

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR CAPITAL GOODS 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

Qualifications Pack: Operator – Computer Numerically Controlled Electro Discharge Machine (Spark Erosion)

SECTOR: CAPITAL GOODS

SUB-SECTOR:

Machine Tools,
Tools Dies and Press Tools,

Plastic Manufacturing Machinery,
Textile Manufacturing Machinery

OCCUPATION: Machining

REFERENCE ID: CSC/ Q 0118

ALIGNED TO: NCO-2004/NIL

Operator - Computer Numerically Controlled Electro Discharge Machine(Spark erosion) : Perform machining operations on metal products using Computer Numerically Controlled Electro-Discharge Machine (spark erosion), to modify a range of component shapes, as per given specifications.

Brief Job Description: It involves producing machined components that combine a number of different features using a Computer Numerically Controlled (CNC) Electro discharge Machine (EDM), inspecting the components after machining and continuously monitoring the erosion operations

Personal Attributes: Basic communication, numerical and computational abilities. Openness to learning, ability to plan and organize own work and identify and solve problems in the course of working.

Understanding the need to take initiative and manage self and work to improve efficiency and effectiveness.

Job Details	Qualifications Pack Code	CSC/ Q 0118		
	Job Role	Operator – Computer Numerically Controlled Electro Discharge Machine (Spark erosion)		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	CAPITAL GOODS	Drafted on	10/04/14
	Sub-sector	<ol style="list-style-type: none"> 1. Machine Tools 2. Dies, Moulds And Press Tools 3. Plastic Manufacturing Machinery 4. Textile Manufacturing Machinery 	Last reviewed on	18/03/15
	Occupation	MACHINING	Next review date	30/08/16
	NSQC Clearance on	19/05/2015		

Job Role	Operator – Computer Numerically Controlled Electro Discharge Machine (Spark erosion)
Role Description	Perform machining operations on metal products using Computer Numerically Controlled Electro-Discharge Machine(spark erosion, wire cut), to modify a range of component shapes, as per given specifications.
NSQF level	3
Minimum Educational Qualifications	12 th Standard
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	No Previous Training Required
Minimum Job Entry Age	18 Years Old
Experience	No Previous Experience Required
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> CSC/ N 0118 (Operate a computer numerically controlled electro-discharge machine(spark erosion) to machine metal components) CSC/ N 1335 (Use basic health and safety practices at the workplace) CSC/ N 1336 (Work effectively with others) <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

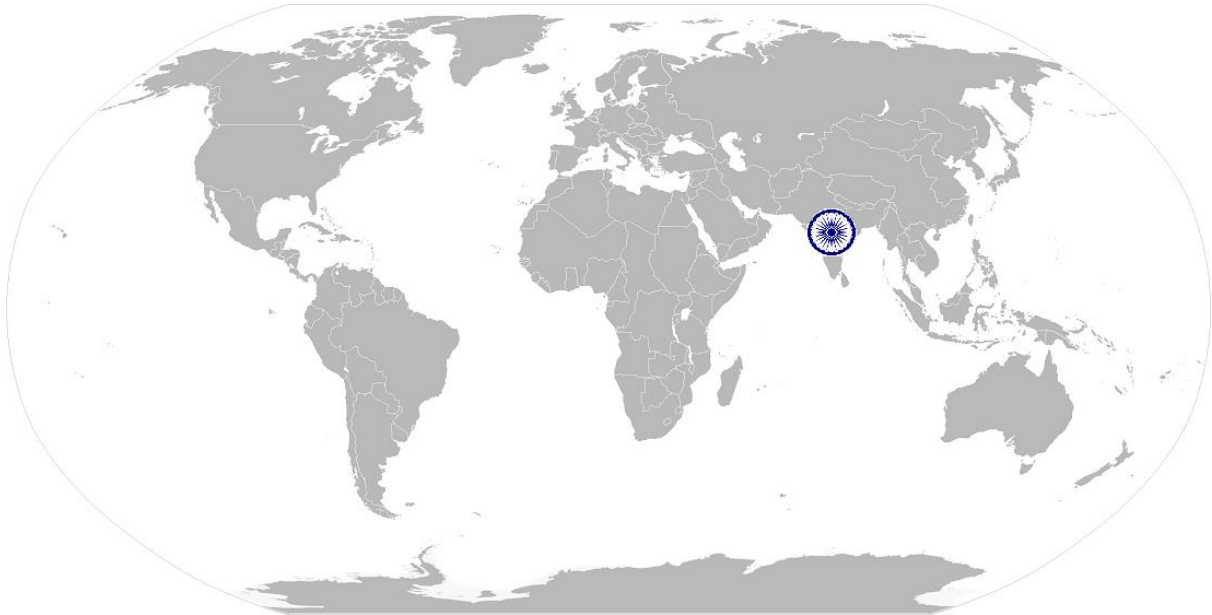
Definitions

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.
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 organization.
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 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 organization 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 fulfil 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 a 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
	CNC	Computer Numerically Controlled
	VMC	Vertical Machining Center
	EDM	Electro Discharge Machine
	CAD	Computer Aided Design
	2D	2 Dimensional
	3D	3 Dimensional
	PPE	Personal Protective Equipment
	CO2	Carbon dioxide
	CPR	Cardiac Pulmonary Resuscitation
	ISO	International Organization for Standardization
	VDI	Verein Deutscher Ingenieure, the Society of German Engineers
	H Limit	Hard Limit
	DTI	Dial Test Indicators
BS/ISO/BS EN/DIN	Quality management standards	

CSC/ N 0118: Operate a computer numerically controlled electro-discharge machine(spark erosion) to machine metal components

National Occupational Standard



Overview

This unit covers machining of a range of component shapes using computer numerically controlled (CNC) electro-discharge machines (EDM)(spark erosion), as per given specifications.

