.
- KU10. relevant standards, procedures and policies related to 5S followed in the company
- KU11. the various materials used and their storage norms
- KU12. efficient utilisation of material and water
- KU13. basics of electricity and prevalent energy efficient devices
- KU14. common practices of conserving electricity
- KU15. common sources and ways to minimize pollution
- KU16. categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU17. usage of different colors of dustbins
- KU18. waste management techniques
- KU19. significance of greening

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read safety instructions/guidelines
- GS2. modify work practices to improve them
- GS3. ask for clarifications from superior about the job requirement
- GS4. work with supervisors/team members to carry out work related tasks
- GS5. complete tasks efficiently and accurately within stipulated time
- GS6. inform/report to concerned person in case of any problem
- GS7. make timely decisions for efficient utilization of resources
- GS8. write reports such as accident report, in at least English/regional language
- GS9. be punctual and utilize time efficiently

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and secure working environment</i>	11	5	-	7
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	1	-	2
PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	-	-	1
PC3. carry out routine check of the machine for identifying potential hazards	2	1	-	1
PC4. use appropriate protective clothing/equipment for specific tasks and work	2	1	-	1
PC5. follow safety hazards and preventive techniques during fire drill	2	1	-	1
PC6. report any identified breaches in health, safety and security policies and procedures to the designated person	1	1	-	1
<i>Health and hygiene</i>	7	5	-	2
PC7. ensure workstation and equipment are regularly clean and sanitized	2	2	-	1
PC8. clean hands with soap, alcohol-based sanitizer regularly	1	1	-	1
PC9. avoid contact with ill people and self-isolate in a similar situation	1	-	-	-
PC10. wear and dispose PPEs regularly and appropriately	1	-	-	-
PC11. report advanced hygiene and sanitation issues to appropriate authority	1	1	-	-
PC12. follow stress and anxiety management techniques	1	1	-	-
<i>Perform work as per quality standards</i>	5	3	-	2
PC13. ensure that work is accomplished as per the requirements within the specified timeline	2	2	-	1



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure team goals are given preference over individual goals	3	1	-	1
<i>Effective waste management practices</i>	<b>15</b>	<b>10</b>	-	<b>4</b>
PC15. follow the fundamentals of 5S for waste management	3	2	-	1
PC16. segregate waste into different categories	2	1	-	-
PC17. follow processes specified for disposal of hazardous waste	2	2	-	1
PC18. identify recyclable, non-recyclable and hazardous waste	4	2	-	1
PC19. dispose non-recyclable, recyclable and reusable waste appropriately at identified location	4	3	-	1
<i>Material/energy conservation practices</i>	<b>12</b>	<b>7</b>	-	<b>5</b>
PC20. identify ways to optimize usage of material in various tasks/activities/processes	2	1	-	1
PC21. check for spills/leakages in various tasks/activities/processes	2	1	-	1
PC22. plug spills/leakages and escalate to appropriate authority if unable to rectify	2	1	-	-
PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	1
PC24. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	1
PC25. ensure electrical equipment and appliances are properly connected and turned off when not in use	2	1	-	1
<b>NOS Total</b>	<b>50</b>	<b>30</b>	-	<b>20</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N9803
<b>NOS Name</b>	Organize work and resources (Manufacturing)
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2021
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<b>NSQC Clearance Date</b>	27/05/2021

## ASC/N9802: Interact effectively with colleagues, customers and others

### Description

This NOS unit is about communicating with customers and colleagues/superiors, either in own work group or in other work groups within organisation.

