



What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding



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Introduction

Qualifications Pack - Battery Anchorage Regulator

SECTOR: Iron & Steel

SUB-SECTOR: Steel

REFERENCE ID: ISC/Q0202

ALIGNED TO: NCO-2004/NIL

Title of Job: The job is all about inspection, monitoring, regulation and control of coke oven battery anchorage system, primarily comprising of fabricated buckstays with single piece flash plates, spring loaded cross tie rods at top and bottom, spring loaded longitudinal tie rods and necessary bracings in the regenerator zone.

Personal Attributes: This job requires the individual to work independently as well as in teams. He should be physically fit, not having colour blindness , having analytical skills, problem solving attitude, high concentration levels and willingness to work in a factory environment.



Job Details

Qualifications Pack Code	ISC/Q0202		
Job Role	Battery Anchorage Regulator		
Credits(NSQF)	TBD	Version number	1.0
Industry	Iron & Steel	Drafted on	13/11/2014
Sub-sector	Steel	Last reviewed on	25/03/2015
Occupation	Coke Making	Next review date	25/03/2016

Job Role	Battery Anchorage Regulator
Role Description	The job is all about inspection, monitoring, regulation and control of coke oven battery anchorage system, primarily comprising of fabricated buckstays with single piece flash plates, spring loaded cross tie rods at top and bottom, spring loaded longitudinal tie rods and necessary bracings in the regenerator zone.
NSQF level	4
Minimum Educational Qualifications	ITI Pass
Maximum Educational Qualifications	Diploma Pass
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> • Induction training for coke making process including oven preparation for charging and pushing • 6 months on job training (mandatory) • Job specific safety training • Awareness programme for pollution control
Experience	<ul style="list-style-type: none"> • 1 to 2 years of minimum experience under an experienced and qualified Supervisor in the similar function • In lieu of minimum qualification the incumbent should have 5 - 6 years of experience as helper to supervisor of coke oven battery anchorage operation



Occupational Standards (OS)	<p>Compulsory:</p> <p>ISC/N0204: Understand the assigned job of anchorage measurement</p> <p>ISC/N0205: Regulate the battery anchorage system after planning and coordination</p> <p>ISC/N0206: Basic and routine maintenance/ trouble shooting of battery anchorage system</p> <p>ISC/N0008: Use basic health and safety practices at workplace</p> <p>ISC/N0009: Work effectively with others</p> <p>Optional:</p> <p>N/A</p>
Performance Criteria	As described in the relevant NOS units



Definitions

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.



Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
OEM	Original Equipment Manufacturer
OS	Occupational Standard(s)
QP	Qualifications Pack
5 S	Technique of maintaining orderliness –Japanese terminology
CP	Control Plan
WI	Work Instructions

Acronyms



ISC/N0204: Understand the assigned job of anchorage measurement



Overview

This unit is about understanding the assigned job of anchorage measurement.



Unit Code	ISC/N0204
Unit Title (Task)	Understand the assigned job of anchorage measurement
Description	This unit is about requirement of the job for maintaining the anchorage system of a coke oven battery in a planned and scheduled manner.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Understand the assigned job of anchorage measurement in accordance with prior planning/schedule Carry out activities for taking measurement of anchorage system
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understand the assigned job of anchorage measurement in accordance with prior planning/schedule	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Interpret the schedule and understand the anchorage system measurement job requirements</p> <p>PC2. Plan, as appropriate to carry out the anchorage system measurement job</p>
Carry out activities for taking measurement of anchorage system	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC3. Ensure to take permission and clearances for taking anchorage system measurement from supervisor</p> <p>PC4. Carry out anchorage system measurement activities</p> <p>PC5. Understand the different tools and tackles for taking the anchorage system measurement at different heights</p> <p>PC6. Ensure to take support and help from other operative team members for measurement at the top of anchorage system (top spring measurement)</p>
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Quality and damage checks to be done and importance of the same</p> <p>KA2. Risk and impact of not following defined procedures/work instructions</p> <p>KA3. Escalation matrix for reporting identified issues</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Function of battery anchorage system</p> <p>KB2. Battery expansion characteristics and its parameters</p> <p>KB3. Machine interlocking system e.g. interlocking with long travel of machine</p> <p>KB4. Safety norms for carrying out the anchorage system measurement job</p>



	KB5. Implications of not adhering to schedule of anchorage system measurement
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p>
	<p>Reading and Understanding Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read and interpret engineering and machine drawings of Battery Anchorage System SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc.</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Express statements, opinions or information clearly so that others can hear and understand SA6. Respond appropriately to queries SA7. Communicate with team members and supervisor</p>
B. Professional Skills	<p>Analytical Thinking & Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Diagnose common problems in the units/sections based on visual inspection e.g.- misalignment or deviation of buckstays, its top spring, cross leakage, flame, coal spillage on roof top, chimney smoking, abnormal temperature of waste heat boxes etc. SB2. Suggest improvements(if any)for observed anomalies</p>



NOS Version Control

NOS Code	ISC/N0204		
Credits(NSQF)	TBD	Version number	1.0
Industry	Iron and Steel	Drafted on	08/09/2014
Industry Sub-sector	Steel	Last reviewed on	25/03/2015
Occupation	Coke Making	Next review date	25/03/2016





ISC/N0205: Regulate the anchorage system after planning and coordination



National Occupational Standards

Overview

This unit is about regulating the anchorage system after planning and coordination.



