

QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR INFRASTRUCTURE EQUIPMENT INDUSTRY

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

Qualification Pack - Junior Mechanic (Engine)

SECTOR:	INFRASTRUCTURE EQUIPMENT
SUB SECTOR:	Equipment service and spares
OCCUPATION:	Equipment Maintenance
REFERENCE ID:	IES/Q1102
ALIGNED TO:	NCO-2004/ NIL

Brief Job Description: The primary role of a Junior Mechanic (engine) is to provide assistance to Mechanic (engine) in breakdown repair & preventive maintenance in issues related to engines of the equipment.

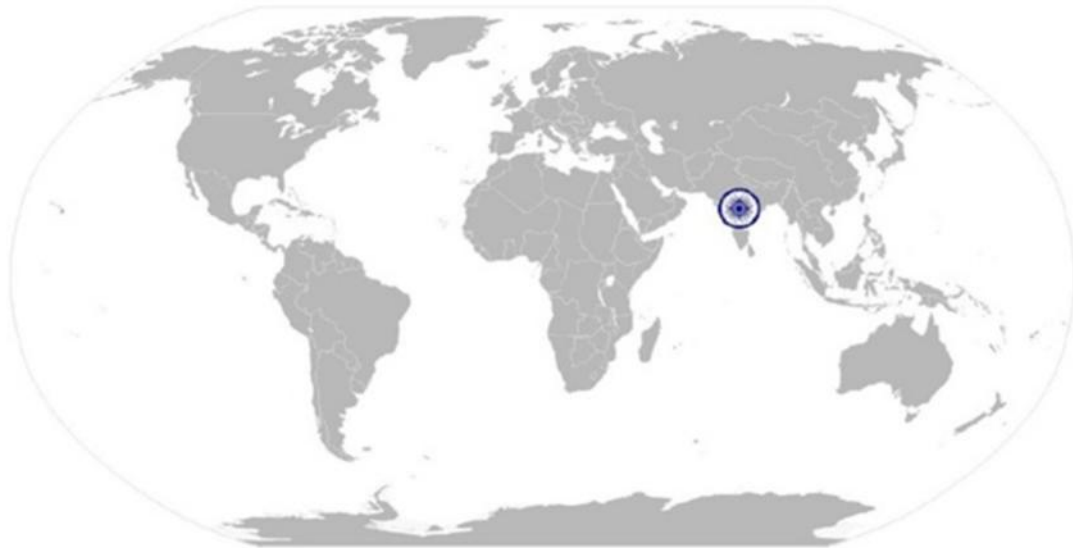
Personal Attributes: This job requires the individual to work independently as well as in teams. He Should have analytical skills, problem solving attitude, high concentration levels. Junior Mechanic Engine should have good hand-eye coordination, good eye-sight, no colour-blindness and should be able to complete precise and detailed work.

Job Details	Qualifications Pack Code	IES/Q1102		
	Job Role	Junior Mechanic (Engine)		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Infrastructure Equipment	Drafted on	16/02/15
	Sub-sector	Equipment service and spares	Last reviewed on	31/03/15
	Occupation	Equipment Maintenance	Next review date	31/03/17
Job Role		Junior Mechanic (Engine)		
Role Description		Assist Mechanic (engine) in breakdown repair & preventive maintenance in issues related to engines of the vehicles		
NSQF level		3		
Minimum Educational Qualifications*		Preferably Class VIII		
Maximum Educational Qualifications*		NA		
Training (Suggested but not mandatory)		NA		
Experience		NA		
Applicable National Occupational Standards (NOS)		<p>Compulsory</p> <ol style="list-style-type: none"> IES/N1102 Assist in repair and maintenance of equipment's engine parts IES/N7801 Maintain the work area, tools and machine to support the operations IES/N7602 Comply with workshop health and safety guidelines <p>Optional: N.A.</p>		
Performance Criteria		As described in the relevant OS units		

Keywords /Terms	Description
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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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 OS.
Sub-functions	Sub-functions are sub-activities essential to fulfil achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to find the required one.
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 required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.

