



Safety Supervisor - Steel Plant

QP Code: ISC/Q0105

Version: 1.0

NSQF Level: 5

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ISC/Q0105: Safety Supervisor - Steel Plant

Brief Job Description

The job is about supervising equipment, plant and processes in a Steel plant, to ensure the safety of the personnel working as well as that of the plant & property, through proactive steps

Personal Attributes

This job requires the candidate to work both independently as well as in teams. Some of the key attributes include physical fitness, sharp reflex, not having colour blindness, having analytical skills, high concentration levels, good problem solving attitude, and willingness to work in a factory environment with an ability to convince others in matters pertaining to the safety of personnel and equipment.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ISC/N0008: Use basic health and safety practices at the workplace](#)
2. [ISC/N0009: Work effectively with others](#)
3. [ISC/N0112: Develop Safety Plan and Impart training on Safety](#)
4. [ISC/N0113: Investigate incidents, conduct Hazard Analysis & Risk Assessment](#)
5. [ISC/N0945: Carry out inspection and audit of the equipment and plant](#)
6. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Iron and Steel
Sub-Sector	Steel, Sponge Iron, Ferro Alloys, Re-Rollers, Refractory, Mechanical Maintenance, Iron Making
Occupation	Raw Material Handling , Coke Making, Operations, Iron Making, Cold Rolling Mill Operations, Electrical Maintenance, Electronics and Instrumentation Maintenance, Refractory Maintenance, Furnace Operation, Fitter
Country	India
NSQF Level	5



Qualification Pack



Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3257.9900
Minimum Educational Qualification & Experience	<p>Pursuing 2nd year of UG (in relevant subject) OR Diploma (Completed 1st Year of Technical Diploma (after 12th) in Metallurgy/ Material Science/Mechanical/ Chemical Engineering) OR Diploma (Completed 3 Years (after 10th) in Metallurgy/ Material Science/Mechanical/ Chemical Engineering with 1 Year experience in relevant field) OR 12th pass with 1 year Vocational Education & training (NTC or NAC or CITS) OR 12th Class (12th Class Pass with 2 years experience in relevant field) OR 10th grade pass (with 4 years experience in relevant field) OR Previous relevant Qualification of NSQF Level (Welder - (GTAW) with 3 Years experience in relevant field) OR Previous relevant Qualification of NSQF Level (Mechanic – Hydraulic and Pneumatic System) with 3 Years experience in relevant field) OR Previous relevant Qualification of NSQF Level (Metal Fabricator – Iron and Steel with 3 Years experience in relevant field)</p>
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	Candidates having certification in Industrial Safety Management and/or Occupational Health and Safety (from an AICTE/ Government-approved Institute) shall get preference.
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	1.0



ISC/N0008: Use basic health and safety practices at the workplace

Description

This OS unit is about following safety and adopting sustainable practices for optimising use of resources.

Scope

The scope covers the following :

- Maintain safe and secure working environment
- Emergencies, rescue and first aid procedures
- Health and hygiene
- Housekeeping and waste management
- Material and energy conservation

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.** use appropriate protective clothing/equipment for specific tasks and work
- PC4.** follow appropriate safety practices while working in and around trenches, elevated places and confined areas
- PC5.** lift heavy objects safely using correct procedures
- PC6.** carry out routine check of the machine for identifying potential hazards
- PC7.** report any identified breaches in health, safety and security policies and procedures to the designated person

Emergencies, rescue and first aid procedures

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

- PC8.** use appropriate type of fire extinguisher
- PC9.** apply appropriate rescue techniques during fire hazard
- PC10.** provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC11.** follow emergency procedures such as raising alarm, safe evacuation etc.
- PC12.** attend safety training and fire drills to respond promptly during an emergency

Health and hygiene

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

- PC13.** follow regular cleaning and disinfection practices at work place using appropriate techniques and materials
- PC14.** follow hand hygiene practices at work place using appropriate techniques and materials
- PC15.** report regarding the contagious illness of self or people in close contact
- PC16.** avoid contact with ill people and self-isolate in a similar situation