Unit Code	ISC/N0205
Unit Title (Task)	Regulate the anchorage system after planning and coordination
Description	This unit is about regulating the anchorage system after planning and coordination with supervisor.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Understand the assigned job of anchorage regulation in accordance with prior planning/schedule Carry out regulation activities of anchorage system
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understand the assigned job of anchorage regulation in accordance with prior planning/schedule	To be competent, the user/individual on the job must be able to: PC1. Identify the zone and level of anchorage regulation PC2. Plan for required and necessary anchorage regulation PC3. Plan for different tools and tackles required for anchorage system regulation PC4. Plan for taking support and help from other operative team members for anchorage system regulation
Carry out regulation activities of anchorage system	To be competent, the user/individual on the job must be able to: PC5. Ensure taking permission and clearances for anchorage system regulation from supervisor PC6. Understand the different tools and tackles required for anchorage system regulation (zone wise) PC7. Seek support and help from other operative team members for anchorage system regulation (top spring regulation) PC8. Carry out anchorage system regulation activities
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Quality and damage checks to be done and importance of the same KA2. Risk and impact of not following defined procedures/work instructions KA3. Escalation matrix for reporting identified issues
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Function of battery anchorage system KB2. Battery expansion characteristics and its parameters KB3. Machine interlocking system e.g. interlocking with long travel of machine KB4. Safety norms for carrying out the anchorage system measurement job

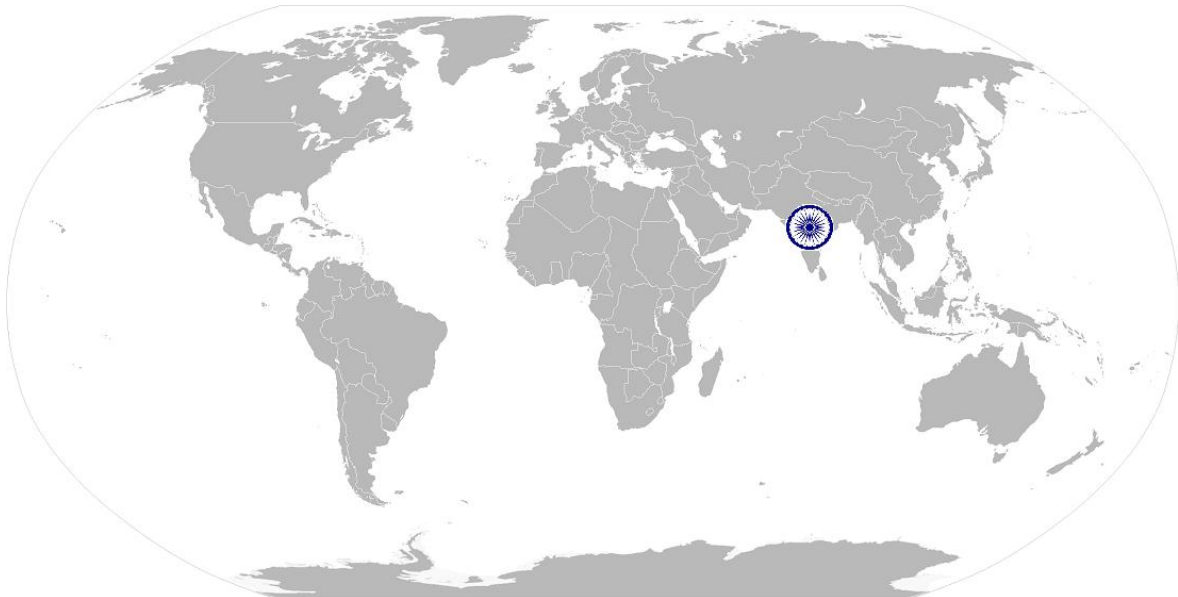


	KB5. Implications of not adhering to schedule of anchorage system measurement
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, activity logs in required format of the company
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to:
	SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards, specifications of spare parts etc.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA4. Express statements, opinions or information clearly so that others can hear and understand SA5. Respond appropriately to queries SA6. Communicate with supervisor, team members, other departments e.g. – stores, operations, etc.
	Analytical Thinking & Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB1. Diagnose common problems in the units/sections based on visual inspection e.g.- misalignment or deviation of buckstays, its top spring, cross leakage, flame, coal spillage on roof top, chimney smoking, abnormal temperature of waste heat boxes etc. SB2. Suggest improvements(if any)for observed anomalies



NOS Version Control

NOS Code	ISC/N0205		
Credits(NSQF)	TBD	Version number	1.0
Industry	Iron and Steel	Drafted on	08/09/2014
Industry Sub-sector	Steel	Last reviewed on	25/03/2015
Occupation	Coke Making	Next review date	25/03/2016





ISC/N0206: Maintenance and trouble shooting of anchorage system



Overview

This unit is about carrying out maintenance and trouble shooting of anchorage system.



