

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR CAPITAL GOODS INDUSTRY

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Introduction

Qualifications Pack: Fitter – Electrical and Electronic Assembly

SECTOR: CAPITAL GOODS

SUB-SECTOR:

1. Machine Tools

4. Process Plant Machinery

5. Electrical and Power Machinery

- 2. Plastics Manufacturing Machinery
- 3. Textile Manufacturing Machinery

OCCUPATION: Fitting and Assembly

REFERENCE ID: CSC/Q 0305

Aligned to: NCO-2004/7241.10, 7241.20, 7242.90, 7242.10

Fitter – Electrical and electronic assembly: Operations to assemble and wire up electrical panels/components and electronic equipment and systems to mechanical equipment.

Brief Job Description: It involves the assembly of the electrical panels, equipment/systems and electronic products, inclusive of components, sub-assemblies, or completed equipment/systems. Along with soldering techniques and anti-static protection techniques assemble with the mechanical equipment.

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

> OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

What are

Occupational Standards(OS)?

OS describe what individuals need to do, know and understand in

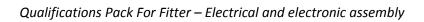
order to carry out

a particular job

role or function



Qualifications Pack Code	CSC/ Q 0305		
Job Role	Fitter – Electrica	and electronic assem	bly
Credits (NSQF)	TBD	Version number	1.0
Sector	CAPITAL GOODS	Drafted on	10/04/14
Sub-sector	 Machine Tools Plastics Manufacturing Machinery Textile Manufacturing Machinery Process Plant Machinery Electrical and Power Machinery 	Last reviewed on	
Occupation	FITTING AND ASSEMBLY	Next review date	30/08/16

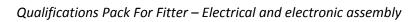




Job Role	Fitter – Electrical and electronic assembly
Role Description	Operations to assemble and wire up electrical panels/components and equipments and systems to mechanical equipment
NSQF level Minimum Educational Qualifications Maximum Educational Qualifications	Diploma(10+) - Electrical or Electronics N.A.
Training (Suggested but not mandatory) Experience	No Previous Training Required No Previous Experience Required
Applicable National Occupational Standards (NOS)	 CSC/ N 0305 (Assemble and wire up electrical components to mechanical equipment) CSC/ N 0306 (Assemble and wire up electronic equipment and systems to mechanical equipment) CSC/ N 1335 (Use basic health and safety practices at the workplace) CSC/ N 1336 (Work effectively with others) Optional: N.A.
Performance Criteria	As described in the relevant OS units



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.





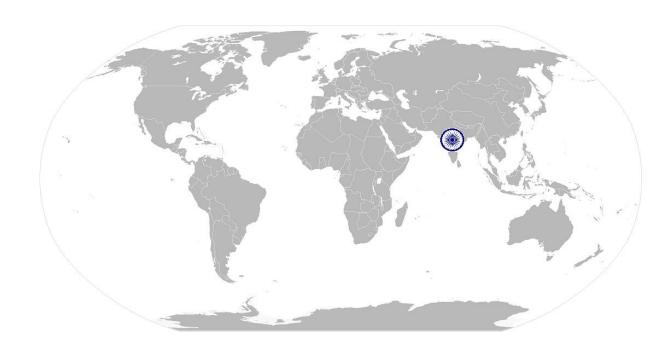
Acronyms

Keywords /Terms	Description
CO2	Carbon dioxide
CPR	Cardiac Pulmonary Resuscitation
PPE	Personal Protective Equipment
ESD	Electrostatic Discharge
РСВ	Printed Circuit Board





National Occupational Standard



Overview

This unit covers operations to assemble and wire up electrical panels/components to mechanical equipment.





Unit Code	CSC/ N 0305
Unit Title (Task)	Assemble and wire up electrical components to mechanical equipment
Description	This unit covers the skills and knowledge needed to assemble and wire up electrical products, inclusive of components, sub-assemblies, or completed equipment/systems mounted in enclosures or otherwise to mechanical equipment, in accordance with approved procedures. The candidate's will work under a high level of supervision, while taking responsibility for they own actions and for the quality and accuracy of the work that they carry out.
Scope	This unit/task covers the following:
Performance Criteria(P	C) w.r.t. the Scope
Element	Performance Criteria
Working safely	The user/individual on the job should be able to: PC1. comply with health and safety, environmental and other relevant regulations and guidelines at work PC2. adhere to procedures and guidelines for personal protective equipment (PPE) and other relevant safety regulations while performing calibration operations PC3. work following laid down procedures and instructions PC4. check that tools and equipment to be used are in a safe, tested, calibrated and usable condition PC5. where appropriate, apply procedures and precautions to eliminate electrostatic discharge (ESD) hazards (eg. the use of grounded wrist straps and mats)
Assembling and	The user/individual on the job should be able to:
wiring up electrical	PC6. follow the relevant instructions, assembly drawings and any other
components to mechanical	specifications at all times PC7. assemble electrical components on panels or in enclosures, in compliance
equipment	with national and international wiring regulations, standards and procedures, and company standards and procedures PC8. obtain the correct tools and equipment for the assembly and test operations, and check that they are in a safe and usable condition PC9. prepare the electrical components and panels/enclosures for the assembly operations PC10. use safe and approved techniques to mount the electrical components on the panels or in the enclosures PC11. use the appropriate methods and techniques to assemble the components in their correct positions Methods and techniques: insulation stripping; securing wires and cables (eg.
	cable ties, clips, plastic strapping, lacing, harnessing); cable routing; cable forming/bending; adding cable protection (eg. sleeves or grommets); making screwed/clamped connections; installing and terminating pre-formed looms;





	making crimped connections (eg. spade end, loops, tags and pins); marking or color coding wires/cables; applying sealants/adhesives; making soldered connections PC12. secure the components, using the specified connectors and securing devices PC13. wire and terminate cables to the appropriate connections on the components Cable types: single core, screened, twisted pair/ribbon, multicore, fibre-optic, data/communication, laminated copper, braided copper PC14. check the completed assembly to ensure that all operations have been completed, and that the finished assembly is secure and meets the required specification Checks: visual checks for completeness and freedom from damage to conductors or components; mechanical checks for security of components and connections; checks for electrical continuity and earth continuity PC15. report any difficulties or problems that may arise with the electrical assembly and wiring activities, and carry out any agreed actions PC16. leave the work area in a safe and tidy condition on completion of the electrical panel/equipment assembly activities PC17. return all tools and equipment to the correct location on completion of the
	assembly activities
	PC18. carry out electrical calculations for job operations using a range of variables
Knowledge and Unders	standing (K)
•	The user/individual on the job needs to know and understand:
A. Organizational	KA1. relevant legislation, standards, policies, and procedures followed in the
Context	
(Knowledge of the	company relevant to own employment and performance conditions
company /	KA2. relevant health and safety requirements applicable in the work place
organization and	KA3. own job role and responsibilities and sources for information pertaining to
its processes)	employment terms, entitlements, job role and responsibilities
its processes;	KA4. reporting structure, inter-dependent functions, lines and procedures in the work area
	KA5. how to engage with specialists for support in order to resolve incidents and service requests
	KA6. importance of working in clean and safe environment practices and procedures
	KA7. relevant people and their responsibilities within the work area
	KA8. escalation matrix and procedures for reporting work and employment related issues
	KA9. documentation and related procedures applicable in the context of
	employment and work
B. Technical	The user/individual on the job needs to know and understand:
Knowledge	KB1. the specific safety practices and procedures that you need to observe when
<u> </u>	assembling and wiring electrical components mounted on panels or in
	enclosures (including any specific regulations or codes of practice for the
	activities, equipment or materials)
	Items on panels or in enclosures: e.g. drives and PLC; enclosure partitions;
	bases for plug-in devices; limit switches; component mounting plates;
	switches (push button, toggle); sensors; contactors; capacitors; plugs/sockets;
	overload and other relays; resistors; grommets/grommet strip;
	transformers/chokes; rectifiers; batteries; circuit breakers/fuses; power