Acronyms	Keywords /Terms	Description
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NSQF	National Skill Qualifications Framework
	ITI	Industrial Training Institute
	HCV	Heavy Commercial Vehicle
	SHE	Safety Health and Environment
	SOP	Standard Operating Procedure
	TBD	To Be Determined

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for activities that need to be carried out for assisting mechanic (Engine) in testing, diagnosing, repairing and maintaining engines.

IES/N1102 Assist in repair and maintenance of equipment's engine parts

National Occupational Standard

Unit Code	IES/N1102
Unit Title (Task)	Assist in repair and maintenance of equipment's engine parts
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for activities that need to be carried out for assisting mechanic (Engine) in testing, diagnosing, repairing and maintaining engines.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Breakdown Repair Assistance • Maintenance Work Assistance
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Breakdown Repair Assistance	To be competent, the user/individual on the job must be able to: <p>PC1. Ensure availability of tools, spare parts, equipment and supplies for repair work</p> <p>PC2. Carry out visual inspection for leakage as per the mechanic's instruction</p> <p>PC3. Disassemble broken or defective engine part to facilitate repair as per Standard Operating procedure</p> <p>PC4. Reassemble when repairs are complete as per Standard Operating procedure</p> <p>PC5. Ensure appropriate Positioning of equipment, machinery, physical structures, and other objects for assembly or installation, using hand tools, power tools, and moving equipment as per mechanic's instruction</p> <p>PC6. ensure appropriate condition of tools, equipment, and machines as per Standard Operating Procedure</p> <p>PC7. Ensure cleaning or lubrication of engine components, equipment, instruments, tools, work areas, and other objects, using hand tools, power tools, and cleaning equipment as per the manufacturer's manual</p> <p>PC8. Assist the mechanic in preparing parts list for procurement</p> <p>PC9. Work safely at all times, complying with health and safety and other relevant regulations, directives and guidelines</p> <p>PC10. Handle and dispose waste based on environmental guidelines at the work place</p>
Maintenance Work assistance	<p>PC11. Follow the maintenance schedule as per manufacturer's manual</p> <p>PC12. Assist in replacing the scheduled spare parts as per mechanic's instruction</p> <p>PC13. Assist in Replenish / change the consumables</p> <p>PC14. Perform visual inspection to Verify in appropriate sequence, for the engine, as per service manual, the following <ul style="list-style-type: none"> • leakage from parts • breakage of parts • unusual noise • under-rated performance </p> <p>PC15. Check the engine indication as per manufacturer's manual</p> <p>PC16. Check Air Filter as per manufacturer's manual</p> <p>PC17. Clean Air Filter as per manufacturer's manual</p> <p>PC18. Check Engine oil & coolant level as per manufacturer's manual</p>