Unit Code	ISC/N0206
Unit Title (Task)	Routine and basic maintenance/ trouble shooting of anchorage system
Description	This unit is about carrying out maintenance and trouble shooting of anchorage system
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Carry out routine maintenance of anchorage system in accordance to the expansion norm Carry out basic diagnostics and troubleshooting
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out routine maintenance of anchorage system in accordance to the expansion norm	<p>To be a competent the individual on the job must also be able to:</p> <p>PC1. Note visual deflection of anchor column, spring damage, snapped tie rod, bolt with missing thread</p> <p>PC2. Note visual cross leakages through refractory brickwork through oven proper</p> <p>PC3. Check the anchorage expansion measurement data</p> <p>PC4. Plan corrective measures for rectification of anchorage system</p> <p>PC5. Carry out rectification job e.g. replacement/welding of cross tie rods, damaged spring, regulation bolts etc.</p> <p>PC6. Adjust/ regulate required load for the bracing system</p> <p>PC7. Complete timely and legibly daily/weekly maintenance sheets as provided by the company</p>
Carry out basic diagnostics and troubleshooting	<p>To be a competent the individual on the job must also be able to:</p> <p>PC8. Expose refractory brickwork around observed gas leakages/ flame on and around the bracing system</p> <p>PC9. Note incidences of battery machines fouling with anchor column</p> <p>PC10. Note incidences of falling electrical power collectors of battery machines</p> <p>PC11. Note incidences of deviation of charging car track rail, guide car track rail etc.</p> <p>PC12. Ensure stability of disturbed anchor column by transferring load from neighbouring anchor column</p> <p>PC13. Ensure stability of disturbed anchor column by tying up with turn buckle</p> <p>PC14. Assess when the problem is beyond his competence and report the problem to suitably qualified and competent personnel</p> <p>PC15. Complete timely and legibly daily/weekly defect sheets</p>
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Escalation matrix for reporting identified issues</p>

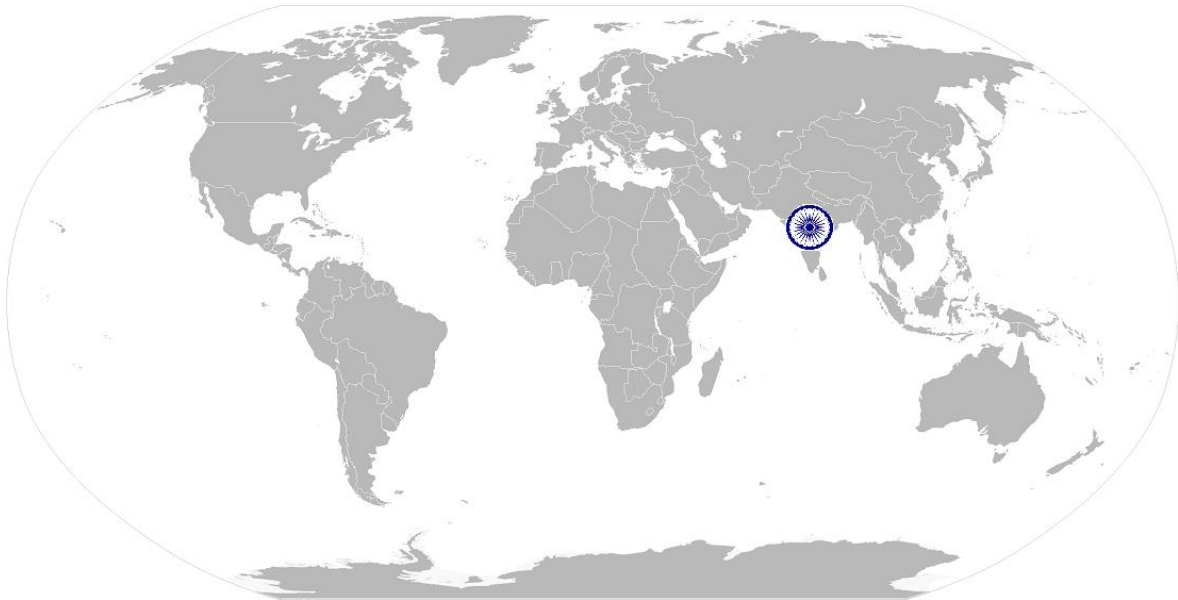


Company/ Organisation and its processes)	KA2. Risk and impact of not following defined procedures/work instructions
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Function of battery anchorage system KB2. Battery expansion characteristics and its parameters KB3. Machine interlocking system e.g. interlocking with long travel of machine KB4. Zone wise bracing system of coke oven battery e.g. deck level, regenerator bracing, oven proper anchorage etc. KB5. Safety norms for carrying out the anchorage system regulation job KB6. Implications of not adhering to schedule of anchorage system maintenance
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: SA3. Read and interpret engineering and machine drawings with respect to battery anchorage system SA4. Read and understand manuals, memos, reports, job cards, etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Express statements, opinions or information clearly so that others can hear and understand SA6. Respond appropriately to queries SA7. Communicate with supervisor, team members, other departments e.g. operations, stores etc.
	B. Professional Skills
Analytical Thinking & Problem Solving	
The user/individual on the job needs to know and understand how to: SB1. Diagnose common problems in the units/sections based on visual inspection e.g.- misalignment or deviation of buckstays, its top spring, cross leakage, flame, coal spillage on roof top, chimney smoking, abnormal temperature of waste heat boxes etc. SB2. Suggest improvements(if any)for observed anomalies	