CSC/ N 0305: Assemble and wire up electrical components to mechanical equipment			
		supplies; connector rails; panel meters (voltage, current); circuit boards; solenoids; terminal blocks/junction boxes; thermistors/thermocouples; isolators; safety interlocks; indicators (lamps, LEDs); other specific components; etc.	
	KB2.	the hazards associated with assembling and wiring electrical panels and how they can be minimized	
		Hazards : e.g. using sharp instruments for stripping cable insulation, use of soldering equipment, etc.	
	KB3.	the importance of wearing appropriate protective clothing and equipment (PPE), and keeping the work area safe and tidy	
	KB4.	what constitutes hazardous voltage and how to recognize victims of electric shock	
	KB5.	how to reduce the risks of a phase to earth shock (eg. insulated tools, rubber matting and isolating transformers)	
	KB6.	precautions to be taken to prevent electrostatic discharge (ESD) damage to	

KB8.

- circuits and sensitive components (eg. use of earthed wrist straps, anti-static mats, special packaging and handling areas) how to interpret drawings, circuit and physical layouts, charts, specifications,
- KB7. graphical electrical symbols, national and international wiring regulations, and other documents needed for the electrical activities
- functionality of different types of components and sub-assemblies that are used in the assembly activities **Functionality**: contactors; relays/ SMPS (Switch Mode Power Supply); circuit breakers/fuses; solenoids; switches; transformers; ballast chokes; terminal blocks; sub-assemblies; measuring/indicating electrical instruments (meters indication lamps); variable frequency drives (VFDs) and soft starters
- KB9. preparations to be undertaken on the components and enclosure, prior to the mounting activities
- KB10. how the components are to be aligned and positioned prior to securing, and the tools and equipment that are used
- KB11. how to identify any orientation requirements, values or polarity for the components used in the electrical assembly and wiring activities
- KB12. types of cabling to be used in the assembly and wiring of the panels or enclosures
 - **Cable types**: single core, screened, twisted pair/ribbon, multicore, fibre-optic, data/communication, laminated copper, braided copper
- KB13. why electrical bonding/earthing is critical, and why it must be both mechanically and electrically secure
- KB14. use of national and international wiring, and other regulations when selecting wires and cables
- KB15. assembly methods and techniques to be used when wiring electrical panels or components mounted in enclosures (eg. cable stripping, soldering, crimping, securing cables using cable ties, lacing/strapping of wires)

Methods and techniques: insulation stripping; securing wires and cables (eg. cable ties, clips, plastic strapping, lacing, harnessing); cable routing; cable forming/bending; adding cable protection (eg. sleeves or grommets); making screwed/clamped connections; installing and terminating pre-formed looms; making crimped connections (eg. spade end, loops, tags and pins); marking or color coding wires/cables; applying sealants/adhesives; making soldered





	connections KB16. different types, applications, and methods of attaching identification markers/labels during the electrical wiring activities KB17. how to conduct any necessary checks to ensure the accuracy and quality of the assembly produced Checks: positional accuracy of all components; correct termination of all wires to components; correct orientation; security of all terminations; correct alignment; completeness; component security; ensuring freedom from damage; ensuring that the enclosure is free of debris (eg. cable offcuts/insulation, enclosure/trunking breakouts); continuity of cable/wiring connections (eg. battery and lamp checks) KB18. how to check that tools and equipment are free from damage or defects, are in a safe, tested, calibrated and usable condition
	 KB19. importance of leaving the work area in a safe and clean condition on completion of the electrical assembly and wiring activities (eg. returning tools and equipment to the designated location, cleaning the work area, removing and disposing of waste) KB20. function of various electrical components KB21. application of various electrical components KB22. current and voltage distribution in series and parallel circuits
Skills (S) [Optional]	RB22. Current and voltage distribution in series and parallel circuits
A. Core Skills/	Communication Skills
Generic Skills	The user/ individual on the job needs to know and understand how to: 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 SA2. check and clarify task-related information SA3. liaise with appropriate authorities using correct protocol convey and share technical information clearly using appropriate language SA5. fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language SA6. communicate with people in respectful form and manner in line with organizational protocol
	Numerical and computational skills
	The user/individual on the job needs to know and understand how to: SA7. undertake numerical operations, and calculations/ formulae Numerical computations: addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages Electrical calculations: basic electron theory; Ohms' Law (Basics of electrical circuits theory); resistivity; resistors in series and parallel/ current; voltage and resistance in parallel circuits; power; calculation of power ratings for common components and equipment; energy as power x time SA8. identify and draw various basic, compound and solid shapes as per dimensions given Basic shapes: square, rectangle, triangle, circle Compound shapes: involving squares, rectangles, triangles, circles, semi-





CSC/ N 0305: Assen		
	circles, quadrants of a circle	
	Solid shapes: cube, rectangular prism, cylinder	
	SA9. use appropriate measuring techniques and units of measurement	
	Basic S.I. Units and derived units for: length, area and volume; force, energy,	
	power, pressure & stress; electrical potential; capacitance, inductance; charge	
	& flux, magnetic flux, flux density; electrical resistance; frequency;	
	temperature; current	
	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	
	SA11. use basic algebra to solve linear equations	
	SA12. use basic calculations with positive, negative and fractional indices	
	Learning	
	Learning	
	The user/individual on the job needs to know and understand how to:	
	SA13. participate in on-the-job and other learning, training and development	
	interventions and assessments	
	SA14. clarify task related information with appropriate personnel or technical adviser	
	SA15. seek to improve and modify own work practices	
	SA16. maintain current knowledge of application standards, legislation, codes of	
	practice and product/process developments	
	Problem Solving	
B. Professional Skills	Problem Solving	
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B. Professional Skills	The user/individual on the job needs to know and understand how to: SB1. identify problems with work planning, procedures, output and behavior and their implications SB2. prioritize and plan for problem solving SB3. communicate problems appropriately to others SB4. identify sources of information and support for problem solving SB5. seek assistance and support from other sources to solve problems	
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SB12. undertake and express new ideas and initiatives to others