IES/N1102 Assist in repair and maintenance of equipment's engine parts

	<p>PC19. Report any instances where the parts need to be changed/repared as per company's guidelines</p> <p>PC20. Assist to Change/Repair the defective part as per mechanic's instructions</p> <p>PC21. Assist in post repair trials as per mechanic's instructions</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organization's procedures and guidelines related to Breakdown & Maintenance services</p> <p>KA2. The performance standards & procedures followed in the company</p> <p>KA3. Reporting structure in the company</p> <p>KA4. Escalation matrix for reporting unresolved problems</p> <p>KA5. Timeframe in which the complaint/problem should be resolved</p> <p>KA6. Work target and review mechanism with supervisor for obtaining/ giving feedback related to performance process</p> <p>KA7. Location of tools</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Location and process for storage and disposal of waste material</p> <p>KA10. Safety Policy of the company</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Manufacturer's specification of the engine in use</p> <p>KB2. Techniques used to diagnose the faults through visual inspection</p> <p>KB3. Methods to remove component from engine system without damage to the components or surrounding structure</p> <p>KB4. Usage of various hand tools (such as spanners, sockets, screwdrivers, pliers, torque wrenches)</p> <p>KB5. Methods to check that the tools and equipment to be used are correctly calibrated, and are in a safe, tested and serviceable condition</p> <p>KB6. Method to use all tools correctly, check and store after use</p> <p>KB7. Methods to lay the removed components out in a logical sequence to aid re-assembly,</p> <p>KB8. Methods that can be used to keep component parts together or in the order that they were removed</p> <p>KB9. Usage of tools in the rectification operations (such as alignment tools, torque wrenches, presses)</p> <p>KB10. Usage of sealants and lubricants of the correct specification for the vehicle</p> <p>KB11. Techniques to Clean/service different parts of engine</p> <p>KB12. The hazards associated with diagnosing and rectifying engine faults</p> <p>KB13. Usage of tools and equipment to minimize & reduce any risk</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write, as required, in English or vernacular language</p> <p>SA2. Record and document the basic details of repairs and maintenance performed on various aggregates/ components</p>

IES/N1102 Assist in repair and maintenance of equipment's engine parts

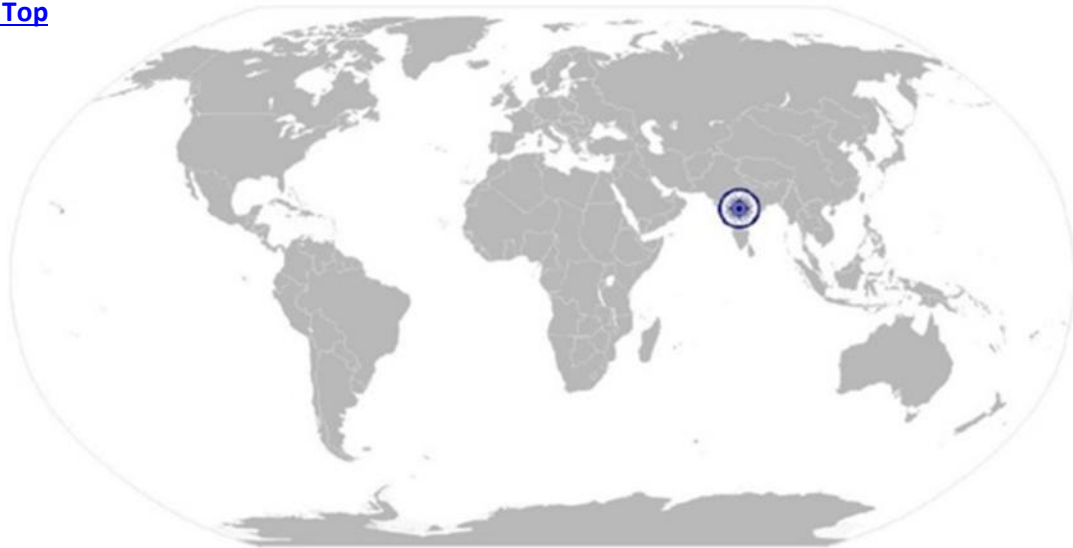
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA3. Read work orders, specifications etc. related to the job role SA4. Read the maintenance manual for understanding basic specifications of the equipment/ process to be undertaken SA5. Refer to operator and maintenance manuals to support work tasks
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA6. Interact with the mechanic/ supervisors, as required, to seek clarifications and understand issues
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Evaluate the situation to decide on seeking assistance from manager/ peers
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB2. Plan, prioritize and sequence work operations as per required schedule and location SB3. Organize and analyze information relevant to work
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB4. Provide service of the highest order to ensure customer satisfaction
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB5. Assist in repair and maintenance of equipment under the supervision of the mechanic SB6. Bring any noticeable issue in the component/sub-assemblies currently working on or otherwise to the attention of the mechanic
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB7. Evaluate the complexity of the tasks to determine if any assistance required from manager/ peers
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB8. Analyse, evaluate and apply the information gathered from observation, experience, reasoning to act efficiently and effectively