Housekeeping and waste management

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

- PC17.** follow the fundamentals of 5S for housekeeping
- PC18.** ensure good housekeeping in order to prevent hazards and accidents
- PC19.** store the material, tools and equipment in the correct location and in good condition
- PC20.** segregate waste into different categories
- PC21.** identify recyclable, non-recyclable and hazardous waste
- PC22.** dispose non-recyclable, recyclable and reusable waste appropriately at identified location

Material and energy conservation

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

- PC23.** identify ways to optimize usage of material in various tasks/activities/processes
- PC24.** check for spills/leakages in various tasks/activities/processes
- PC25.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC26.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC27.** 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
- 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.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU16.** usage of different colors of dustbins
- KU17.** waste management techniques



Qualification Pack



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>	10	14	-	6
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	2	-	1
PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	3	-	1
PC3. use appropriate protective clothing/equipment for specific tasks and work	1	2	-	1
PC4. follow appropriate safety practices while working in and around trenches, elevated places and confined areas	2	1	-	-
PC5. lift heavy objects safely using correct procedures	1	2	-	1
PC6. carry out routine check of the machine for identifying potential hazards	1	2	-	1
PC7. report any identified breaches in health, safety and security policies and procedures to the designated person	1	2	-	1
<i>Emergencies, rescue and first aid procedures</i>	6	9	-	5
PC8. use appropriate type of fire extinguisher	1	1	-	1
PC9. apply appropriate rescue techniques during fire hazard	1	2	-	1
PC10. provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	2	2	-	1
PC11. follow emergency procedures such as raising alarm, safe evacuation etc.	1	2	-	1
PC12. attend safety training and fire drills to respond promptly during an emergency	1	2	-	1
<i>Health and hygiene</i>	2	6	-	2
PC13. follow regular cleaning and disinfection practices at work place using appropriate techniques and materials	1	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. follow hand hygiene practices at work place using appropriate techniques and materials	1	2	-	1
PC15. report regarding the contagious illness of self or people in close contact	-	1	-	-
PC16. avoid contact with ill people and self-isolate in a similar situation	-	1	-	-
<i>Housekeeping and waste management</i>	7	12	-	5
PC17. follow the fundamentals of 5S for housekeeping	2	3	-	2
PC18. ensure good housekeeping in order to prevent hazards and accidents	1	2	-	-
PC19. store the material, tools and equipment in the correct location and in good condition	1	2	-	-
PC20. segregate waste into different categories	1	2	-	1
PC21. identify recyclable, non-recyclable and hazardous waste	1	1	-	1
PC22. dispose non-recyclable, recyclable and reusable waste appropriately at identified location	1	2	-	1
<i>Material and energy conservation</i>	5	9	-	2
PC23. identify ways to optimize usage of material in various tasks/activities/processes	1	2	-	-
PC24. check for spills/leakages in various tasks/activities/processes	1	2	-	1
PC25. plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	1
PC26. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
PC27. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	1	-	-
NOS Total	30	50	-	20



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National Occupational Standards (NOS) Parameters

NOS Code	ISC/N0008
NOS Name	Use basic health and safety practices at the workplace
Sector	Iron and Steel
Sub-Sector	Steel, Sponge Iron, Ferro Alloys, Re-Rollers, Refractory
Occupation	Mechanical Maintenance, Raw Material Handling , Product Quality Control, Refractory Maintenance, Furnace Operation, Fitter, Cold Rolling Mill Operations, Electrical Maintenance, Mechanical Maintenance
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQF Clearance Date	31/03/2022



ISC/N0009: Work effectively with others

Description

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

Scope

The scope covers the following :

- Communicate effectively with colleagues and others
- Interact with supervisor
- Follow appropriate behaviour at work place

Elements and Performance Criteria

Communicate effectively with colleagues and others

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

- PC1.** coordinate with colleagues to share work, as per the workload in order to achieve team goals
- PC2.** maintain clear communication with colleagues and others, wherever needed, through all means i.e. face-to-face, telephonic or written
- PC3.** adjust communication styles to reflect gender and persons with disability (PwD) sensitivity
- PC4.** respect all colleagues and co-workers
- PC5.** resolve conflicts by communicating with colleagues and other departments