- SB13. modify work plan to overcome unforeseen difficulties or developments that occur as work progresses
- SB14. participate in improvement procedures including process, quality and internal/external customer/supplier relationships
- SB15. one's competencies in new and different situations and contexts to achieve more

Self-Management

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

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

- SB16. exercise restraint while expressing dissent and during conflict situations
- SB17. avoid and manage distractions to be disciplined at work
- SB18. Manage own time for achieving better results

Teamwork

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

- SB19. work in a team in order to achieve better results
- SB20. identify and clarify work roles within a team
- SB21. communicate and cooperate with others in the team for better results
- SB22. seek assistance from fellow team members







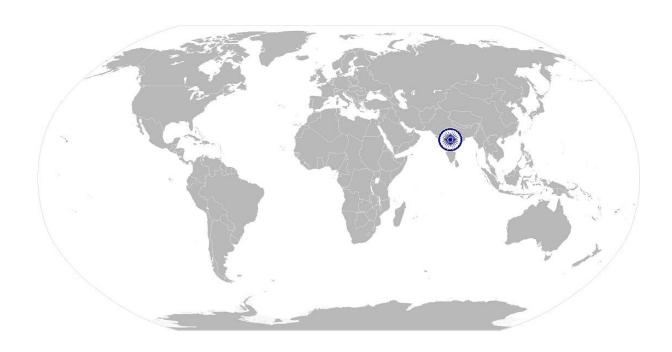
NOS Version Control

NOS Code		CSC/ N 0305	
Credits (NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	 Machine Tools Plastics Manufacturing Machinery Textile Manufacturing Machinery Process Plant Machinery Electrical and Power Machinery 	Last reviewed on	
		Next review date	30/08/16





National Occupational Standard



Overview

This unit covers operations to assemble and wire up electronic equipment and systems to mechanical equipment

Unit Code





CSC/ N 0306: Assemble and wire up electronic equipment and systems to mechanical equipment

CSC/ N 0306

	C3C/ N 0300		
Unit Title (Task)	Assemble and wire up electronic equipment and systems to mechanical equipment		
Description	This unit covers the skills and knowledge needed to assemble and wire up electronic products, inclusive of components, sub-assemblies, or completed equipment/systems to mechanical equipment, in accordance with approved procedures. The candidate will be expected to work with a minimum of supervision, taking full responsibility for their own actions and for the quality and accuracy of the work that they carry out.		
Scope	 This unit/task covers the following: Working safely Assembling and wiring up electronic equipment and systems to mechanical equipment 		
Performance Criteria(Pe	C) w.r.t. the Scope		
Element	Performance Criteria		
Working safely	The user/individual on the job should be able to: PC1. comply with health and safety, environmental and other relevant regulations and guidelines at work PC2. adhere to procedures and guidelines for personal protective equipment (PPE) and other relevant safety regulations while performing calibration operations PC3. work following laid down procedures and instructions PC4. check that tools and equipment to be used are in a safe, tested, calibrated and usable condition PC5. where appropriate, apply procedures and precautions to eliminate electrostatic discharge (ESD) hazards (eg. the use of grounded wrist straps and mats)		
Assembling and wiring up electronic equipment and systems to mechanical equipment	The user/individual on the job should be able to: PC6. follow the relevant instructions, assembly drawings and any other specification documents Documents: assembly drawings and charts; interconnection net diagrams; schedules of specified components; wiring specifications; wire running lists PC7. ensure that the specified components are available and that they are in a usable condition PC8. obtain, check and prepare consumables and specialized tools to be used for the wiring and interconnections Check and prepare: solder and any associated fluxes (eg. sufficient quantity, right type, good condition and shelf life assessment); wire strippers and cutters (eg. right size, good condition); authorized crimp tooling and attachments (eg. checked for sizes, calibration and condition); cables and individual wiring/fibre optic links (eg. correct sizes and types, good condition); cable strapping obtained and cut to nominal length (eg. right sizes and sufficient quantities) PC9. use the appropriate methods and techniques to assemble the components in		





	mble and wire up electronic equipment and systems to mechanical
equipi	
	their correct positions Range of methods: set up, programme and use automated wiring termination equipment (where appropriate); attach wire terminations by appropriate method/s (eg. soldering, crimping); set out/position interconnection wiring; bundle/strap/tie wiring looms and cables; cut wires to required length; set out and terminate any fibre optic links; strip insulation from ends of wires; termination identification (e.g. ferruling, transfer printing); tin/lead soldering; lead-free soldering systems; no-wash fluxing; crimping PC10. secure the components using the specified connectors and securing devices PC11. obtain, check and prepare components, and complete the preparatory
	assembly Preparatory assembly: use hand tools/automated tools for securing all fastenings; assemble sub-units to support housings/brackets; assemble connectors and allied devices PC12. check the completed assembly to ensure that all operations have been completed and the finished assembly meets the required specification Checks: security of all assembled and interconnected items; insulation resistance between housing assembly and interconnection wiring; continuity of all interconnections; unwanted short circuits between wires PC13. select the appropriate software as specified for use PC14. load appropriate software on electronic components in accordance with laid down procedures PC15. check the output of software as per procedure PC16. check the functionality of the completed electronic assembly PC17. leave the work area in a safe and tidy condition on completion of the electrical equipment assembly activities use the correct issue of drawings, job instructions and specifications PC18. follow risk assessment procedures and regulations PC19. keep the work area clean and follow hygienic and safe work practices PC20. carry out the assembling and wiring activities in line with organizational procedures
	Compliance: national and international wiring regulations; national and international standards and procedures; company standards and procedures PC21. create and store records of the activities, in accordance with appropriate procedures
Knowledge and Unders	tanding (K)
A. Organizational Context (Knowledge of the company /	The user/individual on the job needs to know and understand: KA1. relevant standards, policies, and procedures followed in the company KA2. relevant health and safety requirements of the work KA3. the organizational process or procedure for assembly and wiring KA4. responsibilities with regard to the reporting lines and procedures in the
organization and its processes)	working area KA5. appropriate people and their responsibilities within the candidate's working