IES/N1102 Assist in repair and maintenance of equipment's engine parts

NOS Version Control

NOS Code		IES/N1102	
Credits(NSQF)	TBD	Version number	1.0
Sector	Infrastructure Equipment	Drafted on	16/02/15
Industry Sub-sector	Equipment service and spares	Last reviewed on	31/03/15
Occupation	Equipment Maintenance	Next review date	31/03/17

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IES/N7801 Maintain the work area, tools and machine to support the operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for activities that are needed to Maintain the work area, tools and machine to support the operations.

IES/N7801 Maintain the work area, tools and machine to support the operations

Unit Code	IES/N7801
Unit Title (Task)	Maintain the work area, tools and machine to support the operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for activities that are needed to Maintain the work area, tools and machine to support the operations.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Work area / tools / machinery maintenance at work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Work area / tools / machinery maintenance at work	To be competent, the user/individual on the job must be able to: PC1. Ensure safe handling of materials, machinery, equipment and tools PC2. Assist in carrying out checks to ensure the environmental conditions required are met PC3. Follow correct lifting and handling procedures PC4. Follow instructions with regard to materials to minimize waste PC5. Ensure a clean and hazard free working area PC6. Maintain tools and equipment as per organization guidelines and manufacturer's instructions PC7. Report the need for maintenance and/or cleaning outside your area of responsibility PC8. Report unsafe equipment and other dangerous occurrences PC9. Ensure good condition of the appropriate machine guards for equipment PC10. Ensure use of appropriate cleaning equipment and methods appropriate for the work to be carried out PC11. Carry out cleaning according to schedules and limits of responsibility PC12. Ensure safe disposal of waste
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The organization's procedures and guidelines related to Breakdown & Maintenance services KA2. The performance standards & procedures followed in the company KA3. Reporting structure in the company KA4. Escalation matrix for reporting unresolved problems KA5. Timeframe in which the complaint/problem should be resolved KA6. Work target and review mechanism with supervisor for obtaining/giving feedback related to performance process KA7. Location of tools KA8. Contact person in case of queries on procedure or products KA9. Location and process for storage and disposal of waste material KA10. Safety Policy of the company
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately KB2. Lifting and handling procedures

IES/N7801 Maintain the work area, tools and machine to support the operations

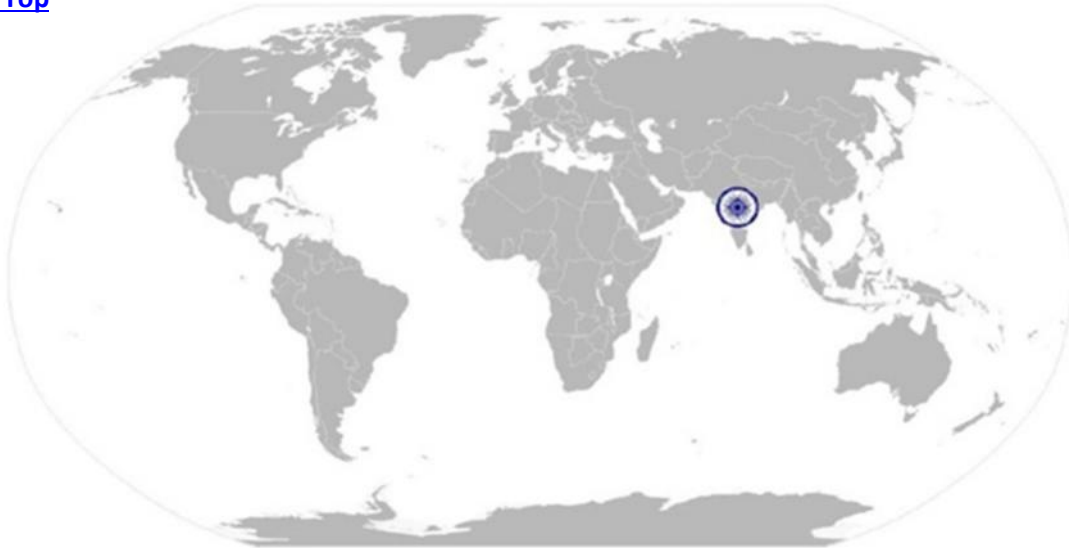
	<p>KB3. The importance of taking action when problems are identified</p> <p>KB4. Different ways of minimizing waste</p> <p>KB5. Different types of machine guards for equipment</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. machine oil, dirt</p> <p>KB8. Maintenance procedures and manufacturer's instructions</p> <p>KB9. Different types of cleaning equipment/ substances and their use</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write, as required, in English or vernacular language
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. Read instructions, guidelines/procedures/rules
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA3. Interact with the mechanic/ supervisors, as required, to seek clarifications and understand issues
	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Evaluate the situation to decide on seeking assistance from superiors/ peers
B. Professional Skills	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB2. Organize and analyze information relevant to work SB3. Plan and organize work area, tools, equipment and materials to minimise any risk for health and safety related incident/accident
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB4. Ensure that the service provided is of the highest order to ensure customer satisfaction
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB5. Seek appropriate assistance from other sources to resolve problems
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB6. Identify cause and effect relations in their area of work
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB7. Apply balanced judgment to different situations