NOS Version Control

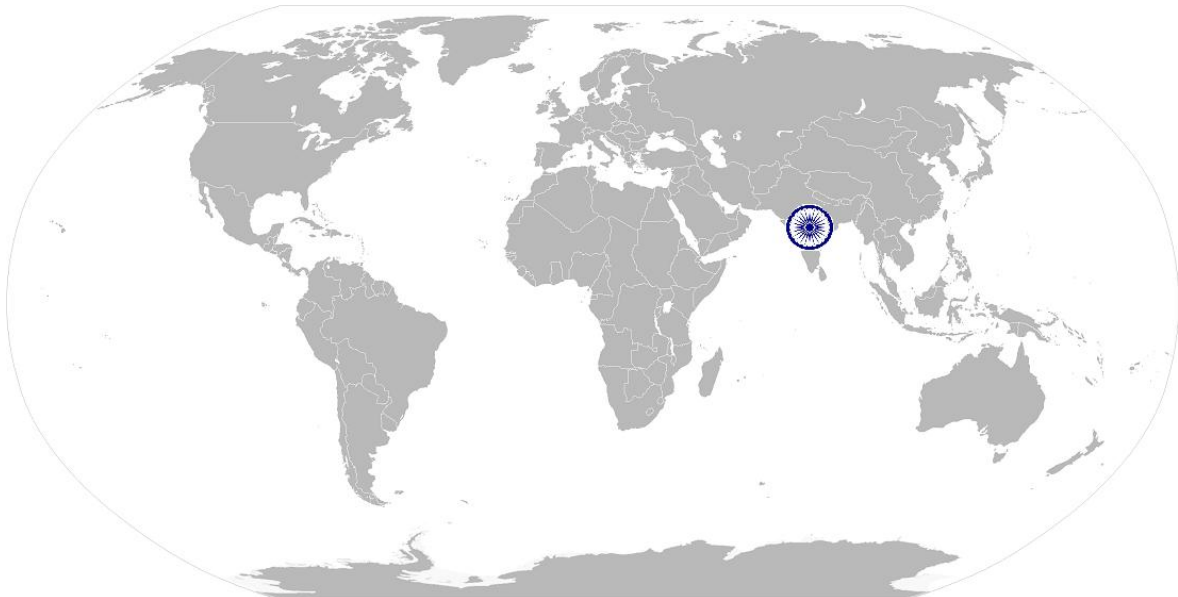
NOS Code	ISC/N0206		
Credits(NSQF)	TBD	Version number	1.0
Industry	Iron and Steel	Drafted on	08/09/2014
Industry Sub-sector	Steel	Last reviewed on	25/03/2015
Occupation	Coke Making	Next review date	25/03/2016





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

National Occupational Standards



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.



Unit Code	ISC/N0008
Unit Title (Task)	Use basic health and safety practices at the work place
Description	<p>This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace. It covers responsibilities towards self, others, assets and the environment.</p> <p>It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Health and safety procedures • Fire safety procedures • Emergencies, rescue and first aid procedures
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Health and safety procedures	<p>The user/individual on the job should be able to:</p> <p>PC1. Use protective clothing/equipment for specific tasks and work conditions</p> <p>Protective clothing includes:</p> <ul style="list-style-type: none"> • Leather or asbestos gloves • Flame proof aprons • Flame proof overalls buttoned to neck • Cuff less (without folds) trousers • Reinforced footwear • Helmets/hard hats • Cap and shoulder covers • Ear defenders/plugs • Safety boots • Knee pads • Particle masks • Glasses/gloves/visors <p>Equipment includes:</p> <ul style="list-style-type: none"> • Hand shields • Machine guards • Residual current devices • Shields • Dust sheets • Respirator <p>PC2. State the name and location of people responsible for health and safety in the workplace</p>



Various areas are listed below:

- On chemical containers
- Equipment
- Packages
- Inside buildings
- Open areas, public places etc.

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 include:

- Working with electrical and thermal tools and equipment
- Sharp edged and heavy tools
- Heated metals
- Oxyfuel and gas cylinders
- Welding radiation
- Surfaces: sharp, slippery, uneven, chipped, broken, etc.
- Substances: chemicals, gas, oxy-fuel, fumes, dust, etc.
- Physical: working at heights, large and heavy objects and machines, sharp and piercing objects, tools and machines, intense light, load noise, obstructions in corridors, by doors, blind turns, noise, over stacked shelves and packages, etc.
- Electrical: power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.