KA6. to whom they should report if they have problems that they cannot resolve KA7. the importance of leaving the work area in a safe and clean condition on





equip	
	completion of the electronic assembly and wiring activities (eg. returning tools and equipment to the designated location, cleaning the work area, removing and disposing of waste)
B. Technical	The user/individual on the job needs to know and understand:
Knowledge	KB1. the specific safety precautions to be taken when working with soldering and crimping equipment/tools and wiring aids within an electronics assembly and wiring environment (eg. avoiding hot solder splashes and flying ends from cut wires)
	KB2. the personal protective equipment (PPE) to be worn whilst carrying out the electronic wiring activities concerned, for both personal protection and protection of the components and circuits Personal protective equipment: e.g. protective outer clothing, eye and
	hearing protection, anti-static devices, etc.
	KB3. regulations and standards that are relevant to electronic wiring and assembly being undertaken (SLD- single line diagram)
	KB4. how mechanical assembly instructions are represented and how to interpret them
	KB5. the range of methods used, and their key features
	Range of methods: set up, programme and use automated wiring
	termination equipment (where appropriate); attach wire terminations by
	appropriate method/s (eg. soldering, crimping); set out/position
	interconnection wiring; bundle/strap/tie wiring looms and cables; cut wires to
	required length; set out and terminate any fibre optic links; strip insulation
	from ends of wires; termination identification (e.g. ferruling, transfer
	<pre>printing); tin/lead soldering; lead-free soldering systems; no-wash fluxing; crimping</pre>
	KB6. how the different types of electronic wiring and insulation are coded and specified
	KB7. how information on wiring interconnections is specified, with particular reference to the role of wiring schedules, wire-running lists, backplane net interconnect lists
	KB8. the various methods used for securing electronic wiring (eg. heat shrink sleeves, strapping, cable ties, p-clips)
	KB9. the care and selection of tools and aids used in wiring and assembly work (eg. soldering tools and equipment, crimp tools, testing and checking equipment for continuity, short circuit testing, joint/crimp `pull-off' security, insulation resistance)
	KB10. how to recognize wiring types and sizes, their identification, coding and range of termination methods
	KB11. how to identify the types and read the values of electronic components (eg. resistors, capacitors, diodes, integrated circuits) with particular reference to their polarity, orientation, color coding, value, tolerance, working voltage/current
	KB12. how to take anti-static precautions in relation to component handling during the wiring and assembly of electronic products, and when such precautions are needed
	KB13. the handling requirements and termination methods used for SMPS, high- level protective devices and fibre-optic links





equip	ment		
	KB14. the range of checks and tests used within wiring and assembly work (eg. insulation resistance, flashover testing, continuity, short circuit testing)		
	KB15. calibration requirements for tools and equipment used in wiring (eg. crimp		
	tool test and selection for wire sizes, `pull-off' limits, meters for continuity		
	and insulation resistance checks)		
	KB16. importance of and maintain dust free environment for electronic assembly		
	KB17. handling multilayered populated PCB's		
	KB18. the documentation completion requirements for the work undertaken		
	KB19. the problems that can occur with wiring and assembly work, and how they		
	can be avoided		
	KB20. basic units used in electrotechnology		
	KB21. function of various electrical components		
	KB22. application of various electrical components		
	KB23. current and voltage distribution in series and parallel circuits		
	KB24. magnetic fields for bar magnets in various configurations		
	KB25. polarity of a solenoid		
	KB26. construction of a typical capacitor		
	KB27. sine wave as displayed on an osscilloscope		
	KB28. determining input and output voltage of double wound transformers		
	KB29. how to construct a simple bridge rectifier circuit and its function		
Skills (S) [Optional]			
A. Core Skills/	Communication		
Generic Skills	The user/ individual on the job needs to know and understand how to:		
	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		
	SA2. fill up appropriate technical forms, process charts, activity logs as per		
	organizational format in English and/or local language		
	SA3. convey and share technical information clearly using appropriate language SA4. check and clarify task-related information		
	SA5. liaise with appropriate authorities using correct protocol		
	SA6. communicate with people in respectful form and manner in line with organizational protocol		
	Numerical and computational skills		
	The user/individual on the job needs to know and understand how to:		
	SA7. undertake numerical operations, and calculations/ formulae		
	Numerical computations: addition, subtraction, multiplication, division,		
	fractions and decimals, percentages and proportions, simple ratios and		
	averages		
	Electrical calculations: basic electron theory; Ohms' Law (Basics of electrical		
	circuits theory); resistivity; resistors in series and parallel/ current; voltage and		
	resistance in parallel circuits; power; calculation of power ratings for common		
	components and equipment; energy as power x time		
	SA8. identify and draw various basic, compound and solid shapes as per dimensions given		
	Basic shapes: square, rectangle, triangle, circle		
	Compound shapes: involving squares, rectangles, triangles, circles, semi-		
	Compound snapes. Involving squares, rectangles, thangles, thicles, selli-		



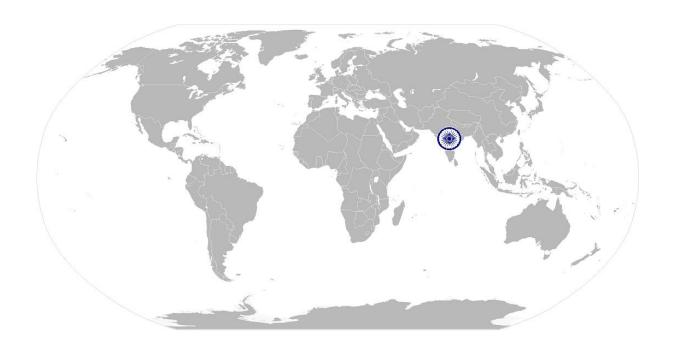


equipi	ment		
	circles, quadrants of a circle		
	Solid shapes: cube, rectangular prism, cylinder		
	SA9. use appropriate measuring techniques and units of measurement		
	Basic S.I. Units and derived units for: length, area and volume; force, energy,		
	power, pressure & stress; electrical potential; capacitance, inductance; charge		
	& flux, magnetic flux, flux density; electrical resistance; frequency;		
	temperature; current		
	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		
	SA11. use basic algebra to solve linear equations		
	SA12. use basic calculations with positive, negative and fractional indices		
	Learning		
	The user/individual on the job needs to know and understand how to:		
	SA13. participate in on-the-job and other learning, training and development		
	interventions and assessments		
	SA14. clarify task related information with appropriate personnel or technical adviser		
	SA15. seek to improve and modify own work practices		
	SA16. maintain current knowledge of application standards, legislation, codes of		
B. Professional Skills	practice and product/process developments		
B. Professional Skills	Problem Solving		
	The user/individual on the job needs to know and understand how to:		
	SB1. identify problems with work planning, procedures, output and behavior and		
	their implications		
	SB2. prioritize and plan for problem solving		
	SB3. communicate problems appropriately to others		
	SB4. identify sources of information and support for problem solving		
	SB5. seek assistance and support from other sources to solve problems		
	SB6. identify effective resolution techniques		
	SB7. select and apply resolution techniques		
	SB8. seek evidence for problem resolution		
	Plan and Organize		
	The user/individual on the job needs to know and understand how to:		
	SB9. plan, prioritize and sequence work operations as per job requirements		
	SB10. organize and analyze information relevant to work		
	SB11. basic concepts of shop-floor work productivity including waste reduction,		
	efficient material usage and optimization of time		
	Initiative and Enterprise		
	The user/individual on the job needs to know and understand how to:		
	SB12. undertake and express new ideas and initiatives to others		
	SB13. modify work plan to overcome unforeseen difficulties or developments that		
	occur as work progresses		
	SB14. participate in improvement procedures including process, quality and		
	internal/external customer/supplier relationships		
	SB15. one's competencies in new and different situations and contexts to achieve		
	more		





equipr	nent
	Self-Management
	The user/individual on the job needs to know and understand how to:
	SB16. exercise restraint while expressing dissent and during conflict situations
	SB17. avoid and manage distractions to be disciplined at work
	SB18. Manage own time for achieving better results
	Teamwork
	The user/individual on the job needs to know and understand how to:
	SB19. work in a team in order to achieve better results
	SB20. identify and clarify work roles within a team
	SB21. communicate and cooperate with others in the team for better results
	SB22. seek assistance from fellow team members