IES/N7801 Maintain the work area, tools and machine to support the operations

NOS Version Control

NOS Code	IES/N7801		
Credits(NSQF)	TBD	Version number	1.0
Sector	Infrastructure Equipment	Drafted on	16/02/15
Industry Sub-sector	Equipment service and spares	Last reviewed on	31/03/15
Occupation	Equipment Maintenance	Next review date	31/03/17

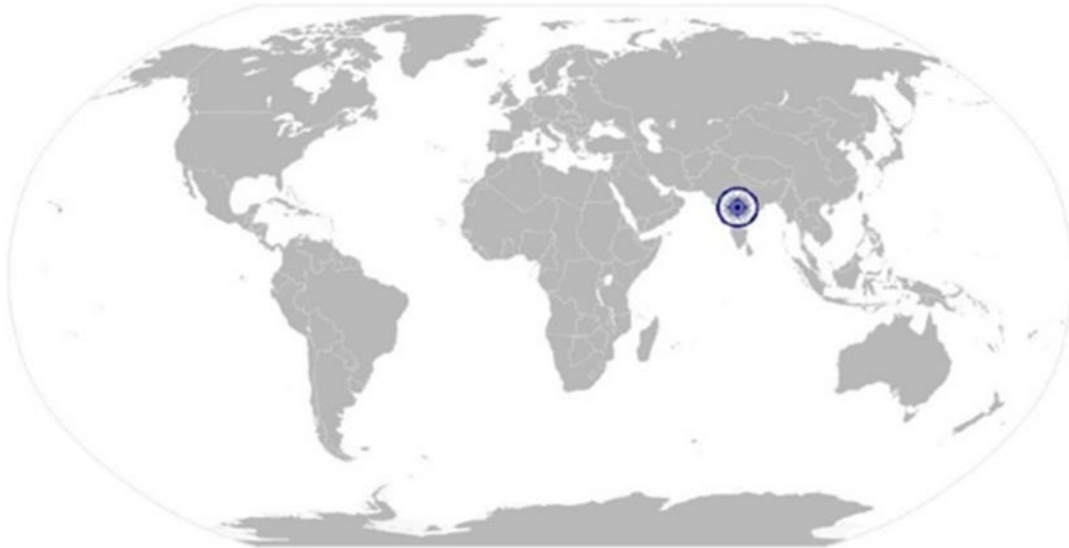
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IES/N7602

Comply with workshop health and safety guidelines

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for adhering to health and safety requirements at the service workshop during equipment maintenance.