Interact with supervisor

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
- PC8.** report the completed work
- PC9.** interact with the reporting supervisor about any possible hazards and safety concerns

Follow appropriate behaviour at work place

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

- PC10.** extend help to people with Disability (PwD) at workplace, if required
- PC11.** empathize with people with disability
- PC12.** adopt a gender neutral behavior
- PC13.** adopt responsible and disciplined behaviours at the workplace

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



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- KU3.** importance of teamwork in organization and individual success
- KU4.** various components of effective communication
- KU5.** barriers to effective communication
- KU6.** common reasons for interpersonal conflict
- KU7.** what constitutes disciplined behaviour for a working professional
- KU8.** gender concepts, issues & legislation
- KU9.** organisational policies and procedures related to gender equality
- KU10.** challenges faced by PWD and the ways to help them overcome the same

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
- GS5.** evaluate the possible solution(s) to the problem
- GS6.** spot and communicate potential areas of disruptions in the work process and report the same
- 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 and others</i>	13	20	-	9
PC1. coordinate with colleagues to share work, as per the workload in order to achieve team goals	3	5	-	2
PC2. maintain clear communication with colleagues and others, wherever needed, through all means i.e. face-to-face, telephonic or written	5	7	-	3
PC3. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity	3	4	-	2
PC4. respect all colleagues and co-workers	1	2	-	1
PC5. resolve conflicts by communicating with colleagues and other departments	1	2	-	1
<i>Interact with supervisor</i>	8	14	-	6
PC6. identify work requirements by receiving instructions from reporting supervisor	2	3	-	1
PC7. escalate problems to supervisors that cannot be handled	2	3	-	2
PC8. report the completed work	2	3	-	1
PC9. interact with the reporting supervisor about any possible hazards and safety concerns	2	5	-	2
<i>Follow appropriate behaviour at work place</i>	9	16	-	5
PC10. extend help to people with Disability (PwD) at workplace, if required	2	4	-	2
PC11. empathize with people with disability	2	4	-	1
PC12. adopt a gender neutral behavior	2	4	-	1
PC13. adopt responsible and disciplined behaviours at the workplace	3	4	-	1



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	50	-	20



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National Occupational Standards (NOS) Parameters

NOS Code	ISC/N0009
NOS Name	Work effectively with others
Sector	Iron and Steel
Sub-Sector	Steel, Sponge Iron, Ferro Alloys, Re-Rollers, Refractory
Occupation	Mechanical Maintenance, Raw Material Handling , Product Quality Control, Refractory Maintenance, Furnace Operation, Fitter, Operations, Coke Making, Mechanical Maintenance
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



ISC/N0112: Develop Safety Plan and Impart training on Safety

Description

This unit is about developing Safety Plans & Imparting training on topics related to Safety in Steel Plant

Scope

The scope covers the following :

- Preparing Safe Operating Practices for the plant/equipment operation
- Developing Emergency Preparedness Response Plan for the plant
- Imparting OHS training"

Elements and Performance Criteria

Preparing Safe Operating Practices for the plant/equipment operation

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

- PC1.** Explain the basic operation of the plant with its safety/hazard implications
- PC2.** Develop the SOP along with the Operation & Maintenance team
- PC3.** Ensure standards personal protective types of equipment (PPE's) are used at the site as per relevant work
- PC4.** Check that all required signs are posted, and bulletin boards are maintained in clear and legible condition
- PC5.** Make daily observations of employees to ensure that work is performed safely

Developing Emergency Preparedness Response Plan for the plant

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

- PC6.** Analyse the hazards and risks associated for preparing the EPR plan
- PC7.** Prepare the detailed EPR plan in line with the prevalent rules & regulations
- PC8.** Monitor overall performance of subordinates on the designed measures to ensure quality