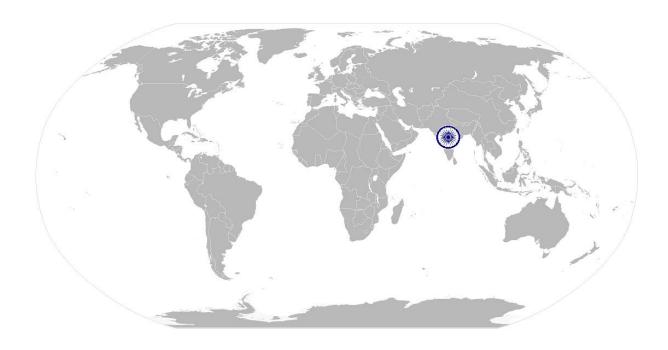
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NOS Code		CSC/ N 0306	
Credits (NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	 Machine Tools Plastics Manufacturing Machinery Textile Manufacturing Machinery Process Plant Machinery Electrical and Power Machinery 	Last reviewed on	
		Next review date	30/08/16





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

Unit Code	CSC / N 1335
Unit Title (Task)	Use basic health and safety practices at the workplace
Description	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.
	It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc.
	It covers knowledge of fire safety, common first aid applications, safe practices and emergency procedures.
Scope	This unit/task covers the following:
	 Health and safety Fire safety Emergencies, rescue and first-aid procedures
Performance Criteria(P	PC) w.r.t. the Scope
Element	Performance Criteria
Health and safety	PC1. use protective clothing/equipment or specific tasks and work conditions 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 Equipment: hand shields, machine guards, residual current devices, shields, dust sheets, respirator PC2. state the name and location of people responsible for health and safety in the workplace PC3. state the names and location of documents that refer to health and safety in the workplace PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace 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.)





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)

PC5. carry out safe working practices while dealing with hazards to ensure the safety of self and others

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.

PC6. state methods of accident prevention in the work environment of the job role

Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safety procedures); safety notices, advice; instruction from colleagues and supervisors

PC7. state location of general health and safety equipment in the workplace

General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(eg fire exits, exhaust fans)

PC8. inspect for faults, set up and safely use steps and ladders in general use

Ladder faults: corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/unfixed nuts or bolts, etc.

Ladders set up: firm/level base, clip/lash down, leaning at the correct angle, etc.

- PC9. work safely in and around trenches, elevated places and confined areas
- PC10. lift heavy objects safely using correct procedures
- PC11. apply good housekeeping practices at all times

Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces

PC12. identify common hazard signs displayed in various areas

Various areas: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.

PC13. retrieve and/or point out documents that refer to health and safety in the workplace





	Documents : fire notices, accident reports, safety instructions for
	equipment and procedures, company notices and documents, legal
	documents (eg government notices)
Fire safety	The user/individual on the job should be able to: PC14. use the various appropriate fire extinguishers on different types of fires correctly
	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) PC15. demonstrate rescue techniques applied during fire hazard
	PC15. demonstrate rescue techniques applied during fire hazard PC16. demonstrate good housekeeping in order to prevent fire hazards PC17. demonstrate the correct use of a fire extinguisher
Emergencies, rescue	The user/individual on the job should be able to:
and first-aid procedures	PC19. demonstrate how to free a persor from electrocution PC19. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc. PC20. demonstrate basic techniques of bandaging PC21. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments PC22. perform and organize loss minimization or rescue activity during an accident in real or simulated environments 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 PC24. demonstrate the artificial respiration and the CPR Process PC25. participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work PC26. complete a written accident/incident report or dictate a report to
	another person, and send report to person responsible 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 PC27. demonstrate correct method to move injured people and others during an emergency

Knowledge and Understanding (K)





A. Organizational Context (Knowledge of the company / organization and its processes)	 The user/individual on the job needs to know and understand: KA1. names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace. KA2. names and location of documents that refer to health and safety in the workplace.
B. Technical Knowledge	 The user/individual on the job needs to know and understand: KB1. meaning of "hazards" and "risks" KB2. health and safety hazards commonly present in the work environment and related precautions KB3. possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible 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) 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 KB6. safe working practices when working with tools and machines KB7. safe working practices while working at various hazardous sites KB8. where to find all the general health and safety equipment in the workplace KB9. various dangers associated with the use of electrical equipment 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 KB11. importance of using protective clothing/equipment while working KB12. precautionary activities to prevent the fire accident KB13. various causes of fire
	Causes of fires: heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc. KB14. techniques of using the different fire extinguishers KB15. different methods of extinguishing fire KB16. different materials used for extinguishing fire Materials: sand, water, foam, CO2, dry powder KB17. rescue techniques applied during a fire hazard KB18. various types of safety signs and what they mean





Skills (S) [Optional]	 KB19. appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries KB20. content of written accident report KB21. potential injuries and ill health associated with incorrect manual handing KB22. safe lifting and carrying practices KB23. personal safety, health and dignity issues relating to the movement of a person by others KB24. potential impact to a person who is moved incorrectly
A Coro Skills/	Pooding and Writing Skills
A. Core Skills/	Reading and Writing Skills
Generic 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
	worksmanship and authority





Problem Solving

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

- SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- SB8. identify immediate or temporary solutions to resolve delays
- SB9. identify sources of support that can be availed of for problem solving for various kind of problems
- SB10. seek appropriate assistance from other sources to resolve problems
- SB11. report problems that you cannot resolve to appropriate authority

Analytical Thinking

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

- SB12. identify cause and effect relations in their area of work
- SB13. use cause and effect relations to anticipate potential problems and their solution







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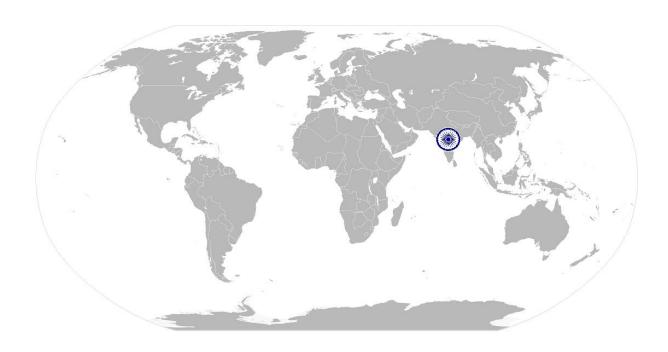
NOS Code	CSC / N 1335		
Credits (NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	 Machine Tools Dies, Moulds And Press Tools Plastics Manufacturing Machinery Textile Manufacturing Machinery Process Plant Machinery Electrical and Power Generation Machinery Light Engineering Goods 	Last reviewed on	
		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