CSC/ N 0118: Operate a computer numerically controlled electro-discharge machine(spark erosion) to machine metal components

National Occupational Standard

Unit Code	CSC/ N 0118
Unit Title (Task)	Operate a computer numerically controlled electro-discharge machine (spark erosion) to machine metal components
Description	<p>This unit covers machining of a range of component shapes using Computer Numerical Control (CNC) electro-discharge machines (EDM), (spark erosion), as per given specifications. The candidate will be expected to produce a range of components that cover a number of different features.</p> <p>The candidate will be expected to work as per instructions given, taking personal responsibility for own actions and for the quality and accuracy of the work that they produce.</p>
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Working safety • Preparing machine for operations • Carrying out machine operations • Testing for accuracy • Dealing with contingencies
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Working safety	<p>The user/individual on the job should be able to:</p> <p>PC1. work safely at all times, complying with health and safety and other relevant regulations and guidelines</p> <p>PC2. adhere to procedures or systems in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations</p> <p>PC3. ensure machine guards are in place and correctly adjusted</p>
Preparing machine for operations	<p>The user/individual on the job should be able to:</p> <p>PC4. read and establish job requirements from the job specification document Job requirements: raw materials or components required (type, quality, quantity); dimensions; limits and tolerances; surface texture requirements; operations required (list, sequence and procedures where applicable); shape or profiles to be machined; tools to be used; interdependencies; timelines obtain and use the appropriate job specification documentation and specifications from valid source Job specification documents: detailed component drawings; approved sketches/illustrations; national, international and organizational standards; reference tables and charts; operational diagrams</p> <p>PC5. carry out preliminary check and confirm the machine readiness for the machining activities to be carried out Electro discharge machines: CNC Spark Erosion Preliminary check: machine is clean, referencing-zero return, lubrication are functioning, coolant level is correct, sub-systems are working correctly, confirmation received from the machine setter that the machine is ready for production</p> <p>PC6. obtain and use the appropriate job specification documentation and specifications from valid source</p>

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	<p>Valid sources: job instruction sheet/job card; work drawings and instructions; planning documentation; quality control documents; operation sheets; process specifications; instructions from supervisor</p> <p>PC7. use and extract information from reference charts, tables, graphs and standards</p> <p>Information pertaining to: tapping sizes and threads; component ratings; machining symbols and tolerances</p> <p>PC8. seek any necessary instructions/support/information on the operation of the machine, where appropriate</p> <p>PC9. hold components securely without distortion</p> <p>PC10. check that the correct electrode is in place and is in usable condition</p> <p>PC11. ensure that the dielectric fluid is at an appropriate level</p> <p>PC12. check that the operating program is at the correct start point</p> <p>PC13. ensure that the workpiece is clear of the tooling before starting the machine</p>
<p>Carrying out machine operations</p>	<p>The user/individual on the job should be able to:</p> <p>PC14. follow the defined procedures for starting and running the operating system</p> <p>PC15. ensure that machine settings are adjusted as and when required to maintain the required accuracy</p> <p>PC16. produce component shapes on a range of materials</p> <p>Range of materials: Ferrous: e.g. low, medium and high carbon steels; low alloy steels; stainless steels; cast irons; Non-ferrous: e.g. aluminum and aluminum alloy; bronze; silicon carbide; etc.</p> <p>PC17. produce machined components with the required features</p> <p>Features: faces (square, flat, parallel, angular); threads; forms (concave, convex, square, rectangular); holes (tapered, on pitch circles, rows, angles); engraving; internal and external profile forms; cavities; radii/arcs; parallel or tapered step/slots/shoulders; custom special features</p> <p>PC18. produce components with dimensional accuracy, form and surface texture as per specifications and required standards</p> <p>Dimensional accuracy: parallelism, angle/taper, squareness, surface texture, linear dimensions, flatness, depths, angles, profiles, hole position, hole size/fit</p> <p>PC19. deal promptly and effectively with error messages or equipment faults that are within their control and report those that cannot be solved</p> <p>PC20. monitor the computer process and ensure that the production output is to the required specification</p> <p>PC21. shut down the equipment to a safe condition on conclusion of the activities</p> <p>Activities: correctly isolated; operating programs closed or removed; cleaning the machine; ensuring that any spilt cutting fluids are correctly dealt with; disposing of waste</p>
<p>Testing for accuracy</p>	<p>The user/individual on the job should be able to:</p> <p>PC22. check that the components produced meet the required specification for quality and accuracy</p> <p>Accuracy standards: components to be free from false starts and sharp edges; dimensional tolerance 20 to 30 microns; surface texture 0.8µm; machined holes within H6; angles within +/- 0.5 degree; flatness and squareness 0.025mm; G and M codes</p>