Imparting OHS training

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

- PC9.** Conduct training sessions for subordinates, contractors' employees, new recruits on topics like Use of PPE, Construction Safety, Electrical Safety, Fire Safety, Chemical Safety, Vehicular Safety, Mobile Equipment Safety etc
- PC10.** Train workers about hazards, methods to prevent harm, and the OHS standards that apply to the workplace so they can perform their work safely
- PC11.** Carry out special toolbox talks which require discussion on highly critical safety related matters, hazardous site conditions pertaining to particular work etc
- PC12.** Keep records of training indicating the names, identity numbers and job description of trainees etc

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** Job specific documents
- KU2.** Safety policy of the company
- KU3.** Emergency Preparedness plan of the specific work site
- KU4.** Risk and impact of not following defined procedures/ work instructions
- KU5.** Escalation matrix for reporting identified issues
- KU6.** The relevant safety standards & standard Safety Audit procedure
- KU7.** The basic operation of machines, equipment, tools & tackles used
- KU8.** Handling basic computer operations
- KU9.** The equipment manuals and process documents to understand the equipment and processes better
- KU10.** Hazardous processes & substances in the steel industry, their decontamination & safe disposal
- KU11.** Rules & regulations (local & national) about OHS and legal implications of non-compliance with the same

Generic Skills (GS)

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

- GS1.** read work instructions, equipment manuals and process documents
- GS2.** Fill up technical forms, process charts, activity logs in the required format
- GS3.** Prepare simple notes/ memos, raise requisitions for consumables
- GS4.** Prepare or assist in preparation of daily/ monthly/annual reports, record incidents/ near misses, equipment status/ defects
- GS5.** Read and interpret engineering & machine drawings, process charts etc
- GS6.** Read and understand health and safety instructions, manuals, memos, reports, job cards, etc.
- GS7.** Study & understand SOPs
- GS8.** Communicate with engineers, associates, and supervisors in E/H/L (English/ Hindi / Local Language), in order to convey the requirements and concerns before or during the Safety Audit /Inspection
- GS9.** Diagnose common problems in various situations by visual inspection, temperature, equipment readings etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing Safe Operating Practices for the plant/equipment operation</i>	10	18	-	10
PC1. Explain the basic operation of the plant with its safety/hazard implications	2	4	-	2
PC2. Develop the SOP along with the Operation & Maintenance team	2	2	-	2
PC3. Ensure standards personal protective types of equipment (PPE's) are used at the site as per relevant work	2	4	-	2
PC4. Check that all required signs are posted, and bulletin boards are maintained in clear and legible condition	2	4	-	2
PC5. Make daily observations of employees to ensure that work is performed safely	2	4	-	2
<i>Developing Emergency Preparedness Response Plan for the plant</i>	6	12	-	6
PC6. Analyse the hazards and risks associated for preparing the EPR plan	2	4	-	2
PC7. Prepare the detailed EPR plan in line with the prevalent rules & regulations	2	4	-	2
PC8. Monitor overall performance of subordinates on the designed measures to ensure quality	2	4	-	2
<i>Imparting OHS training</i>	10	20	-	8
PC9. Conduct training sessions for subordinates, contractors' employees, new recruits on topics like Use of PPE, Construction Safety, Electrical Safety, Fire Safety, Chemical Safety, Vehicular Safety, Mobile Equipment Safety etc	4	10	-	2
PC10. Train workers about hazards, methods to prevent harm, and the OHS standards that apply to the workplace so they can perform their work safely	2	4	-	2



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Carry out special toolbox talks which require discussion on highly critical safety related matters, hazardous site conditions pertaining to particular work etc	2	2	-	2
PC12. Keep records of training indicating the names, identity numbers and job description of trainees etc	2	4	-	2
NOS Total	26	50	-	24



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National Occupational Standards (NOS) Parameters

NOS Code	ISC/N0112
NOS Name	Develop Safety Plan and Impart training on Safety
Sector	Iron and Steel
Sub-Sector	Steel, Sponge Iron, Ferro Alloys, Re-Rollers, Refractory, Mechanical Maintenance, Iron Making
Occupation	Raw Material Handling , Coke Making, Operations, Iron Making, Cold Rolling Mill Operations, Product Quality Control, Mechanical Maintenance, Electrical Maintenance, Electronics and Instrumentation Maintenance, Refractory Maintenance, Furnace Operation, Fitter
NSQF Level	5
Credits	4
Version	1.0
Next Review Date	NA