CSC/ N 1336: Work effectively with others		
Unit Code	CSC / N 1336	
Unit Title (Task)	Work effectively with others	
Description	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.	
	These cover areas such as communication etiquette, discipline, listening, handling conflict and grievances.	
Scope	This unit/task covers the following: • Working with others	
Performance Criteria (F	PC) w.r.t. the Scope	
Element	Performance Criteria	
Working with others	The user/individual on the job should be able to: PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt PC3. give information to others clearly, at a pace and in a manner that helps them to understand PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks PC6. display appropriate communication etiquette while working Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa)etc. PC7. display active listening skills while interacting with others at work use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism PC9. demonstrate responsible and disciplined behaviors at the workplace Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc. PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict	
Knowledge and Unders	standing (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions KA2. reporting structure, inter-dependent functions, lines and procedures in the work area KA3. relevant people and their responsibilities within the work area KA4. escalation matrix and procedures for reporting work and employment related issues	





CSC/ N 1336: Work effectively with others The user/individual on the

B. Technical	The user/individual on the job needs to know and understand:		
Knowledge	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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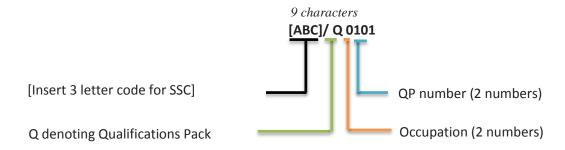
NOS Code		CSC / N 1336		
Credits(NSQF)	TBD	Version number	1.0	
Industry	Capital Goods	Drafted on	10/04/14	
Industry Sub-sector	 Machine Tools Dies, Moulds And Press Tools Plastics Manufacturing Machinery Textile Manufacturing Machinery Process Plant Machinery Electrical and Power Machinery Light Engineering Goods 	Last reviewed on		
		Next review date	30/08/16	



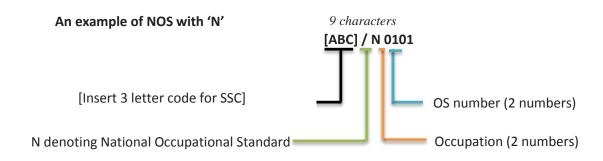
Annexure

Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard





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 Q P or N OS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Qualifications Pack For Fitter – Electrical and electronic assembly



PERFORMANCE CRITERIA

Job Role: Fitter – Electrical and electronic assembly

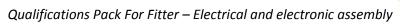
Qualification Pack: CSC/ Q 0305

Sector Skill Council: Capital Goods Sector Skills Council

- 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 and skill practical part for each candidate at each examination/training center.
- 4. 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.

Assessment Strategy Marks Allocation			
NOS CODE	NOS TITLE	Weightage	
	Assemble and wire up electrical components to		
CSC/ N 0306	mechanical equipment	35	
	Assemble and wire up electronic equipment and		
CSC/ N 0305	systems to mechanical equipment	35	
CSC/ N 1335	Use basic health and safety practices at the workplace	20	
CSC/ N 1336	Work effectively with others	10	
		100	

CSC/ N 0306	Assemble and wire up electrical components to mechanical equipment		
Elements	Performance criteria	Theory	Practical
	PC1. comply with health and safety, environmental		
	and other relevant regulations and guidelines at work	2	3
	PC2. adhere to procedures and guidelines for		
	personal protective equipment (PPE) and other relevant		
	safety regulations while performing calibration		
Working safely	operations	2	3
	PC3. work following laid down procedures and		
	instructions	0	3
	PC4. check that tools and equipment to be used are		
	in a safe, tested, calibrated and usable condition	0	4
	PC5. where appropriate, apply procedures and precautions to eliminate electrostatic discharge (ESD)		
	hazards (eg. the use of grounded wrist straps and mats)	2	4
		6	17



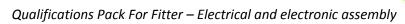


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		23	77
		17	60
	PC17. carry out electrical calculations	0	5
	PC16. return all tools and equipment to the correct location on completion of the assembly activities	0	3
	PC15. leave the work area in a safe and tidy condition on completion of the electrical panel/equipment assembly activities	0	4
	PC14. report any difficulties or problems that may arise with the electrical assembly and wiring activities, and carry out any agreed actions	2	5
	PC13. check the completed assembly to ensure that all operations have been completed, and that the finished assembly is secure and meets the required specification	3	5
equipment	PC12. wire and terminate cables to the appropriate connections on the components	0	5
systems to mechanical	PC11. secure the components, using the specified connectors and securing devices	2	5
Assembling and wiring up electronic equipment and	PC10. use the appropriate methods and techniques to assemble the components in their correct positions	2	5
	PC9. use safe and approved techniques to mount the electrical components on the panels or in the enclosures	2	5
	PC8. prepare the electrical components and panels/enclosures for the assembly operations	0	5
	PC7. obtain the correct tools and equipment for the assembly and test operations, and check that they are in a safe and usable condition	0	4
	PC6. assemble electrical components on panels or in enclosures, in compliance with national and international wiring regulations, standards and procedures, and company standards and procedures	3	5
	PC5. follow the relevant instructions, assembly drawings and any other specifications at all times	3	4



	Assemble and wire up electronic equipment and syste	ems to me	chanical					
CSC/ N 0305	equipment							
Elements	Performance Criteria	Theory	Practical					
	PC1. comply with health and safety, environmental and other relevant regulations and guidelines at work	2	3					
	PC2. adhere to procedures and guidelines for personal protective equipment (PPE) and other relevant safety regulations while performing calibration							
	operations	2	3					
Working safely	PC3. work following laid down procedures and instructions	0	3					
	PC4. check that tools and equipment to be used are in a safe, tested, calibrated and usable condition	0	4					
	PC5. where appropriate, apply procedures and precautions to eliminate electrostatic discharge (ESD) hazards (eg. the use of grounded wrist straps and mats)	2						
	mazaras (eg. the ase of grounded wrist straps and mats)	2	4 15					
			13					

		I	
	PC5. follow the relevant instructions, assembly drawings and any other specifications		_
		2	4
	PC6. ensure that the specified components are		
	available and that they are in a usable condition	0	3
	PC7. obtain, check and prepare consumables and		
	specialized tools to be used for the wiring and		
	interconnections	0	3
	PC8. use the appropriate methods and techniques to		
Assembling and	assemble the components in their correct positions	2	5
wiring up electronic	PC9. secure the components using the specified		
equipment and	connectors and securing devices	2	5
systems to	PC10. obtain, check and prepare components, and		
mechanical	complete the preparatory assembly	0	5
equipment	PC11. check the completed assembly to ensure that all		
	operations have been completed and the finished		
	assembly meets the required specification	2	5
	PC12. select the appropriate software	0	3
	PC13. load appropriate software on electronic		
	components in accordance with laid down procedures	2	4
	PC14. check the output of software as per procedure	2	3
	PC15. check the functionality of the completed		
	electronic assembly	0	5