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

Safe working practices include:

- 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.

Methods are:

- Training in health and safety procedures
- Using health and safety procedures
- Use of equipment and working practices (such as safe carrying procedures)
- Safety notices, advice
- Instruction from colleagues and supervisors

	<p>PC6. State location of general health and safety equipment in the workplace PC7. Inspect for faults, set up and safely use steps and ladders in general use</p> <p>Faults :</p> <ul style="list-style-type: none"> • Corrosion of metal components • Deterioration • Splits and cracks timber components • Imbalance • Loose rungs • Nuts or bolts, etc. <p>Set up:</p> <ul style="list-style-type: none"> • Firm/level base • Clip/lash down • Leaning at the correct angle, etc. <p>PC8. Work safely in and around trenches, elevated places and confined areas PC9. Lift heavy objects safely using correct procedures PC10. Apply good housekeeping practices at all times. Good housekeeping practices:</p> <ul style="list-style-type: none"> • Clean/tidy work areas • Removal/disposal of waste products • Protect surfaces <p>PC11. Identify common hazard signs displayed in various areas PC12. Retrieve and/or point out documents that refer to health and safety in the workplace</p>
<p>Fire safety procedures</p>	<p>The user/individual on the job should be able to:</p> <p>PC13. Use the various appropriate fire extinguishers on different types of fires correctly.</p> <p>Fire extinguishers:</p> <ul style="list-style-type: none"> • Sand • Water • Foam • Co2 • Dry powder <p>Fires:</p> <ul style="list-style-type: none"> • Class A: Ordinary solid combustibles, e.g. wood, paper, cloth, plastic, charcoal etc. • Class B: Flammable liquids and gases, e.g. gasoline, propane, diesel fuel, tar, cooking oil and similar substances • Class C: Electrical equipment e.g. appliances, wiring, breaker panels etc. (these categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity) • Class D: Combustible metals such as magnesium, titanium, and sodium (these fires burn at extremely high temperatures and require special suppression agents) <p>Causes of fires:</p> <ul style="list-style-type: none"> • Heating of metal



	<ul style="list-style-type: none"> • Spontaneous ignition • Sparking, • Electrical heating • Loose fires (e.g. Smoking, welding, etc.) • Chemical fires, etc. <p>PC14. Demonstrate rescue techniques applied during fire hazard PC15. Demonstrate good housekeeping in order to prevent fire hazards PC16. Demonstrate the correct use of a fire extinguisher</p>
<p>Emergencies, rescue and first-aid procedures</p>	<p>The user/individual on the job should be able to:</p> <p>PC17. Demonstrate how to free a person from electrocution PC18. Administer appropriate first aid to victims as required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc. PC19. Demonstrate basic techniques of bandaging PC20. Respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments . few General health and safety equipment are mentioned below :</p> <ul style="list-style-type: none"> • Fire extinguishers • First aid equipment • Safety instruments and clothing • Safety installations, e.g. Fire exits, exhaust fans etc. <p>PC21. Perform and organize loss minimization or rescue activity during an accident in real or simulated environments 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 PC23. Demonstrate the artificial respiration and the CPR Process PC24. Participate in emergency procedures. Emergency procedures are:</p> <ul style="list-style-type: none"> • Raising alarm • Safe/efficient evacuation • Correct means of escape • Correct assembly point • Roll call • Correct return to work <p>PC25. Complete a written accident/incident report or dictate a report to another person, and send report to person responsible Incident Report should capture:</p> <ul style="list-style-type: none"> • Name • Date/time of incident • Date/time of report, • Location • Environment conditions • Persons involved • Sequence of events • Injuries sustained • Damage sustained • Actions taken • Witnesses



	<ul style="list-style-type: none"> • Supervisor/manager notified <p>Documents:</p> <ul style="list-style-type: none"> • Fire notices • Accident reports • Safety instructions for equipment and procedures • Company notices and documents • Legal documents (e.g. Government notices) <p>Job titles:</p> <ul style="list-style-type: none"> • Health and safety officer • First aid officer • Fire officer <p>PC26. Demonstrate correct method to move injured people and others during an emergency</p>
Element	Knowledge and Understanding
<p>A. Organisational Context (Knowledge of the Company/ Organisation and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. State the names (and job titles if applicable), and describe where to find, all the people responsible for health and safety in a workplace</p> <p>KA2. State the names and location of documents that refer to health and safety in the workplace</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB3. Meaning of “hazards” and “risks”</p> <p>KB4. Health and safety hazards commonly present in the work environment and related precautions</p> <p>KB5. Possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB6. Activities and causes of risk and accident</p> <p>KB7. Methods of accident prevention</p> <p>KB8. Safe working practices when working with tools and machines</p> <p>KB9. Safe working practices while working at various hazardous sites</p> <p>KB10. Where to find all the general health and safety equipment in the workplace</p> <p>KB11. Various dangers associated with the use of electrical equipment</p> <p>KB12. Preventative and remedial actions to be taken in the case of exposure to toxic materials.</p> <ul style="list-style-type: none"> • Exposure: ingested, contact with skin, inhaled • Preventative action: ventilation, masks, protective clothing/equipment • Remedial action: immediate first aid, report to supervisor • Materials: solvents, flux, lead <p>KB13. Importance of using protective clothing/equipment while working</p> <p>KB14. Precautionary activities to prevent the fire accident</p> <p>Activities and causes:</p> <ul style="list-style-type: none"> • Physical actions • Reading • Listening to and giving instructions