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	<p>PC23. use appropriate gauges or instruments to carry out the necessary checks, during production, for testing accuracy parameters</p> <p>Accuracy parameters: dimensions, parallelism, angle/taper, squareness, surface texture, profile, position</p> <p>PC24. identify unsatisfactory output and defects</p> <p>PC25. deal with defects and output shortcomings per procedures and appropriate rectification/further processing techniques</p>
Dealing with contingencies	<p>The user/individual on the job should be able to:</p> <p>PC26. deal promptly and effectively with problems within span of responsibility and control and report those that cannot be solved</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. relevant legislation, standards, policies, and procedures followed in the company</p> <p>KA2. key purpose of the organization</p> <p>KA3. department structure and hierarchy protocols</p> <p>KA4. work flow and own role in the workflow</p> <p>KA5. dependencies and interdependencies in the workflow</p> <p>KA6. support functions and types of support available for incumbents in this role</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. specific safety precautions to be taken when working with CNC electrical discharge machines and equipment</p> <p>Electro discharge machines: CNC Spark Erosion</p> <p>Safety precautions: adhere to procedures or systems in place for risk assessment, personal protective equipment and other relevant safety regulations and procedures to realize a safe system of work; ensure that machine guards are in place and are correctly adjusted; follow the defined operating procedures and apply safe working practices and procedures at all times; leave the work area and machine in a safe and appropriate condition on completion of the activities; check that electrodes are in a suitable condition; hold components securely without distortion; ensuring long hair is tied back or netted; jewelry or other items that can become entangled in the machinery are removed; points related to electrical hazards & EDM oil</p> <p>KB2. safety mechanisms on the machine, and the procedures for checking that they are operating correctly</p> <p>Safety mechanisms: emergency stop buttons, emergency brakes</p> <p>KB3. importance of wearing the appropriate protective clothing and equipment</p> <p>KB4. importance of keeping the work area clean and tidy</p> <p>KB5. hazards associated with the electro-discharge machining operations and how to minimize them and reduce any risks</p> <p>Hazards: revolving/moving parts of machinery; electrical components; airborne and hot metal particles; sharp cutting tools; lifting and handling workholding devices; burrs and sharp edges on component; use of power operated chucks; handling dielectrics; fumes</p> <p>KB6. imperial and metric systems of measurement, and measuring equipment</p>

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	<p>used</p> <p>Measuring equipment: rules, micrometers (external, internal, depth), verniers (digital, dial; length, depth; protractors), gauges (slip, bore/hole, thread, plug, radius/profile), dial test indicators (DTI)</p> <p>KB7. application of a range of CNC electrical discharge machines</p> <p>KB8. where to obtain component drawings, eroding data, specifications and/or job instructions required for the components being machined</p> <p>KB9. how to extract and use information from engineering drawings and related specifications (to include symbols and conventions to appropriate BS, ISO or BSEN, DIN standards) in relation to work undertaken</p> <p>Drawings, dimensioning and labeling: projections [orthographic (first angle, third angle), isometric (including exploded), oblique]; reference points, lines, edges and surfaces, continuous dimensions, baseline dimensions</p> <p>KB10. how to interpret first and third angle drawings</p> <p>KB11. how to interpret the visual display and understand the various messages displayed</p> <p>KB12. function of error messages and appropriate, corresponding subsequent action</p> <p>KB13. how to start and stop the machine in both normal and emergency situations</p> <p>KB14. how to find the correct restart point in the program when the machine has been stopped before completion of the program</p> <p>KB15. workpiece reference points and system of tolerances</p> <p>KB16. operation of various hand and automatic modes of machine control</p> <p>Mode of machine control: program operating and control buttons; keyboards and touchpads</p> <p>KB17. how to operate the machine, using single block run, full program run and feed/speed override controls</p> <p>KB18. importance of accounting for electrode wear and how to make adjustments to the program operating parameters to take account of it</p> <p>KB19. importance of spark gap</p> <p>KB20. sparking and arcing in EDM machining and the course of action if it takes place</p> <p>KB21. importance of flushing and flow of EDM oil</p> <p>KB22. importance of +/- polarity</p> <p>KB23. how to set and secure the workpiece to the machine table/workholding device correctly</p> <p>Positioning and holding devices: clamping direct to machine table; pneumatic or magnetic table; machine vice (eg. plain, swivel, universal); angle plate; vee block and clamps; fixtures; ancillary indexing device</p> <p>KB24. the effects of clamping the workpiece and how material removal can cause warping/distortion of the finished workpiece</p> <p>KB25. various types of materials used for electrodes</p> <p>Materials: copper, tungsten copper, graphite</p> <p>KB26. various types of electrodes used</p> <p>KB27. how electrodes are located and secured to the machine head, tool cartridge and tool magazine</p> <p>KB28. safe and correct handling and storage of tooling</p> <p>KB29. importance of the electrode condition, and the effects that worn tooling will</p>
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	<p>have on the workpiece surface finish and tolerances</p> <p>KB30. how to check electrode condition is appropriate for use</p> <p>KB31. importance and procedures for dressing and reshaping electrodes, and the equipment to be used</p> <p>KB32. problems that can occur with electrical discharge activities, and how these can be overcome</p> <p>KB33. application of dielectric and ionized fluids with regard to different materials being machined</p> <p>KB34. correct handling and storage procedures for dielectric and ionized fluids</p> <p>KB35. quality control procedures used, inspection checks to be carried out, and the equipment that is used</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read and interpret information correctly from various job specification documents, manuals, health and safety instructions, memos, etc. applicable to the job in English and/or local language</p> <p>SA2. fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language</p> <p>SA3. convey and share technical information clearly using appropriate language</p> <p>SA4. check and clarify task-related information</p> <p>SA5. liaise with appropriate authorities using correct protocol</p> <p>SA6. communicate with people in respectful form and manner in line with organizational protocol</p>
	Numerical and computational skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. undertake basic numerical computations and calculations Numerical computations: addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages</p> <p>SA8. identify various basic, compound and solid shapes as per dimensions given Basic shapes: square, rectangle, triangle, circle, quadrilaterals Compound shapes: involving squares, rectangles, triangles, circles, semi-circles, quadrants of a circle Solid shapes: cube, rectangular prism, cylinder</p> <p>SA9. use appropriate measuring techniques and units of measurement</p> <p>SA10. use appropriate units and number systems to express degree of accuracy Units and number systems representing degree of accuracy: decimals places, significant figures, fractions as a decimal quantity</p> <p>SA11. use metric systems of measurement</p>
	Learning