ISC/N0113: Investigate incidents, conduct Hazard Analysis & Risk Assessment

Description

This unit is about investigating incidents, making reports suggesting corrective and preventive actions as well as about conducting Job Hazard Analysis and Risk Assessment

Scope

The scope covers the following :

- Investigating incidents/near-misses
- Conducting JHA &/or Risk Assessment as per defined schedule

Elements and Performance Criteria

Investigating incidents/near-misses

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

- PC1.** Visit site and investigate by interviewing, collecting samples, taking photos
- PC2.** Make reports by following the CAPA
- PC3.** Log the report in the appropriate portal
- PC4.** Investigate all accidents and near-misses and to recommend the preventive measures so as to ensure non-occurrence of such cases
- PC5.** Inspect specified areas to ensure the presence of fire prevention equipment, safety equipment, or first-aid supplies
- PC6.** Identify unsafe act or unsafe condition of work
- PC7.** Investigate and report any complaints related to employee's health or safety on the site
- PC8.** Report uncorrected imminent dangers

Conducting JHA &/or Risk Assessment

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

- PC9.** Conduct proper Job Hazard Analysis (JHA) followed by Risk Assessment according to the formal procedure
- PC10.** Analyse the observations of Job Hazard Analysis (JHA) and Risk Assessment to identify ways of reducing accidents
- PC11.** Identify methods of avoiding the hazard &/or mitigating the risk
- PC12.** Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Job specific documents
- KU2.** Safety policy of the company



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- KU3.** Emergency Preparedness plan of the specific work site
- KU4.** Risk and impact of not following defined procedures/ work instructions
- KU5.** Escalation matrix for reporting identified issues
- KU6.** The relevant safety standards & standard Safety Audit procedure
- KU7.** The basic operation of machines, equipment, tools & tackles used
- KU8.** Handling basic computer operations
- KU9.** The equipment manuals and process documents to understand the equipment and processes better
- KU10.** Hazardous processes & substances in the steel industry, their decontamination & safe disposal
- KU11.** Rules & regulations (local & national) about OHS and legal implications of non-compliance with the same

Generic Skills (GS)

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

- GS1.** read work instructions, equipment manuals and process documents
- GS2.** Fill up technical forms, process charts, activity logs in the required format
- GS3.** Prepare simple notes/ memos, raise requisitions for consumables
- GS4.** Prepare or assist in preparation of daily/ monthly/annual reports, record incidents/ near misses, equipment status/ defects
- GS5.** Read and interpret engineering & machine drawings, process charts etc
- GS6.** Read and understand health and safety instructions, manuals, memos, reports, job cards, etc.
- GS7.** Study & understand SOPs
- GS8.** Communicate with engineers, associates, and supervisors in E/H/L (English/ Hindi / Local Language), in order to convey the requirements and concerns before or during the Safety Audit /Inspection
- GS9.** Diagnose common problems in various situations by visual inspection, temperature, equipment readings etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Investigating incidents/near-misses</i>	16	35	-	15
PC1. Visit site and investigate by interviewing, collecting samples, taking photos	2	6	-	2
PC2. Make reports by following the CAPA	2	3	-	2
PC3. Log the report in the appropriate portal	2	3	-	1
PC4. Investigate all accidents and near-misses and to recommend the preventive measures so as to ensure non-occurrence of such cases	2	6	-	2
PC5. Inspect specified areas to ensure the presence of fire prevention equipment, safety equipment, or first-aid supplies	2	6	-	2
PC6. Identify unsafe act or unsafe condition of work	2	4	-	2
PC7. Investigate and report any complaints related to employee's health or safety on the site	2	4	-	2
PC8. Report uncorrected imminent dangers	2	3	-	2
<i>Conducting JHA &/or Risk Assessment</i>	10	18	-	6
PC9. Conduct proper Job Hazard Analysis (JHA) followed by Risk Assessment according to the formal procedure	2	6	-	2
PC10. Analyse the observations of Job Hazard Analysis (JHA) and Risk Assessment to identify ways of reducing accidents	2	4	-	2
PC11. Identify methods of avoiding the hazard &/or mitigating the risk	2	4	-	2
PC12. Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials	4	4	-	-
NOS Total	26	53	-	21