IES/N7602

Comply with workshop health and safety guidelines

National Occupational Standard

Unit Code	IES/N7602
Unit Title (Task)	Comply with workshop health and safety guidelines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for adhering to health and safety requirements at the service workshop during equipment maintenance.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Service workshop health and safety
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Service workshop health and safety	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with safety, health, security and environment related regulations/ guidelines as per organizational/ manufacturer's policy</p> <p>PC2. Carry out maintenance operations as per the manufacturer's and workshop related health and safety guidelines/ standard operating procedures</p> <p>PC3. Follow safety regulations and procedures with regard to service workshop hazards and risks</p> <p>PC4. Use appropriate protective clothing/ equipment for specific tasks and work conditions as per service manual</p> <p>PC5. Lift and carry tools/equipment/components safely using correct procedure as per the service manual</p> <p>PC6. Use appropriate tools in a proper manner as given in the service manual</p> <p>PC7. Keep the work area free from clutter and spillage</p> <p>PC8. Store equipment and tools back at designated place post use and inspect to make sure they are not left behind</p> <p>PC9. Handle the storage and disposal of hazardous materials and waste in compliance with health, safety and environmental guidelines</p> <p>PC10. Operate various grades of fire extinguishers, as applicable</p> <p>PC11. Support in administering basic first aid and report to concerned team members, as required, in case of an accident</p> <p>PC12. Respond promptly and appropriately to an accident/ incident or emergency situation, within limits of your role and responsibility</p> <p>PC13. Record and report details related to operations, incidents or accidents, as applicable</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health, safety, environmental(HSE) and security related policies/ guidelines of the organization</p> <p>KA2. The importance of complying with health, safety, environmental and security guidelines during workshop operations</p> <p>KA3. Contact details of personnel responsible for Health, Safety and environment (SHE) related matters</p> <p>KA4. Location of workshop store, first aid station and safe assembly points</p> <p>KA5. Concerned personnel to reach out in case of emergencies and</p>

IES/N7602

Comply with workshop health and safety guidelines

	accidents/ incidents KA6. Reporting and documentation procedures for HSE and security matters
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Manufacturer's guidelines related to health and safety requirements KB2. Common types of health, safety, environment and security risks related to maintenance operations KB3. Types, use and importance of Personal Protective Equipment (PPE) and other safety clothing KB4. Safe working practices to avoid common hazards and risks KB5. Safe working practices when working with tools and machines KB6. Safe working practices while working in different processes/ confined spaces KB7. Various dangers associated with the use of electrical equipment KB8. Various types of safety signs/ warnings and their meaning KB9. Guidelines for transport, storage and disposal of hazardous materials and waste KB10. Types of common hazards and risks at the workshop including fire, electrical, equipment related KB11. Knowledge of safe lockdown/ stop of machinery use in case of emergencies and incidents/ accidents KB12. Types of fire extinguishers and their use KB13. Common injuries and appropriate basic first aid treatment eg. electrical shock, bleeding, wounds, fractures, minor burns, eye injuries
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills The user/ individual on the job needs to know and understand how to: SA2. Read all organizational and equipment related health and safety manuals and documents SA3. Read instructions, guidelines/procedures/rules
	Oral Communication (Listening and Speaking Skills) The user/ individual on the job needs to know and understand how to: SA4. Give clear instructions to coworkers, subordinates and others
	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 in the event of any emergency, health and safety related incidents/accidents
	Plan and Organize The user/ individual on the job needs to know and understand how to: SB2. Plan and organize own work schedule, work area, tools, equipment and materials to minimise any risk for health and safety related incident/accident
	Customer Centricity The user/ individual on the job needs to know and understand how to:

IES/N7602

Comply with workshop health and safety guidelines

	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. Identify immediate or temporary solutions to resolve delays SB5. Seek appropriate assistance from other sources to resolve problems
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB6. Identify 'cause and effect' relations in own area of work
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB7. Apply balanced judgment to different situations