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	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. participate in on-the-job and other learning, training and development interventions and assessments</p> <p>SA13. clarify task related information with appropriate personnel or technical adviser</p> <p>SA14. seek to improve and modify own work practices</p> <p>SA15. maintain current knowledge of application standards, legislation, codes of practice and product/process developments</p>
B. Professional Skills	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. identify problems with work planning, procedures, output and behavior and their implications</p> <p>SB2. prioritize and plan for problem solving</p> <p>SB3. communicate problems appropriately to others</p> <p>SB4. identify sources of information and support for problem solving</p> <p>SB5. seek assistance and support from other sources to solve problems</p> <p>SB6. identify effective resolution techniques</p> <p>SB7. select and apply resolution techniques</p> <p>SB8. seek evidence for problem resolution</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. plan, prioritize and sequence work operations as per job requirements</p> <p>SB10. organize and analyze information relevant to work</p> <p>SB11. basic concepts of shop-floor work productivity including waste reduction, efficient material usage and optimization of time</p>
	Initiative and Enterprise
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. undertake and express new ideas and initiatives to others</p> <p>SB13. modify work plan to overcome unforeseen difficulties or developments that occur as work progresses</p> <p>SB14. participate in improvement procedures including process, quality and internal/external customer/supplier relationships</p> <p>SB15. one's competencies in new and different situations and contexts to achieve more</p>
	Self-Management
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. exercise restraint while expressing dissent and during conflict situations</p> <p>SB17. avoid and manage distractions to be disciplined at work</p> <p>SB18. manage own time for achieving better results</p>
	Teamwork
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB19. work in a team in order to achieve better results</p> <p>SB20. identify and clarify work roles within a team</p> <p>SB21. communicate and cooperate with others in the team for better results</p> <p>SB22. seek assistance from fellow team members</p>

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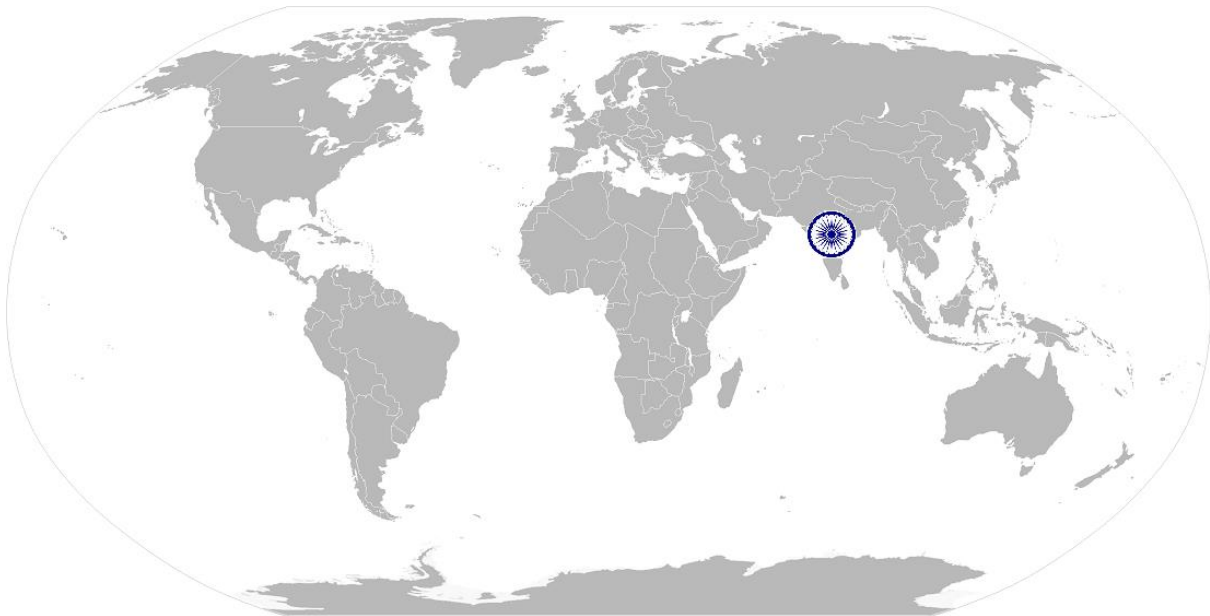
NOS Version Control

NOS Code	CSC/ N 0118		
Credits (NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	<ol style="list-style-type: none"> 1. Machine Tools 2. Dies, Moulds And Press Tools 3. Plastics Manufacturing Machinery 4. Textile Manufacturing Machinery 	Last reviewed on	18/03/15
Occupation	Machining	Next review date	30/08/16



CSC/ N 1335: Use basic health and safety practices at the workplace

National Occupational Standard



Overview

This unit covers health, safety and security at the workplace. This includes procedures and practices that candidates need to follow to help maintain a healthy, safe and secure work environment.

