



# Automotive Heat Treatment Technician

QP Code: ASC/Q3901

Version: 2.0

NSQF Level: 4

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building  
New Delhi - 110020

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## ASC/Q3901: Automotive Heat Treatment Technician

### Brief Job Description

The individual is involved in loading/unloading of components, operating the washing machine and shot blasting machine. The individual also involved in performing various heat treatment and post-treatment operations.

### 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/N3901: Perform heat treatment activities](#)

### Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Heat Treatment
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8121.3701
Minimum Educational Qualification & Experience	12th Class with 1 Year of relevant experience OR 10th Class+ 1 year ITI with 2 years of relevant experience OR 10th Class+ 2 year ITI with 1 year of relevant experience

Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	30/09/2021
Next Review Date	30/09/2024
NSQC Approval Date	30/09/2021
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>Next Review Date</b>	24/12/2025

## 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>	<b>36</b>	<b>11</b>	-	<b>14</b>
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>	<b>14</b>	<b>19</b>	-	<b>6</b>
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>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>Next Review Date</b>	22/09/2025

## ASC/N3901: Perform heat treatment activities

### Description

This NOS is about performing heat treatment and post treatment activities in line with the required specifications and industry standards.

### Scope

The scope covers the following :

- Prepare for heat treatment activities
- Perform heat treatment activities
- Perform shot blasting process
- Perform post-treatment activities

### Elements and Performance Criteria

#### *Prepare for heat treatment activities*

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

- PC1. identify the work to be done by interpreting the loading plan (quantity and part number) and instructions from supervisor
- PC2. identify and arrange the tools, equipment and input materials required for the job
- PC3. check the input material, tools and equipment for any defects and that they are as per the required quality standards
- PC4. ensure that charge is cleaned properly and free from dust and impurities
- PC5. set the equipment and its parameters as per the job requirements and SOP
- PC6. load the component on equipment and place the same securely on the designated slot/space as indicated in the work instructions

#### *Perform heat treatment activities*

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

- PC7. perform heat treatment activities as per SOP
- PC8. unload the component safely from equipment as per the instructions received from supervisor
- PC9. load the component in washing machine and set the washing machine on washing medium/alkaline degreasing medium for appropriate cleaning
- PC10. carry out washing of the component in the washing machine till the cycle of washing and drying is completed as per WI/SOP
- PC11. unload the component from washing machine and check that it is clean and free from any oil, dust etc.

#### *Perform shot blasting process*

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

- PC12. check the shot blasting machine and its components for defects before use
- PC13. load the components on shot blasting machine and place the same securely on the designated slot/space as indicated in the WI

PC14. start the machine, then clean and descale the component in it as per the WI

PC15. remove the component carefully from the machine after cycle completion and load them into the designated trolley

PC16. ensure proper mixing of lime powder in shot blasting dust

*Perform post-treatment activities*

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

PC17. check the components as per the work instructions for product quality

PC18. segregate, tag and store the completed pieces in to appropriate categories and maintain records of each category as per WI/SOP

PC19. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant standards and procedures followed in the company

KU2. basic process of the shot blasting shots, washing medium (alkaline solutions) used in washing machine

KU3. how to handle washing medium chemicals safely

KU4. Standard Operating Procedures (SOP) recommended by OEM for using tools and equipment such as heat treatment washing machines, shot blasting machine required during heat treatment operations

KU5. how to collect and store consumables, tools etc. as per organisational procedures

KU6. process parameters and their impact on final output

KU7. how to check defects in the tools and equipment required for complete heat treatment process

KU8. how to load/unload the components in furnace

KU9. shot blasting process

KU10. basic process followed for inspection of the pieces

KU11. post-treatment processes like inspection, cleaning, maintenance etc.

KU12. methods of storage and tagging of final product

KU13. safety requirements during the heat treatment process

## Generic Skills (GS)

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

GS1. read and interpret drawings, work instructions, equipment manuals and process documents

GS2. communicate the process requirements to the supervisor and co-workers

GS3. attentively listen and comprehend the information given by the lead technician/team members

GS4. write work related information in English/regional language

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. plan and organise work according to the work requirements
- GS8. complete the assigned tasks with minimum supervision
- GS9. report to the supervisor or deal with a colleague individually, depending on the type of concern

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for heat treatment activities</i>	12	20	-	7
PC1. identify the work to be done by interpreting the loading plan (quantity and part number) and instructions from supervisor	2	2	-	1
PC2. identify and arrange the tools, equipment and input materials required for the job	2	4	-	1
PC3. check the input material, tools and equipment for any defects and that they are as per the required quality standards	2	4	-	2
PC4. ensure that charge is cleaned properly and free from dust and impurities	2	4	-	1
PC5. support the technician during setting of the equipment and its parameters as per the job requirements and SOP	2	4	-	1
PC6. load the component on equipment and place the same securely on the designated slot/space as indicated in the work instructions	2	2	-	1
<i>Perform heat treatment activities</i>	8	14	-	5
PC7. support the technician during heat treatment activities as per SOP	2	2	-	1
PC8. unload the component safely from equipment as per the instructions received from technician	2	2	-	1
PC9. load the component in washing machine and set the washing machine on washing medium/alkaline degreasing medium for appropriate cleaning	2	2	-	1
PC10. carry out washing of the component in the washing machine till the cycle of washing and drying is completed as per WI/SOP	1	4	-	1
PC11. unload the component from washing machine and check that it is clean and free from any oil, dust etc.	1	4	-	1
<i>Perform shot blasting process</i>	5	10	-	5

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. check the shot blasting machine and its components for defects before use	1	2	-	1
PC13. load the components on shot blasting machine and place the same securely on the designated slot/space as indicated in the WI	1	2	-	1
PC14. start the machine, then clean and descale the component in it as per the WI	1	2	-	1
PC15. remove the component carefully from the machine after cycle completion and load them into the designated trolley	1	2	-	1
PC16. ensure proper mixing of lime powder in shot blasting dust	1	2	-	1
<i>Perform post-treatment activities</i>	5	6	-	3
PC17. support the technician in cheking the components as per the work instructions for product quality	1	2	-	1
PC18. segregate, tag and store the completed pieces in to appropriate categories as per WI/SOP	2	2	-	1
PC19. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	2	2	-	1
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>

## National Occupational Standards (NOS) Parameters

NOS Code	ASC/N3901
NOS Name	Support the technician in heat treatment activities
Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Heat Treatment
NSQF Level	4
Credits	TBD
Version	2.0
Next Review Date	30/09/2024

## 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) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the 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 the 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 these criteria.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

### Minimum Aggregate Passing % at QP Level : 70

(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/N3901.Support the technician in heat treatment 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

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment
PwD	Person with Disability
SOP	Standard Operating Practices
PwD	Persons with Disability

## 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.