	<ul style="list-style-type: none"> • Inattention • Sickness and incapacity (e.g. Drunkenness) • Health hazards (e.g. Untreated injuries and contagious illness) <p>KB15. Various causes of fire KB16. Techniques of using the different fire extinguishers KB17. Different methods of extinguishing fire KB18. Rescue techniques applied during a fire hazard KB19. Various types of safety signs and what they mean KB20. Appropriate basic first aid treatment relevant to the condition e.g. Shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries KB21. Content of written accident report KB22. Potential injuries and ill health associated with incorrect manual handling KB23. Safe lifting and carrying practices KB24. Personal safety, health and dignity issues relating to the movement of a person by others KB25. Potential impact to a person who is moved incorrectly</p>
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Reading and Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Read and comprehend basic content to read labels, charts, signages SA2. Read and comprehend basic English to read manuals of operations SA3. Read and write an accident/incident report in local language or English
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Question co-workers appropriately in order to clarify instructions and other issues SA5. Give clear instructions to co-workers, 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: SB1. Plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity

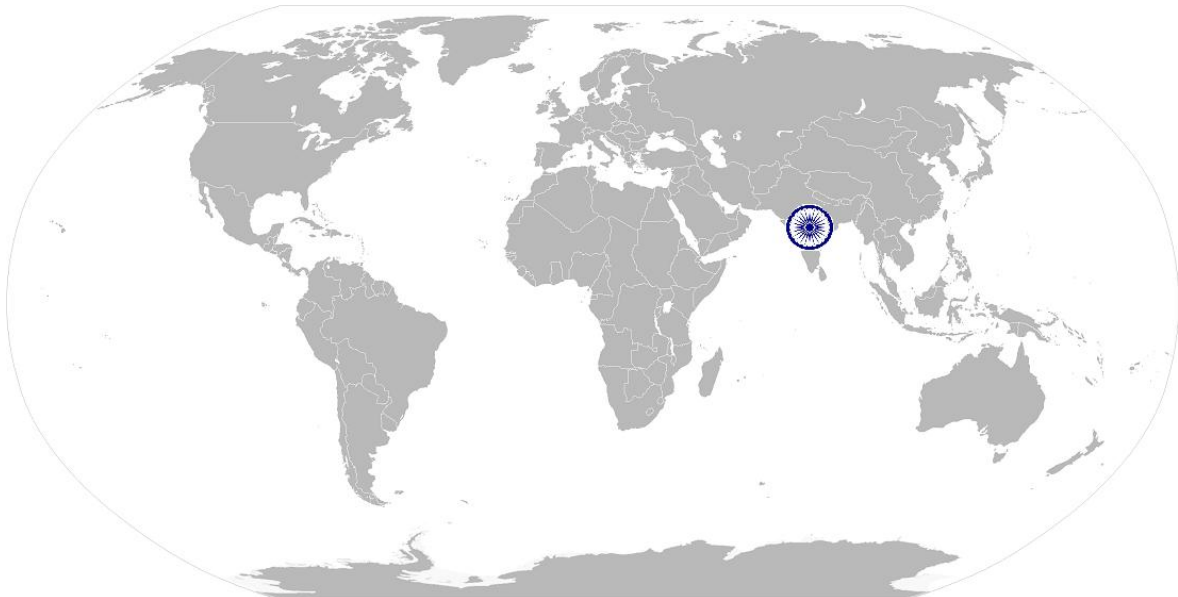


	Working with others
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Remain congenial while discussing and debating issues with co-workers SB3. Follow appropriate protocols for communication based on situation, hierarchy, organizational culture and practice SB4. Ask for, provide and receive required assistance where possible to ensure achievement of work related objectives SB5. Thank co-workers for any assistance received SB6. Offer appropriate respect based on mutuality and respect for fellow workmanship and authority</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) 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</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. Identify cause and effect relations in their area of work SB13. Use cause and effect relations to anticipate potential problems and their solution</p>



NOS Version Control

NOS Code	ISC/N0008		
Credits(NSQF)	TBD	Version number	1.0
Industry	Iron and Steel	Drafted on	23/07/2014
Industry Sub-sector	All Departments	Last reviewed on	30/12/2014
Occupation	Coke Making	Next review date	30/12/2015





