

# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MINING INDUSTRY



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## 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 – Mechanic / Fitter

**SECTOR:** MINING  
**SUB-SECTOR:** Industrial Minerals  
**OCCUPATION:** Equipment maintenance  
**REFERENCE ID:** MIN/Q 0406  
**ALIGNED TO:** NCO-2004/7231

**Brief Job Description:** A Fitter is responsible for repair, maintenance and overhaul of crushers, heavy earth moving machinery, medium and light vehicles, pumps and compressors and other mechanical equipment and assemblies used in a mine. A fitter most often works with / assists technicians who are more qualified and experienced. The individual must be trained to work safely and assure that he/she can protect himself and others working around him from getting injured.

**Personal Attributes:** This job requires the individual to diagnose and analyze the cause of the breakdown so analytical thinking and ability to apply theory to practical situations is a desired attribute. The individual will frequently need to perform repair work in inclement weather hence must possess sound health and fitness level. He/she must be meticulous in his/her work to ensure all preventive maintenance schedules are tracked and adhered to.

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<b>Qualifications Pack Code</b>	MIN /Q 0406		
<b>Job Role</b>	<b>Mechanic / Fitter</b> This job role is applicable in both national and international scenarios		
<b>Credits(NVEQF/NVQF/NSQF)</b> [OPTIONAL]	<b>Level 3</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Mining</b>	<b>Drafted on</b>	<b>27/01/2014</b>
<b>Sub-sector</b>	<b>Industrial Minerals</b>	<b>Last reviewed on</b>	<b>24/03/2014</b>
<b>Occupation</b>	<b>Equipment maintenance</b>	<b>Next review date</b>	<b>24/03/2015</b>

<b>Job Role</b>	<b>Auto Electrician</b>
<b>Role Description</b>	Maintenance and repair of mechanical systems in HEMM and other vehicles /machine assemblies.
<b>NVEQF/NVQF level</b>	Level 3
<b>Minimum Educational Qualifications*</b>	Class X, ITI
<b>Training</b> (mandatory)	<p>Mandatory</p> <ol style="list-style-type: none"> <li>1. Technical and gallery training as per first schedule, Mining Vocational Training Rules (MVTR) 1966.</li> <li>2. Refresher training if absent from mining work for a continuous period of one year or more before re-employment.</li> <li>3. Heavy vehicle driving license required.</li> </ol> <p>Optional</p>
<b>Experience</b>	Not required
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. MIN/N 0419 (<a href="#">Perform preventive maintenance</a>)</li> <li>2. MIN/N 0420 (<a href="#">Perform troubleshooting and repair</a>)</li> <li>3. MIN/N 0901(<a href="#">Health and Safety</a>)</li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
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.
Organizational Context	Organizational 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.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or 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 OS , these include communication related skills that are applicable to most job roles.

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## Overview

This unit is about installation and preventive maintenance activities for HEMM, light vehicles and other machine assemblies.

## Machine Installation and Preventive Maintenance

<b>Unit Code</b>	<b>MIN/N 0419</b>
<b>Unit Title (Task)</b>	<b>Assembly, Installation and preventive maintenance</b>
<b>Description</b>	This unit is about installation and preventive maintenance activities for HEMM, light vehicles and other machine assemblies.
<b>Scope</b>	<p>This OS unit/task covers the following:</p> <ol style="list-style-type: none"> <li>1. Installing machines, mechanical components and equipment.</li> <li>2. Conducting preventive maintenance of machine components in HEMM and other vehicles.</li> <li>3. Tracking and logging preventive maintenance activities.</li> </ol>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Install Machines and assemblies</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Use ropes, slings, towing and lifting devices while assembling equipment.</p> <p>PC2. Safely operate various types of hand and power-tools</p> <p>PC3. Follow drawings and blue-prints given in the installation manual.</p> <p>PC4. Follow the manufacturer's instructions which apply to the care and safe handling of the machine / automobile</p> <p>PC5. Test assembled machine for proper performance before handing over for operations</p>
<b>Preventive maintenance</b>	<p>PC6. Adhere to maintenance schedule recommended by the equipment manufacturer.</p> <p>PC7. Lubricate sufficiently and neatly all pivot points in a machine.</p> <p>PC8. Open and re-assemble various types of bearings in machines.</p> <p>PC9. Adjust valves and hydraulic systems for smooth operation.</p> <p>PC10. Work responsibly and as safe and careful as possible so as not to put the health and safety of self or others at risk.</p>
<b>Tracking and Logging</b>	<p>PC11. Track hours-in-operation and adhere to preventive maintenance schedules of various vehicles assigned to him.</p> <p>PC12. Maintain a checking/maintenance logbook to record all activities performed.</p> <p>PC13. Inform supervisor of problems that are beyond scope of his role</p> <p>PC14. Maintain inventory and order fuel and other supplies.</p>