### Scope

The scope covers the following :

- Communicate effectively with colleagues, customers and others
- Interact with supervisor or superior

### Elements and Performance Criteria

#### *Communicate effectively with colleagues, customers and others*

To be competent, the user/individual on the job must be able to:

- PC1. maintain clear communication with colleagues, customers and others, wherever needed, through all means i.e. face-to-face, telephonic or written
- PC2. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity
- PC3. work in a way that shows respect for colleagues and others
- PC4. follow the organisation's policies and procedures while working in a team
- PC5. respect personal space of colleagues and customers

#### *Interact with supervisor or superior*

To be competent, the user/individual on the job must be able to:

- PC6. identify work requirements by receiving instructions from reporting supervisor
- PC7. escalate problems to supervisors that cannot be handled including repairs and maintenance of machine
- PC8. report the completed work
- PC9. rectify errors as per feedback

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. the importance of effective communication and establishing good working relationships with colleagues and supervisor
- KU2. different methods of communication as per the circumstances
- KU3. gender based concepts, issues and legislation

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read instructions/guidelines/procedures

- GS2. listen effectively and orally communicate information
- GS3. ask for clarification and advice from the concerned person
- GS4. maintain positive and effective relationships with colleagues and customers
- GS5. evaluate the possible solution(s) to the problem
- GS6. deliver consistent and reliable service to customers
- GS7. complete written work with attention to detail
- GS8. check that the work meets customer requirements

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively with colleagues, customers and others</i>	36	11	-	14
PC1. maintain clear communication with colleagues, customers and others, wherever needed, through all means i.e. face-to-face, telephonic or written	8	-	-	4
PC2. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity	8	-	-	-
PC3. work in a way that shows respect for colleagues and others	7	4	-	3
PC4. follow the organisation's policies and procedures while working in a team	7	4	-	3
PC5. respect personal space of colleagues and customers	6	3	-	4
<i>Interact with supervisor or superior</i>	14	19	-	6
PC6. identify work requirements by receiving instructions from reporting supervisor	7	4	-	-
PC7. escalate problems to supervisors that cannot be handled including repairs and maintenance of machine	-	5	-	3
PC8. report the completed work	7	5	-	-
PC9. rectify errors as per feedback	-	5	-	3
<b>NOS Total</b>	<b>50</b>	<b>30</b>	<b>-</b>	<b>20</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N9802
<b>NOS Name</b>	Interact effectively with colleagues, customers and others
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2021
<b>Next Review Date</b>	18/02/2026
<b>NSQC Clearance Date</b>	27/05/2021

## ASC/N3501: Support the machining operator in the routine machining activities

### Description

This NOS is about supporting machining operator during preparation for machining work, machining activities and post machining activities.

### Scope

The scope covers the following :

- Support machine operator in pre-machining operations
- Support machine operator in machining operations
- Support machine operator in post-machining operations
- Perform cleaning of machine and workplace

### Elements and Performance Criteria

#### *Support machine operator in pre-machining operations*

To be competent, the user/individual on the job must be able to:

- PC1. identify the tools, measuring instruments and input materials required for the job
- PC2. collect the required toolkits and material from the stores and ensure that all the items required for production and inspection are available as per SOP
- PC3. check the tools and input material for any defects and that they are as per the required quality standards
- PC4. support the machine operator in setting of the tools, fixtures/jigs and cutting tools on the machine as per the process requirement

#### *Support machine operator in machining operations*

To be competent, the user/individual on the job must be able to:

- PC5. support the machine operator in fixing or clamping the work pieces on the machine in the specified manner
- PC6. ensure that there is no damage done to the work pieces and machine auxiliaries during loading on the machine apparatus manually or using pulleys, chains and other hoisting mechanisms
- PC7. hold the tools during machining operations in the correct manner as specified by the operator using appropriate PPE

#### *Support machine operator in post-machining operations*

To be competent, the user/individual on the job must be able to:

- PC8. support the machine operator in removing the component from the machine and extracting the jammed pieces using wire hooks, lift bars, hands etc.
- PC9. support in segregating, tagging and storing the completed pieces into Ok pieces, defective pieces which can be repaired/reworked and pieces which are beyond repair
- PC10. put the pieces into right trolleys/ bins and move them to the designated area for next process

#### *Perform cleaning of machine and workplace*

To be competent, the user/individual on the job must be able to:

- PC11. clean and store the tools, equipment and process auxiliaries as per organisational guidelines after completion of work
- PC12. remove chips from different machine areas and clean the workarea properly
- PC13. dispose scrap or waste material in accordance with the company policies and environmental regulations

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. SOP recommended by the manufacturer for using tools, jigs, fixtures, measuring instruments etc., during the machining processes
- KU2. how to recognise machine parts and tools required during different machining operations
- KU3. various types of machining processes such as drilling, boring, turning etc.
- KU4. SOP recommended by the organisation for checking irregularities in the product/work piece
- KU5. common terminologies used in machining work
- KU6. safety requirements during the machining work
- KU7. how to clean and store tools, machine and its auxiliaries

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read work instructions and equipment manuals
- GS2. attentively listen and comprehend the information given by the operator/team members
- GS3. write work related information in English/regional language
- GS4. communicate the work requirements to the technician and co-workers
- GS5. recognise a workplace problem and take suitable action
- GS6. analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS7. make timely decisions for efficient utilization of resources
- GS8. complete the assigned tasks with minimum supervision



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Support machine operator in pre-machining operations</i>	9	14	-	9
PC1. identify the tools, measuring instruments and input materials required for the job	5	2	-	3
PC2. collect the required toolkits and material from the stores and ensure that all the items required for production and inspection are available as per SOP	1	3	-	2
PC3. check the tools and input material for any defects and that they are as per the required quality standards	1	5	-	2
PC4. support the machine operator in setting of the tools, fixtures/jigs and cutting tools on the machine as per the process requirement	2	4	-	2
<i>Support machine operator in machining operations</i>	3	14	-	4
PC5. support the machine operator in fixing or clamping the work pieces on the machine in the specified manner	1	5	-	2
PC6. ensure that there is no damage done to the work pieces and machine auxiliaries during loading on the machine apparatus manually or using pulleys, chains and other hoisting mechanisms	1	4	-	-
PC7. hold the tools during machining operations in the correct manner as specified by the operator using appropriate PPE	1	5	-	2
<i>Support machine operator in post-machining operations</i>	5	14	-	4
PC8. support the machine operator in removing the component from the machine and extracting the jammed pieces using wire hooks, lift bars, hands etc.	2	4	-	2
PC9. support in segregating, tagging and storing the completed pieces into Ok pieces, defective pieces which can be repaired/reworked and pieces which are beyond repair	2	5	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. put the pieces into right trolleys/ bins and move them to the designated area for next process	1	5	-	1
<i>Perform cleaning of machine and workplace</i>	<b>3</b>	<b>18</b>	-	<b>3</b>
PC11. clean and store the tools, equipment and process auxiliaries as per organisational guidelines after completion of work	1	6	-	1
PC12. remove chips from different machine areas and clean the workarea properly	1	6	-	1
PC13. dispose scrap or waste material in accordance with the company policies and environmental regulations	1	6	-	1
<b>NOS Total</b>	<b>20</b>	<b>60</b>	-	<b>20</b>

## National Occupational Standards (NOS) Parameters

NOS Code	ASC/N3501
NOS Name	Support the machining operator in the routine machining activities
Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Machining Operation
NSQF Level	2
Credits	TBD
Version	6.0
Last Reviewed Date	18/02/2021
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NSQC Clearance Date	27/05/2021

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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 centre (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

**Minimum Aggregate Passing % at QP Level : 60**

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N9803.Organize work and resources (Manufacturing)	50	30	-	20	100	15
ASC/N9802.Interact effectively with colleagues, customers and others	50	30	-	20	100	10
ASC/N3501.Support the machining operator in the routine machining activities	30	50	-	20	100	75
<b>Total</b>	<b>130</b>	<b>110</b>	<b>-</b>	<b>60</b>	<b>300</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>SOP</b>	Standard Operating Procedure
<b>CNC</b>	Computerized Numerical Control
<b>PPE</b>	Personal Protective Equipment

## Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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 OS they are looking for.
<b>Scope</b>	Scope is a 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 quality of performance required.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) 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.

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today’s world. These skills are typically needed in any work environment in today’s world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.