ISC/N0009: Work effectively with others

National Occupational Standards



Overview

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



Unit Code	ISC/N0009
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 behaviour and interactions with others at the workplace.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Ensure appropriate communication with superiors, peers and others as applicable at work place • Demonstrate appropriate behaviour and etiquette at work place
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure appropriate communication with superiors, peers and others as applicable at work place	The user/individual on the job should be able to: <p>PC1. Accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required</p> <p>PC2. Accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt</p> <p>PC3. Provide information to others clearly, at a pace and in a manner that helps them to understand</p>
Demonstrate appropriate behaviour and etiquette at work place	The user/individual on the job should be able to: <p>PC4. Display helpful behaviour by assisting others in performing tasks in a positive manner, where required and possible</p> <p>PC5. Consult with and assist others to maximize effectiveness and efficiency in carrying out tasks</p> <p>PC6. Display appropriate communication etiquette while working</p> <p>PC7. Display active listening skills while interacting with others at work</p> <p>PC8. Use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism</p> <p>PC9. Demonstrate responsible and disciplined behaviours at the workplace</p> <p>PC10. Escalate grievances and problems to</p>
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: <p>KA1. Legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. Reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA3. Relevant people and their responsibilities within the work area</p> <p>KA4. Escalation matrix and procedures for reporting work and employment related issues</p>



<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>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 behaviour 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</p>
<p>Skills (S) w.r.t. the scope</p>	
<p>Element</p>	<p>Skills</p>
<p>A. Core Skills/ Generic Skills</p>	<p>Reading and Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Read and comprehend basic content to read labels, charts, signage's SA2. Read and comprehend basic English to read manuals of operations SA3. Read and write an accident/incident report in local language or English</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Question co-workers appropriately in order to clarify instructions and other issues SA5. Provide clear instructions to co-workers, subordinates others</p> <p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down</p>

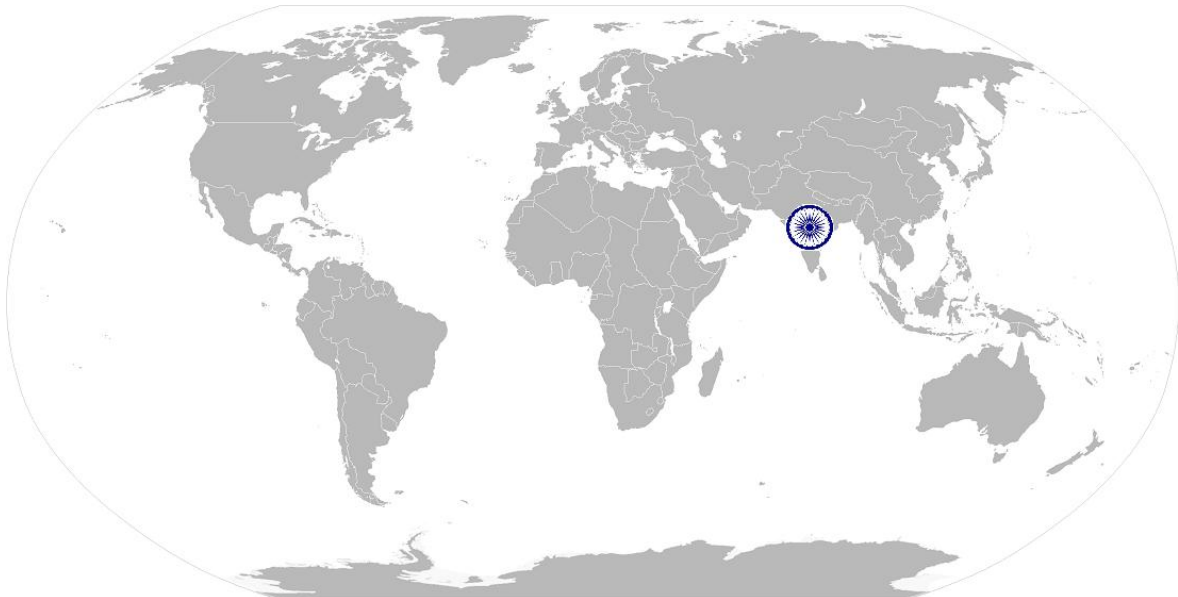


	procedure and guidelines
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand: SB1. Plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity
	Working with others
	The user/individual 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 co-workers for any assistance received SB6. Offer appropriate respect based on mutuality and respect for fellow workmanship 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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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Battery Anchorage Regulator

Qualification Pack: ISC/Q0202

Sector Skill Council: Indian Iron & Steel Sector Skill Council

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack , every trainee should score a minimum of 60% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

NOSs	PCs	Total Marks 1000	Out Of	Marks Allocated	
				Theory	Practical
ISC/N0204: Understand the assigned job of anchorage measurement	PC1. Interpret the schedule and understand the anchorage system measurement job requirements	150	25	15	10
	PC2. Plan, as appropriate to carry out the anchorage system measurement job		25	15	10
	PC3. Ensure to take permission and clearances for taking anchorage system measurement from supervisor		25	15	10
	PC4. Carry out anchorage system measurement activities		25	15	10
	PC5. Understand the different tools and tackles for taking the anchorage system measurement at different heights		25	15	10