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	ISC/N0113
NOS Name	Investigate incidents, conduct Hazard Analysis & Risk Assessment
Sector	Iron and Steel
Sub-Sector	Steel, Sponge Iron, Ferro Alloys, Re-Rollers, Refractory, Mechanical Maintenance, Iron Making
Occupation	Raw Material Handling , Coke Making, Operations, Iron Making, Cold Rolling Mill Operations, Product Quality Control, Mechanical Maintenance, Electrical Maintenance, Electronics and Instrumentation Maintenance, Refractory Maintenance, Furnace Operation, Fitter
NSQF Level	5
Credits	4
Version	1.0
Next Review Date	NA



ISC/N0945: Carry out inspection and audit of the equipment and plant

Description

This unit is about carrying out regular inspection of equipment, plant, process & people and conducting Safety Audit of the workplace

Scope

The scope covers the following :

- Inspect the tools, tackles, equipment, vehicles etc.
- Conduct a formal Safety Audit in each plant according to schedule

Elements and Performance Criteria

Inspect the tools, tackles, equipment, vehicles etc.

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

- PC1.** Explain the working operation of each item of inspection
- PC2.** Check the workability of each against the designed capability & specifications according to the schedule defined in the plant
- PC3.** Record relevant data from the inspection to check compliance & log results
- PC4.** Explain the basic process and the associated safety hazards
- PC5.** Stop any unsafe practice, arrange to remove any hazardous material & advise the concerned worker about the risk associated
- PC6.** Log the observations, make a report and submit to concerned authority
- PC7.** Ensure adherence to the organizational policies and procedures for all relevant plant activities by the workmen subordinations

Conduct formal Safety Audit in the plant according to schedule

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

- PC8.** Follow defined Safety Audit procedure appropriate for the particular plant, according to the frequency defined in the plant.
- PC9.** Inspect any unsafe conditions in the plant
- PC10.** Make a formal report and log on to system or submit to the concerned authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Job specific documents
- KU2.** Safety policy of the company
- KU3.** Emergency Preparedness plan of the specific work site
- KU4.** Risk and impact of not following defined procedures/ work instructions
- KU5.** Escalation matrix for reporting identified issues
- KU6.** The relevant safety standards & standard Safety Audit procedure



Qualification Pack



- KU7.** The basic operation of machines, equipment, tools & tackles used
- KU8.** Handling basic computer operations
- KU9.** The equipment manuals and process documents to understand the equipment and processes better
- KU10.** Hazardous processes & substances in the steel industry, their decontamination & safe disposal
- KU11.** Rules & regulations (local & national) about OHS and legal implications of non-compliance with the same

Generic Skills (GS)

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

- GS1.** Read work instructions, equipment manuals and process documents
- GS2.** Fill up technical forms, process charts, activity logs in the required format
- GS3.** Prepare simple notes/ memos, raise requisitions for consumables
- GS4.** Prepare or assist in preparation of daily/ monthly/annual reports, record incidents/ near misses, equipment status/ defects
- GS5.** Read and interpret engineering & machine drawings, process charts etc
- GS6.** Read and understand health and safety instructions, manuals, memos, reports, job cards, etc.
- GS7.** Study & understand SOPs
- GS8.** Communicate with engineers, associates, and supervisors in E/H/L (English/ Hindi / Local Language), in order to convey the requirements and concerns before or during the Safety Audit /Inspection
- GS9.** Diagnose common problems in various situations by visual inspection, temperature, equipment readings etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspect the tools, tackles, equipment, vehicles etc.</i>	16	32	-	16
PC1. Explain the working operation of each item of inspection	3	3	-	2
PC2. Check the workability of each against the designed capability & specifications according to the schedule defined in the plant	3	3	-	2
PC3. Record relevant data from the inspection to check compliance & log results	2	4	-	1
PC4. Explain the basic process and the associated safety hazards	2	6	-	3
PC5. Stop any unsafe practice, arrange to remove any hazardous material & advise the concerned worker about the risk associated	2	6	-	3
PC6. Log the observations, make a report and submit to concerned authority	2	4	-	3
PC7. Ensure adherence to the organizational policies and procedures for all relevant plant activities by the workmen subordinations	2	6	-	2
<i>Conduct formal Safety Audit in the plant according to schedule</i>	9	18	-	9
PC8. Follow defined Safety Audit procedure appropriate for the particular plant, according to the frequency defined in the plant.	3	6	-	3
PC9. Inspect any unsafe conditions in the plant	3	6	-	3
PC10. Make a formal report and log on to system or submit to the concerned authority	3	6	-	3
NOS Total	25	50	-	25