CSC/ N 1335: Use basic health and safety practices at the workplace

National Occupational Standard	Unit Code	CSC / N 1335
	Unit Title (Task)	Use basic health and safety practices at the workplace
	Description	<p>This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace. It covers responsibilities towards self, others, assets and the environment.</p> <p>It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc.</p> <p>It covers knowledge of fire safety, common first aid applications, safe practices and emergency procedures.</p>
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Health and safety • Fire safety • Emergencies, rescue and first-aid procedures
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Health and safety	<p>The user/individual on the job should be able to:</p> <p>PC1. use protective clothing/equipment for specific tasks and work conditions</p> <p>Protective clothing: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuffless (without folds), trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, knee pads, particle masks, glasses/goggles/visors</p> <p>Equipment: hand shields, machine guards, residual current devices, shields, dust sheets, respirator</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. state the names and location of documents that refer to health and safety in the workplace</p> <p>PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace</p> <p>Hazards: sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; welding radiation; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); hazardous substances(chemicals, gas, oxy-fuel, fumes, dust, etc.); physical hazards(working at heights, large and heavy objects and machines, sharp and piercing objects, tolls and machines, intense light, load noise, obstructions in corridors, by doors, blind turns, noise, over stacked shelves and packages, etc.) electrical hazards (power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.)</p>	

CSC/ N 1335: Use basic health and safety practices at the workplace

	<p>Possible causes of risk and accident: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)</p> <p>PC5. carry out safe working practices while dealing with hazards to ensure the safety of self and others</p> <p>Safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; keep work area clear of clutter, spillage and unsafe object lying casually; while working with electricity take all electrical precautions like insulated clothing, adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well maintained; take due measures for safety while working in confined places, trenches or at heights, etc. including safety harness, fall arrestors, etc.</p> <p>PC6. state methods of accident prevention in the work environment of the job role</p> <p>Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>PC7. state location of general health and safety equipment in the workplace</p> <p>General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(eg fire exits, exhaust fans)</p> <p>PC8. inspect for faults, set up and safely use steps and ladders in general use</p> <p>Ladder faults: corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/unfixed nuts or bolts, etc.</p> <p>Ladders set up: firm/level base, clip/lash down, leaning at the correct angle, etc.</p> <p>PC9. work safely in and around trenches, elevated places and confined areas</p> <p>PC10. lift heavy objects safely using correct procedures</p> <p>PC11. apply good housekeeping practices at all times</p> <p>Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces</p> <p>PC12. identify common hazard signs displayed in various areas</p> <p>Various areas: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.</p> <p>PC13. retrieve and/or point out documents that refer to health and safety in the workplace</p>
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CSC/ N 1335: Use basic health and safety practices at the workplace

	<p>Documents: fire notices, accident reports, safety instructions for equipment and procedures, company notices and documents, legal documents (eg government notices)</p>
<p>Fire safety</p>	<p>The user/individual on the job should be able to:</p> <p>PC14. use the various appropriate fire extinguishers on different types of fires correctly</p> <p>Types of fires: Class A: eg. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: eg. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)</p> <p>PC15. demonstrate rescue techniques applied during fire hazard</p> <p>PC16. demonstrate good housekeeping in order to prevent fire hazards</p> <p>PC17. demonstrate the correct use of a fire extinguisher</p>
<p>Emergencies, rescue and first-aid procedures</p>	<p>The user/individual on the job should be able to:</p> <p>PC18. demonstrate how to free a person from electrocution</p> <p>PC19. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.</p> <p>PC20. demonstrate basic techniques of bandaging</p> <p>PC21. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments</p> <p>PC22. perform and organize loss minimization or rescue activity during an accident in real or simulated environments</p> <p>PC23. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases</p> <p>PC24. demonstrate the artificial respiration and the CPR Process</p> <p>PC25. participate in emergency procedures</p> <p>Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</p> <p>PC26. complete a written accident/incident report or dictate a report to another person, and send report to person responsible</p> <p>Incident Report includes details of: name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified</p> <p>PC27. demonstrate correct method to move injured people and others during an emergency</p>
<p>Knowledge and Understanding (K)</p>	