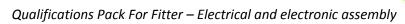




PC16. leave the work area in a safe and tidy condition on completion of the electrical equipment assembly activities use the correct issue of drawings, job instructions and specifications	0	3
PC17. follow risk assessment procedures and regulations	2	3
PC18. follow clean work area protocols	2	3
PC19. carry out the assembling and wiring activities in line with organizational procedures	2	5
PC20. create and store records of the activities, in accordance with appropriate procedures	2	4
	20	63
	22	78
		100

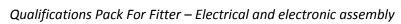


CSC/ N 1335	Use basic health and safety practices at the wo	orkplace	
Elements	Performance criteria	Theory	Practical
	PC1. use protective clothing/equipment for specific tasks and work conditions	2	3
	PC2. state the name and location of people responsible for health and safety in the workplace	1	2
	PC3. state the names and location of documents that refer to health and safety in the workplace	1	2
	PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace	2	3
Health and	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	2	2
safety	PC6. state location of general health and safety equipment in the workplace	2	1
	PC7. inspect for faults, set up and safely use steps and ladders in general use	2	3
	PC8. work safely in and around trenches, elevated places and confined areas	2	3
	PC9. lift heavy objects safely using correct procedures	2	3
	PC10. apply good housekeeping practices at all times	2	2
	PC11. identify common hazard signs displayed in various areas	2	3
	PC12. retrieve and/or point out documents that refer to health and safety in the workplace	1	2
		21	29
	PC13. use the various appropriate fire extinguishers on different types of fires correctly	1	3
Fire safety	PC14. demonstrate rescue techniques applied during fire hazard	1	3
	PC15. demonstrate good housekeeping in order to prevent fire hazards	1	2
	PC16. demonstrate the correct use of a fire extinguisher	1	3
		4	11
Emergencies,	PC17. demonstrate how to free a person from electrocution	1	3
rescue and first- aid procedures	PC18. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.	1	3





	1	100
	11	24
PC26. demonstrate correct method to move injured people and others during an emergency	1	3
PC25. complete a written accident/incident report or dictate a report to another person, and send report to person responsible	1	3
PC24. participate in emergency procedures	2	1
PC23. demonstrate the artificial respiration and the CPR Process	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	1	2
PC21. perform and organize loss minimization or rescue activity during an accident in real or simulated environments	1	2
PC20. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	1	3
PC19. demonstrate basic techniques of bandaging	1	2





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

SSC	QP Code	Name of the QP	NSQF Level	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)	Dimension/Specificati on/Description of the Equipment/ ANY OTHER REMARK
Iron & Steel		Fitter Electrical Assembly	3	Steel Tape, 15 m length	17	nos	Yes	
Iron & Steel	, ,	Fitter Electrical Assembly	3	Plier Insulated, 150 mm	17	nos	Yes	
Iron & Steel		Fitter Electrical Assembly	3	Plier Side Cutting, 150 mm	17	nos	Yes	
Iron & Steel		Fitter Electrical Assembly	3	Screw Driver, 100 mm	17	nos	Yes	
Iron & Steel	, ,	Fitter Electrical Assembly	3	Electrician Connector, screw driver insulated handle thin stem, 100 mm	17	nos	Yes	
Iron & Steel		Fitter Electrical Assembly	3	Electrician Screw Driver thin stem insulated handle, 250 mm	17	nos	Yes	
Iron & Steel		Fitter Electrical Assembly	3	Punch Centre , 150 mm X 9 mm	17	nos	Yes	
Iron & Steel	, ,	Fitter Electrical Assembly	3	Knife Double Bladed Electrician	17	nos	Yes	
Iron & Steel		Fitter Electrical Assembly	3	Neon Tester	17	nos	Yes	

Iron & Steel	 Fitter Electrical Assembly	3	Steel Rule 300 mm	17	nos	Yes
Iron & Steel	Fitter Electrical Assembly	3	Hammer, cross peen with handle	17	nos	Yes
Iron & Steel	 Fitter Electrical Assembly	3	Hammer, ball peen With handle	17	nos	Yes
Iron & Steel	 Fitter Electrical Assembly	3	Scriber (Knurled centre position)	17	nos	Yes
Iron & Steel	Fitter Electrical Assembly	3	Pincer 150 mm	17	nos	Yes
Iron & Steel	Fitter Electrical Assembly	3	C- Clamp 200 mm, 150 mm and 100 mm	2	nos each	Yes
Iron & Steel	Fitter Electrical Assembly	3	Spanner Adjustable 150 mm,300mm	2	nos each	Yes
Iron & Steel	Fitter Electrical Assembly	3	Chisel Cold firmer 25 mm X 200 mm	2	nos	Yes
Iron & Steel	 Fitter Electrical Assembly	3	Chisel 25 mm and 6 mm	2	nos each	Yes
Iron & Steel	Fitter Electrical Assembly	3	Hand Drill Machine	1	nos	Yes
Iron & Steel	Fitter Electrical Assembly	3	Portable Electric Drill Machine 6 mm capacity	1	nos	NO

Iron & Steel		Fitter Electrical Assembly	3	Pillar Electric Drill Machine 12 mm capacity	1	nos	No
Iron & Steel		Fitter Electrical Assembly	3	Allen Key	1	set	Yes
Iron & Steel		Fitter Electrical Assembly	3	Grease Gun	1	nos	Yes
Iron & Steel		Fitter Electrical Assembly	3	Out Side Micrometer	2	nos	Yes
Iron & Steel		Fitter Electrical Assembly	3	Motorised Bench Grinder	1	nos	NO
Iron & Steel		Fitter Electrical Assembly	3	Rawl plug tool and bit	2	set	Yes
Iron & Steel		Fitter Electrical Assembly	3	Thermometer 0 to 100 deg Centigrade	1	nos	yes
Iron & Steel		Fitter Electrical Assembly	3	Crimping Tool	2	set	yes
Iron & Steel		Fitter Electrical Assembly	3	Wire stripper 20 cm	2	nos	yes
Iron & Steel	1	Fitter Electrical Assembly	3	Chisel Cold flat 12 mm	2	nos	yes
Iron & Steel	1	Fitter Electrical Assembly	3	Hammer Extractor type 0.40 kg	4	nos	yes

Iron & Steel	Fitter Electrical Assembly	3	Hacksaw frame 200 mm 300 mm adjustable	2	nos each	yes
Iron & Steel	Fitter Electrical Assembly	3	Try Square 150 mm blade	4	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Outside and Inside Divider Calliper	2	nos each	yes
Iron & Steel	 Fitter Electrical Assembly	3	Pliers flat nose 150 mm	4	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Pliers round nose 100 mm	4	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Tweezers 100 mm	4	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Snip Straight and Bent 150 mm	2	nos each	yes
Iron & Steel	Fitter Electrical Assembly	3	D.E. metric Spanner	2	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Drill hand brace	4	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Plane, smoothing cutters 50 mm	2	nos each	yes
Iron & Steel	Fitter Electrical Assembly	3	Gauge, wire imperial	2	nos	yes