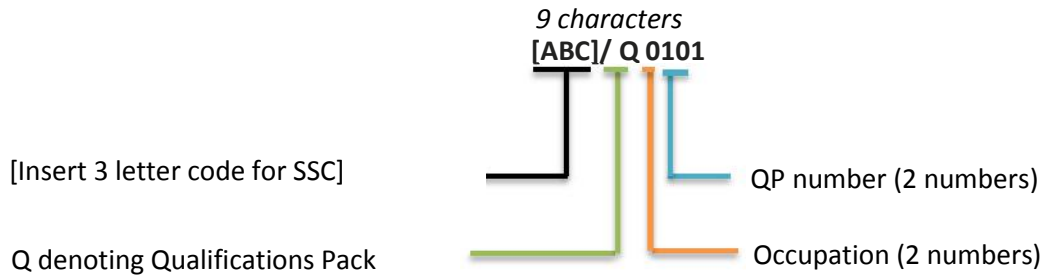
NOS Version Control

NOS Code	IES/N7602		
Credits(NSQF)	TBD	Version number	1.0
Sector	Infrastructure Equipment	Drafted on	16/02/15
Industry Sub-sector	Equipment service and spares	Last reviewed on	31/03/15
Occupation	Equipment Maintenance	Next review date	31/03/17

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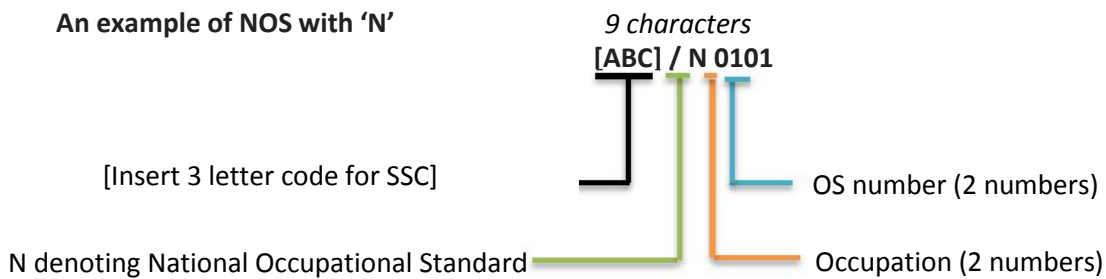
Nomenclature for QP and NOS units

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Nomenclature for QP and NOS units

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Equipment Operations	1 to 10
Equipment Service and spares	11 to 20
Equipment Production	21 to 40
Equipment Sales	41 to 50
Equipment Financing	51 to 55
Core Enablers	56 to 65
Other Enablers	66 to 75
Common Occupations	76 to 85

Sequence	Description	Example
Three letters	Industry name	IES
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Junior Mechanic (Engine)

Qualification Pack IES/Q1102

Sector Skill Council Infrastructure Equipment

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 50% aggregate
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

NOS	PC	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
1. IES/N1102 Assist in repair and maintenance of infrastructure equipment's engine parts	PC1. Ensure availability of tools, spare parts, equipment and supplies for repair work	34	2	1	1
	PC2. Carry out visual inspection for leakage as per the mechanic's instruction		2	1	1
	PC3. Disassemble broken or defective engine part to facilitate repair as per Standard Operating procedure		1	0	1
	PC4. Reassemble when repairs are complete as per Standard Operating procedure		2	1	1
	PC5. Ensure appropriate Positioning of equipment, machinery, physical structures, and other objects for assembly or installation, using hand tools,		1	0	1