CSC/ N 1335: Use basic health and safety practices at the workplace

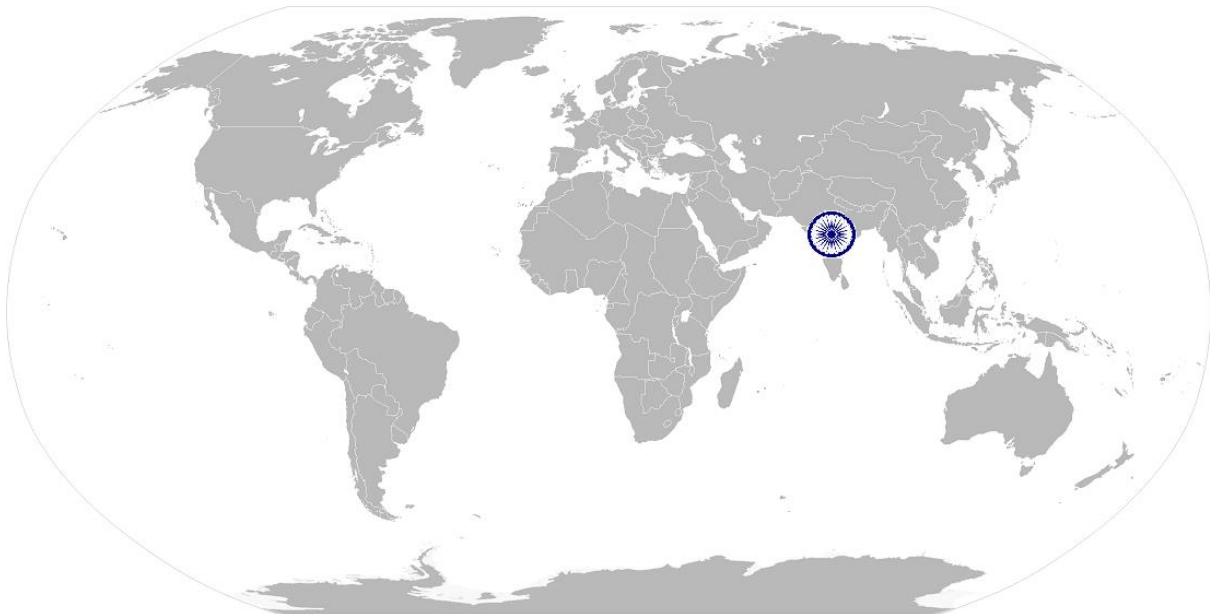
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace.</p> <p>KA2. names and location of documents that refer to health and safety in the workplace.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. meaning of “hazards” and “risks”</p> <p>KB2. health and safety hazards commonly present in the work environment and related precautions</p> <p>KB3. possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB4. possible causes of risk and accident Possible causes of risk and accident: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)</p> <p>KB5. methods of accident prevention Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>KB6. safe working practices when working with tools and machines</p> <p>KB7. safe working practices while working at various hazardous sites</p> <p>KB8. where to find all the general health and safety equipment in the workplace</p> <p>KB9. various dangers associated with the use of electrical equipment</p> <p>KB10. preventative and remedial actions to be taken in the case of exposure to toxic materials Exposure: ingested, contact with skin, inhaled Preventative action: ventilation, masks, protective clothing/ equipment); Remedial action: immediate first aid, report to supervisor Toxic materials: solvents, flux, lead</p> <p>KB11. importance of using protective clothing/equipment while working</p> <p>KB12. precautionary activities to prevent the fire accident</p> <p>KB13. various causes of fire Causes of fires: heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.</p> <p>KB14. techniques of using the different fire extinguishers</p> <p>KB15. different methods of extinguishing fire</p> <p>KB16. different materials used for extinguishing fire Materials: sand, water, foam, CO₂, dry powder</p> <p>KB17. rescue techniques applied during a fire hazard</p> <p>KB18. various types of safety signs and what they mean</p>

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	<p>KB19. appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries</p> <p>KB20. content of written accident report</p> <p>KB21. potential injuries and ill health associated with incorrect manual handling</p> <p>KB22. safe lifting and carrying practices</p> <p>KB23. personal safety, health and dignity issues relating to the movement of a person by others</p> <p>KB24. potential impact to a person who is moved incorrectly</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading and Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. read and comprehend basic content to read labels, charts, signages
	SA2. read and comprehend basic English to read manuals of operations
	SA3. read and write an accident/incident report in local language or English
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to:	
SA4. question coworkers appropriately in order to clarify instructions and other issues	
SA5. give clear instructions to coworkers, subordinates others	
Decision Making	
The user/individual on the job needs to know and understand how to:	
SA6. make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines	
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB1. plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity
	Working with others
	The user/individual on the job needs to know and understand how to:
SB2. remain congenial while discussing and debating issues with co-workers	
SB3. follow appropriate protocols for communication based on situation, hierarchy, organizational culture and practice	
SB4. ask for, provide and receive required assistance where possible to ensure achievement of work related objectives	
SB5. thank coworkers for any assistance received	
SB6. offer appropriate respect based on mutuality and respect for fellow workmanship and authority	
Problem Solving	

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	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB8. identify immediate or temporary solutions to resolve delays</p> <p>SB9. identify sources of support that can be availed of for problem solving for various kind of problems</p> <p>SB10. seek appropriate assistance from other sources to resolve problems</p> <p>SB11. report problems that you cannot resolve to appropriate authority</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. identify cause and effect relations in their area of work</p> <p>SB13. use cause and effect relations to anticipate potential problems and their solution</p>



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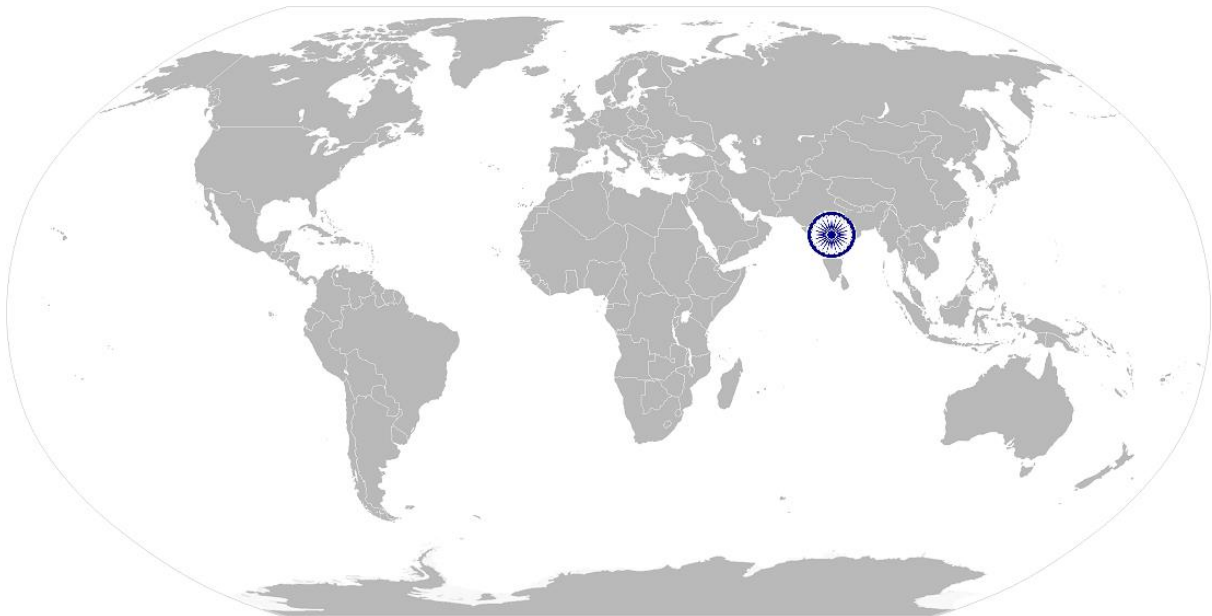
NOS Version Control