Iron &	ISC/O	Fitter Electrical					
Steel	-	Assembly	3	file set	5	nos	yes
Iron & Steel		Fitter Electrical Assembly	3	Soldering Iron 25 watt, 65 watt, 125 watt	2	nos each	yes
Iron & Steel		Fitter Electrical Assembly	3	Ohm Meter; Series Type & Shunt Type	2	nos each	yes
Iron & Steel		Fitter Electrical Assembly	3	Multi Meter (analog) 0 to 1000 M Ohms,2.5 to 500 V	2	nos	yes
Iron & Steel		Fitter Electrical Assembly	3	Digital Multi Meter	6	nos	yes
Iron & Steel		Fitter Electrical Assembly	3	A.C. Voltmeter M.I. 0 –500V A.C	1	nos	yes
Iron & Steel	-	Fitter Electrical Assembly	3	Ammeter MC 0-5 A, 0- 25 A	1	nos each	yes
Iron & Steel		Fitter Electrical Assembly	3	A.C. Ammeter M.I. 0-5A, 0-25 A	1	nos each	yes
Iron & Steel		Fitter Electrical Assembly	3	Kilo Wattmeter 0-1-3 kw	1	nos	yes
Iron & Steel		Fitter Electrical Assembly	3	DC Power Supply 0-30V, 2 amp	1	nos	yes
Iron & Steel		Fitter Electrical Assembly	3	Current Transformer 415 Volt,50 Hz, CT Ratio 150 / 5 Amp, 5VA	1	nos	yes

Iron & Steel	Fitter Electrical Assembly	3	Potential Transformer 415 Volt,50Hz, PT Ratio 11KV/ 110V, 10VA	1	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Contactor & auxiliary contacts 3 phase, 440volt, 16amp (Raw Material)	1	nos each	yes
Iron & Steel	Fitter Electrical Assembly	3	Rotary Switch 16 A (Raw Material)	1	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Used Motor-Generator in working condition (AC to DC) consisting of: Squirrel Cage Induction Motor with star delta starter and directly coupled to DC shunt generator	1	nos	yes
Iron & Steel	Fitter Electrical Assembly	3	Used DC Generators-series in working condition, shunt and compound type for overhauling practice	1	nos each	yes
Iron & Steel	Fitter Electrical Assembly	3	Used Diesel Generator Set with change over switch, over current breaker and water-cooled with armature, star-delta connections AC 3 phase, 5 KVA and above, 240 volt	1	nos	NO

Iron & Steel	Fitter Electrical Assembly	3	Used DC Series Motor coupled with mechanical load 0.5 to 2 KW, 220 Volts	1	nos	yes	
Iron & Steel	 Fitter Electrical Assembly	3	DC Shunt Motor 2 to 2.5 KW, 220 volts	1	nos	yes	
Iron & Steel	Fitter Electrical Assembly	3	DC compound Motor with starter and switch 2 to 2.5 KW ,220 volts	1	nos	yes	
Iron & Steel	Fitter Electrical Assembly	3	Three phase transformer, shell type oil cooled with all mounting 3 KVA , 415/240 V, 50 Hz , (Delta/Star)	1	nos	yes	
Iron & Steel	Fitter Electronic Assembly	3	Steel Tape, 15 m length	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Plier Insulated, 150 mm	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Plier Side Cutting, 150 mm	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Screw Set, 100 mm. 150 mm	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Heavy Duty Screw Driver , 200 mm	17	nos	Yes	

Iron & Steel	Fitter Electronic Assembly	3	Punch Centre , 150 mm X 9 mm	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Knife Double Bladed Electrician	17	nos	Yes	
Iron & Steel	 Fitter Electronic Assembly	3	Neon Tester	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Steel Rule 300 mm	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Hammer, cross peen with handle	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Hammer, ball peen With handle	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Scriber (Knurled centre position)	17	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Pincer 150 mm	17	nos	Yes	
Iron & Steel	 Fitter Electronic Assembly	3	C- Clamp 200 mm, 150 mm and 100 mm	2	nos each	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Spanner Adjustable 150 mm,300mm	2	nos each	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Chisel 25 mm and 6 mm	2	nos each	Yes	

Iron & Steel	 Fitter Electronic Assembly	3	Hand Drill Machine	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Portable Electric Drill Machine 6 mm capacity	1	nos	Yes	
Iron & Steel	 Fitter Electronic Assembly	3	Allen Key	1	set	Yes	
Iron & Steel	 Fitter Electronic Assembly	3	Crimping Tool	2	set	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Wire stripper 20 cm	2	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Chisel Cold flat 12 mm	2	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Mallet hard wood 0.50 kg	4	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Hammer Extractor type 0.40 kg	4	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Hacksaw frame 200 mm 300 mm adjustable	2	nos each	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Try Square 150 mm blade	4	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Outside and Inside Divider Calliper	2	nos each	Yes	

Iron & Steel	 Fitter Electronic Assembly	3	Pliers flat nose 150 mm	4	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Pliers round nose 100 mm	4	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Tweezers 100 mm	4	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	D.E. metric Spanner	2	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	File set	10	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Soldering Iron 25 watt, 65 watt, 125 watt	2	nos each	Yes	
Iron & Steel	Fitter Electronic Assembly		Copper bit soldering iron 0.25 kg.	2	nos each	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Ohm Meter; Series Type & Shunt Type	2	nos each	Yes	
Iron & Steel	 Fitter Electronic Assembly	3	Multi Meter (analog) 0 to 1000 M Ohms,2.5 to 500 V	2	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Digital Multi Meter	6	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	A.C. Voltmeter M.I. 0 –500V A.C	1	nos	Yes	

Iron & Steel	Fitter Electronic Assembly	3	Milli Voltmeter centre zero 100 – 0 – 100 m volt	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	D.C. Milli ammeter 0 -500m A	1	nos	Yes	
Iron & Steel	 Fitter Electronic Assembly	3	Ammeter MC 0-5 A, 0- 25 A	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Kilo Wattmeter 0-1-3 kw	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	A.C. Energy Meter, Single phase 5 amp. Three Phase 15 amp	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Frequency Meter	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Laboratory Type Induction Coil	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	DC Power Supply 0-30V, 2 amp	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Growler	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Tong Tester / Clamp Meter 0 – 100 amp. AC	1	nos	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Megger 500 volts	1	nos	Yes	

Iron & Steel	Fitter Electronic Assembly	3	Contactor & auxiliary contacts 3 phase, 440volt, 16amp (Raw Material)	1	nos each	Yes	
Iron & Steel	Fitter Electronic Assembly		Contactor & auxiliary contacts 3 phase, 440 volt, 32 amp. (Raw Material)	1	nos each	Yes	
Iron & Steel	Fitter Electronic Assembly	3	Rotary Switch 16 A (Raw Material)	1	nos	yes	
Iron & Steel	Fitter Electronic Assembly	3	Voltage StabiliserInput: 150 – 230 volt ACOutput: 220 volt AC	1	nos	yes	
Iron & Steel	Fitter Electronic Assembly	3	3- point D.C. Starter	1	nos	yes	
Iron & Steel	Fitter Electronic Assembly	3	4- point D.C. Starter	1	nos	yes	