	PC6. Ensure to take support and help from other operative team members for measurement at the top of anchorage system (top spring measurement)		25	15	10
		Total	150	90	60
ISC/N0205: Regulate the battery anchorage system after planning and coordination	PC1. Identify the zone and level of anchorage regulation	200	30	20	10
	PC2. Plan for required and necessary anchorage regulation		25	10	15
	PC3. Plan for different tools and tackles required for anchorage system regulation		20	10	10
	PC4. Plan for taking support and help from other operative team members for anchorage system regulation		20	5	15
	PC5. Ensure taking permission and clearances for anchorage system regulation from supervisor		20	10	10
	PC6. Understand the different tools and tackles required for anchorage system regulation (zone wise)		25	5	20
	PC7. Seek support and help from other operative team members for anchorage system regulation (top spring regulation)		20	5	15
	PC8. Carry out anchorage system regulation activities		40	20	20
		Total	200	85	115
ISC/N0206: Basic and routine maintenance/trouble shooting of battery anchorage system	PC1. Note visual deflection of anchor column, spring damage, snapped tie rod, bolt with missing thread	400	25	10	15
	PC2. Note visual cross leakages through refractory brickwork through oven proper		30	15	15
	PC3. Check the anchorage expansion measurement data		45	20	25
	PC4. Plan corrective measures for rectification of anchorage system		25	20	5
	PC5. Carry out rectification job e.g. replacement/welding of cross tie rods, damaged spring, regulation bolts etc.		25	10	15
	PC6. Adjust/ regulate required load for the bracing system		25	10	15



	PC7. Complete timely and legibly daily/weekly maintenance sheets as provided by the company		25	10	15
	PC8. Expose refractory brickwork around observed gas leakages/ flame on and around the bracing system		25	10	15
	PC9. Note incidences of battery machines fouling with anchor column		20	15	5
	PC10. Note incidences of falling electrical power collectors of battery machines		20	15	5
	PC11. Note incidences of deviation of charging car track rail, guide car track rail etc.		20	15	5
	PC12. Ensure stability of disturbed anchor column by transferring load from neighbouring anchor column		35	15	20
	PC13. Ensure stability of disturbed anchor column by tying up with turn buckle		30	10	20
	PC14. Assess when the problem is beyond his competence and report the problem to suitably qualified and competent personnel		20	10	10
	PC15. Complete timely and legibly daily/weekly defect sheets		30	20	10
		Total	400	205	195
ISC/N0008: Use basic health and safety practices at the workplace	PC1. Use protective clothing/equipment for specific tasks and work conditions	150	10	5	5
	PC2. State the name and location of people responsible for health and safety in the workplace		5	0	5
	PC3. State the names and location of documents that refer to health and safety in the workplace		0	0	0
	PC4. Identify job-site hazardous work and state possible causes of risk or accident in the workplace		10	5	5



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	10	5	5
PC6. State location of general health and safety equipment in the workplace	5	0	5
PC7. Inspect for faults, set up and safely use steps and ladders in general use	5	0	5
PC8. Work safely in and around trenches, elevated places and confined areas	5	0	5
PC9. Lift heavy objects safely using correct procedures	5	0	5
PC10. Apply good housekeeping practices at all times	0	0	0
PC11. Identify common hazard signs displayed in various areas	5	5	0
PC12. Retrieve and/or point out documents that refer to health and safety in the workplace	5	0	5
PC13. Use the various appropriate fire extinguishers on different types of fires correctly	10	5	5
PC14. Demonstrate rescue techniques applied during fire hazard	10	5	5
PC15. Demonstrate good housekeeping in order to prevent fire hazards	0	0	0
PC16. Demonstrate the correct use of a fire extinguisher	5	0	5
PC17. Demonstrate how to free a person from electrocution	5	0	5
PC18. Administer appropriate first aid to victims as required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.	10	5	5
PC19. Demonstrate basic techniques of bandaging	5	0	5
PC20. Respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	10	5	5



	PC21. Perform and organize loss minimization or rescue activity during an accident in real or simulated environments		5	0	5
	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		5	0	5
	PC23. Demonstrate the artificial respiration and the CPR Process		5	0	5
	PC24. Participate in emergency procedures		5	0	5
	PC25. Complete a written accident/incident report or dictate a report to another person, and send report to person responsible		10	5	5
	PC26. Demonstrate correct method to move injured people and others during an emergency		0	0	0
		Total	150	45	105
ISC/N0009: Work effectively with others	PC1. Accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	5	5
	PC2. Accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	5	5
	PC3. Provide information to others clearly, at a pace and in a manner that helps them to understand		10	0	10
	PC4. Display helpful behaviour by assisting others in performing tasks in a positive manner, where required and possible		10	5	5
	PC5. Consult with and assist others to maximize effectiveness and efficiency in carrying out tasks		10	5	5
	PC6. Display appropriate communication etiquette while working		10	0	10



PC7. Display active listening skills while interacting with others at work	10	0	10
PC8. Use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	10	5	5
PC9. Demonstrate responsible and disciplined behaviours at the workplace	15	5	10
PC10. Escalate grievances and problems to supervisor	5	0	5
Total	100	30	70