NOS Code	CSC / N 1335		
Credits (NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	<ol style="list-style-type: none"> 1. Machine Tools 2. Dies, Moulds And Press Tools 3. Plastics Manufacturing Machinery 4. Textile Manufacturing Machinery 5. Process Plant Machinery 6. Electrical and Power Generation Machinery 7. Light Engineering Goods 	Last reviewed on	18/03/15
Occupation	DD/MM/YYYY	Next review date	30/08/16

CSC/ N 1336:

Work effectively with others

National Occupational Standard



Overview

This unit covers basic practices that improve effectiveness of working with others in an organizational set-up.

CSC/ N 1336:

Work effectively with others

Unit Code	CSC / N 1336
Unit Title (Task)	Work effectively with others
Description	<p>This unit covers basic etiquette and competencies that a candidate is required to possess and demonstrate in their behavior and interactions with others at the workplace.</p> <p>These cover areas such as communication etiquette, discipline, listening, handling conflict and grievances.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Working with others
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Working with others	<p>The user/individual on the job should be able to:</p> <p>PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required</p> <p>PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt</p> <p>PC3. give information to others clearly, at a pace and in a manner that helps them to understand</p> <p>PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible</p> <p>PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks</p> <p>PC6. display appropriate communication etiquette while working</p> <p>Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa)etc.</p> <p>PC7. display active listening skills while interacting with others at work</p> <p>PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism</p> <p>PC9. demonstrate responsible and disciplined behaviors at the workplace</p> <p>Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.</p> <p>PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict</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. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA3. relevant people and their responsibilities within the work area</p> <p>KA4. escalation matrix and procedures for reporting work and employment related issues</p>

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Work effectively with others

B. Technical Knowledge

The user/individual on the job needs to know and understand:

- KB1. various categories of people that one is required to communicate and co-ordinate with in the organization
- KB2. importance of effective communication in the workplace
- KB3. importance of teamwork in organizational and individual success
- KB4. various components of effective communication
- KB5. key elements of active listening
- KB6. value and importance of active listening and assertive communication
- KB7. barriers to effective communication
- KB8. importance of tone and pitch in effective communication
- KB9. importance of avoiding casual expletives and unpleasant terms while communicating professional circles
- KB10. how poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer
- KB11. importance of ethics for professional success
- KB12. importance of discipline for professional success
- KB13. what constitutes disciplined behavior for a working professional
- KB14. common reasons for interpersonal conflict
- KB15. importance of developing effective working relationships for professional success
- KB16. expressing and addressing grievances appropriately and effectively
- KB17. importance and ways of managing interpersonal conflict effectively

Skills (S) [Optional]



CSC/ N 1336:

Work effectively with others

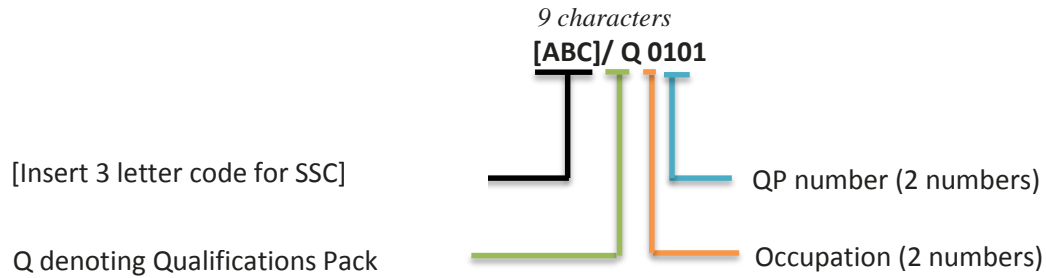
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Occupation	Machining	Next review date	30/08/16

Annexure

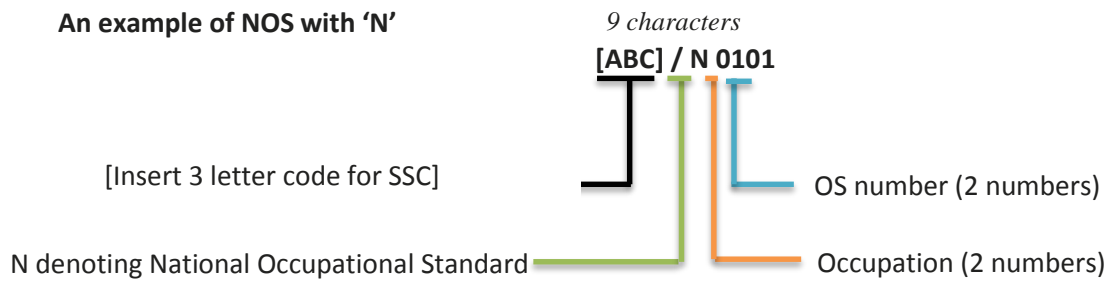
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

Sub-sector	Range of Occupation numbers
Machine Tools	01-13
Dies, Moulds and Press Tools	01-13
Plastic Manufacturing Machinery	01-13
Textile Manufacturing Machinery	01-13
Process Plant Machinery	01-13
Electrical and Power Machinery	01-13
Light Engineering Goods	01-13

Sequence	Description	Example
Three letters	Capital Goods	CSC
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: Operator – Computer Numerically Controlled Electro Discharge Machine (Spark Erosion)

Qualification Pack: CSC/ Q 0118

Sector Skill Council: Capital Goods Sector Skills Council

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS
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.