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	ISC/N0945
NOS Name	Carry out inspection and audit of the equipment and plant
Sector	Iron and Steel
Sub-Sector	Steel, Sponge Iron, Ferro Alloys, Re-Rollers, Refractory, Mechanical Maintenance, Iron Making
Occupation	Mechanical Maintenance, Raw Material Handling , Coke Making, Operations, Iron Making, Cold Rolling Mill Operations, Product Quality Control, Electrical Maintenance, Electronics and Instrumentation Maintenance, Refractory Maintenance, Furnace Operation, Fitter
NSQF Level	5
Credits	3
Version	1.0
Next Review Date	NA



DGT/VSQ/N0103: Employability Skills (90 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

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

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC6.** recognize the significance of 21st Century Skills for employment
- PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life



Qualification Pack



PC8. adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

PC9. use basic English for everyday conversation in different contexts, in person and over the telephone

PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC11. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

PC12. identify career goals based on the skills, interests, knowledge, and personal attributes

PC13. prepare a career development plan with short- and long-term goals

Communication Skills

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

PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings

PC15. use active listening techniques for effective communication

PC16. communicate in writing using appropriate style and format based on formal or informal requirements

PC17. work collaboratively with others in a team

Diversity & Inclusion

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

PC18. communicate and behave appropriately with all genders and PwD

PC19. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.

PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook

PC22. identify common components of salary and compute income, expenses, taxes, investments etc

PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

PC24. operate digital devices and use their features and applications securely and safely

PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.

PC26. display responsible online behaviour while using various social media platforms

PC27. create a personal email account, send and process received messages as per requirement

PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications

PC29. utilize virtual collaboration tools to work effectively



Qualification Pack



Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- KU2.** various constitutional and personal values
- KU3.** different environmentally sustainable practices and their importance
- KU4.** Twenty first (21st) century skills and their importance
- KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services
- KU11.** components of salary and how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account



Qualification Pack



- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** read and write different types of documents/instructions/correspondence in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-



National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/05/2023
NSQC Clearance Date	17/11/2022

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.
2. IISCC will also lay down proportion of marks for Theory and Skills Practical for each PC.
3. The assessment for the theory part will be based on knowledge bank of questions created by the IISCC.
4. Individual assessment agencies will create unique question papers for 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 this criteria.
6. To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS.
7. 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

Minimum Aggregate Passing % at QP Level : 70



Qualification Pack



(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
ISC/N0008.Use basic health and safety practices at the workplace	30	50	-	20	100	10
ISC/N0009.Work effectively with others	30	50	-	20	100	10
ISC/N0112.Develop Safety Plan and Impart training on Safety	26	50	-	24	100	25
ISC/N0113.Investigate incidents, conduct Hazard Analysis & Risk Assessment	26	53	-	21	100	25
ISC/N0945.Carry out inspection and audit of the equipment and plant	25	50	-	25	100	20
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
Total	157	283	-	110	550	100



Qualification Pack



Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
OEM	Original Equipment Manufacturer
OS	Occupational Standard(s)
QP	Qualifications Pack

Glossary

Sector	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.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	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.
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 verify that this is the appropriate OS they are looking for.
Scope	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.
Knowledge and Understanding (KU)	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.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	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.
Options	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.
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	The 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 Standard	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.



Qualification Pack



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 specifically designated responsibilities
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an N