	power tools, and moving equipment as per mechanic's instruction				
	PC6. ensure appropriate condition of tools, equipment, and machines as per Standard Operating Procedure		1	0	1
	PC7. Ensure cleaning or lubrication of engine components, equipment, instruments, tools, work areas, and other objects, using hand tools, power tools, and cleaning equipment as per the manufacturer's manual		4	1	3
	PC8. Assist the mechanic in preparing parts list for procurement		1	0	1
	PC9. Work safely at all times, complying with health and safety and other relevant regulations, directives and guidelines		2	1	1
	PC10. Handle and dispose waste based on environmental guidelines at the work place		1	0	1
	PC11. Follow the maintenance schedule as per manufacturer's manual		1	0	1
	PC12. Assist in replacing the scheduled spare parts as per mechanic's instruction		1	0	1
	PC13. Assist in Replenish / change the consumables		1	0	1
	PC14. Perform visual inspection to Verify in appropriate sequence, for the engine, as per service manual, the following <ul style="list-style-type: none"> • leakage from parts • breakage of parts • unusual noise • under-rated performance 		4	1	3
	PC15. Check the engine indication as per manufacturer's manual		1	0	1
	PC16. Check Air Filter as per manufacturer's manual		1	0	1
	PC17. Clean Air Filter as per manufacturer's manual		2	1	1

	PC18. Check Engine oil & coolant level as per manufacturer's manual		2	1	1
	PC19. Report any instances where the parts need to be changed/repared as per company's guidelines		2	1	1
	PC20. Assist to Change/Repair the defective part as per mechanic's instructions		1	0	1
	PC21. Assist in post repair trials as per mechanic's instructions		1	0	1
		Total	34	9	25
2. IES/N7801 Maintain the work area, tools and machine to support the operations	PC1. Ensure safe handling of materials, machinery, equipment and tools	23	2	1	1
	PC2. Assist in carrying out checks to ensure the environmental conditions required are met		3	0	3
	PC3. Follow correct lifting and handling procedures		2	1	1
	PC4. Follow instructions with regard to materials to minimize waste		2	1	1
	PC5. Ensure a clean and hazard free working area		2	1	1
	PC6. Maintain tools and equipment as per organization guidelines and manufacturer's instructions		4	1	3
	PC7. Report the need for maintenance and/or cleaning outside your area of responsibility		2	1	1
	PC8. Report unsafe equipment and other dangerous occurrences		1	0	1
	PC9. Ensure good condition of the appropriate machine guards for equipment		1	0	1
	PC10. Ensure use of appropriate cleaning equipment and methods appropriate for the work to be carried out		2	1	1
	PC11. Carry out cleaning according to schedules and limits of responsibility		1	0	1

	PC12. Ensure safe disposal of waste.		1	0	1
		Total	23	7	23
3. IES/N7602 Comply with workshop health and safety guidelines	PC1. Comply with safety, health, security and environment related regulations/ guidelines as per organizational/ manufacturer's policy	28	2	1	1
	PC2. Carry out maintenance operations as per the manufacturer's and workshop related health and safety guidelines/ standard operating procedures		4	1	3
	PC3. Follow safety regulations and procedures with regard to service workshop hazards and risks		2	1	1
	PC4. Use appropriate protective clothing/ equipment for specific tasks and work conditions as per service manual		2	1	1
	PC5. Lift and carry tools/equipment/components safely using correct procedure as per the service manual		4	1	3
	PC6. Use appropriate tools in a proper manner as given in the service manual		4	1	3
	PC7. Keep the work area free from clutter and spillage		2	1	1
	PC8. Store equipment and tools back at designated place post use and inspect to make sure they are not left behind		1	0	1
	PC9. Handle the storage and disposal of hazardous materials and waste in compliance with health, safety and environmental guidelines		1	0	1
	PC10. Operate various grades of fire extinguishers, as applicable		2	1	1
	PC11. Support in administering basic first aid and report to concerned team members, as required, in case of an accident		1	0	1
	PC12. Respond promptly and appropriately to an accident/ incident or emergency situation, within limits of your role and responsibility		1	0	1

	PC13. Record and report details related to operations, incidents or accidents, as applicable		2	1	1
		Total	28	9	19