		Marks Allocation			
		Total Mark (300)	Out of	Theory	Skills Practical
CSC/ Q 0118: Operator – Computer Numerically Controlled Electro Discharge Machine (Spark Erosion)	PC1. work safely at all times, complying with health and safety and other relevant regulations and guidelines		4	1	3
	PC2. adhere to procedures or systems in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations		5	1	4
	PC3. ensure machine guards are in place and correctly adjusted		3	0	3
	PC4. read and establish job requirements from the job specification document		3	0	3
	PC5. carry out preliminary check and confirm the machine readiness for the machining activities to be carried out		4	0	4
	PC6. obtain and use the appropriate job specification documentation and specifications from valid source		3	0	3
	PC7. use and extract information from reference charts, tables, graphs and		3	0	3

	standards				
	PC8. seek any necessary instructions/support/information on the operation of the machine, where appropriate	3	0	3	
	PC9. hold components securely without distortion	3	0	3	
	PC10. check that the correct electrode is in place and is in usable condition	4	0	4	
	PC11. ensure that the dielectric fluid is at an appropriate level	3	0	3	
	PC12. check that the operating program is at the correct start point	3	0	3	
	PC13. ensure that the workpiece is clear of the tooling before starting the machine	3	0	3	
	PC14. follow the defined procedures for starting and running the operating system	4	1	3	
	PC15. ensure that machine settings are adjusted as and when required to maintain the required accuracy	3	0	3	
	PC16. produce component shapes on a range of materials	5	0	5	
	PC17. produce machined components with the required features	5	0	5	
	PC18. produce components with dimensional accuracy, form and surface texture as per specifications and required standards	6	2	4	
	PC19. deal promptly and effectively with error messages or equipment faults that are within their control and report those that cannot be solved	4	0	4	
	PC20. monitor the computer process and ensure that the production output is to the required specification	4	1	3	
	PC21. shut down the equipment to a safe condition on conclusion of the activities	3	0	3	
	PC22. check that the components produced meet the required specification for quality and accuracy	5	2	3	
	PC23. use appropriate gauges or instruments to carry out the necessary checks, during production, for testing	5	2	3	

	accuracy parameters				
	PC24. identify unsatisfactory output and defects		3	0	3
	PC25. deal with defects and output shortcomings per procedures and appropriate rectification/further processing techniques		6	2	4
	PC26. deal promptly and effectively with problems within span of responsibility and control and report those that cannot be solved		3	0	3
			100	12	88
CSC/ N 1335 (Use basic health and safety practices at the workplace)	PC1. use protective clothing/equipment for specific tasks and work conditions	100	5	2	3
	PC2. state the name and location of people responsible for health and safety in the workplace		3	1	2
	PC3. state the names and location of documents that refer to health and safety in the workplace		3	1	2
	PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace		5	2	3
	PC5. carry out safe working practices while dealing with hazards to ensure the safety of self and others state methods of accident prevention in the work environment of the job role		4	2	2
	PC6. state location of general health and safety equipment in the workplace		3	2	1
	PC7. inspect for faults, set up and safely use steps and ladders in general use		5	2	3
	PC8. work safely in and around trenches, elevated places and confined areas		5	2	3
	PC9. lift heavy objects safely using correct procedures		5	2	3
	PC10. apply good housekeeping practices at all times		4	2	2
	PC11. identify common hazard signs displayed in various areas		5	2	3
	PC12. retrieve and/or point out documents that refer to health and safety		3	1	2

	in the workplace			
	PC13. use the various appropriate fire extinguishers on different types of fires correctly	4	1	3
	PC14. demonstrate rescue techniques applied during fire hazard	4	1	3
	PC15. demonstrate good housekeeping in order to prevent fire hazards	3	1	2
	PC16. demonstrate the correct use of a fire extinguisher	4	1	3
	PC17. demonstrate how to free a person from electrocution	4	1	3
	PC18. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.	4	1	3
	PC19. demonstrate basic techniques of bandaging	3	1	2
	PC20. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	4	1	3
	PC21. perform and organize loss minimization or rescue activity during an accident in real or simulated environments	3	1	2
	PC22. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases	3	1	2
	PC23. demonstrate the artificial respiration and the CPR Process	3	1	2
	PC24. participate in emergency procedures	3	2	1
	PC25. complete a written accident/incident report or dictate a report to another person, and send report to person responsible	4	1	3
	PC26. demonstrate correct method to move injured people and others during an emergency	4	1	3
	Total	100	36	64

CSC/ N 1336 (Work effectively with others)	PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	3	7
	PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	3	7
	PC3. give information to others clearly, at a pace and in a manner that helps them to understand		10	3	7
	PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible		10	3	7
	PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks		10	3	7
	PC6. display appropriate communication etiquette while working		10	3	7
	PC7. display active listening skills while interacting with others at work		10	3	7
	PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism		10	3	7
	PC9. demonstrate responsible and disciplined behaviors at the workplace		10	3	7
	PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict		10	3	7
	Total	100	30	70	