<b>Knowledge and Understanding (K)</b>	
<p><b>A. Regulatory context</b> (knowledge of safety guidelines specified by Director General of Mine Safety (DGMS))</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. Different types of mines and detail of the mine he is working in</li> <li>KA2. Mine Organisation, time keeping, need for discipline and punctuality</li> <li>KA3. Benching in quarries, Dressing of overhangs, undercuts, Fencing, First aid and Hygiene</li> <li>KA4. Code of traffic in specific areas of mine. Significance of fences</li> <li>KA5. Standing orders in force at the mine. Safety in the vicinity of machinery</li> <li>KA6. Shot-firing and Safety regulations. How and where to take shelter</li> <li>KA7. Tramways and siding, Haulage rooms, Winding rooms, Boilers, Electrical Gears</li> <li>KA8. Duties of workmen under Mines act</li> <li>KA9. Provision of compensation and working hours as per Mines act</li> <li>KA10. Knowledge of mining safety procedures</li> <li>KA11. Outcome of violation of safely procedures</li> <li>KA12. Refresher training as per fourth schedule MVTR (1966) within one month of joining duties following absence from duties for a period exceeding one</li> </ul>
<p><b>B. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. Job specific documents e.g. daily maintenance checklist and its significance.</li> <li>KB2. Safety policy of the company</li> <li>KB3. Locally prepared emergency response/ disaster management plan</li> <li>KB4. Escalation matrix for reporting identified problems</li> <li>KB5. Cost of equipment and loss for the company that results from un-operational equipment</li> <li>KB6. Cost (direct/ indirect) of accidents for the company</li> <li>KB7. Implications of delays in process to the company</li> </ul>
<p><b>C. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KC1. Different types of heavy earth moving machines (H.E.M.M) used in open cast mines and their specific functions</li> <li>KC2. Various types of tools(spanners, jacks etc.) and their use.</li> <li>KC3. Various types of lubricants and their importance. Storage and handling of lubricants.</li> <li>KC4. Various types of fasteners , nuts and bolts, threads ,seals and couplings</li> </ul>

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	<p>KC5. Various types of bearings used in machines and their assembly techniques</p> <p>KC6. Air systems, compressors and their use. Pneumatic controls</p> <p>KC7. Hydraulic systems. Various types of pumps and control valves.</p> <p>KC8. Crawlers - construction and operation</p> <p>KC9. Steering systems and various linkages</p> <p>KC10. Safety rules while using tools and tackling machine parts.</p> <p>KC11. different type of tyres of heavy earth moving machines and wheels</p> <p>KC12. Hot &amp; Cold tyre pressure as per size of tyre,</p> <p>KC13. Repair and overhauling Electronic and mechanical engines, manual and power shift transmissions</p> <p>KC14. Monitor the condition and performance of equipment using condition monitoring tools.</p> <p>KC15. Should be able to understand SOP for performing preventive maintenance jobs.</p>
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**Skills**

<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. Fill out check-list /maintenance logbooks detailing maintenance activities conducted
	SA2. Fill out administrative forms
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to:
	SA3. Read maintenance manual
	SA4. Read and understand checking/maintenance logbook
	SA5. Read and comprehend banners /signage
	<b>Oral Communication (Listening and Speaking skills)</b>
The user/individual on the job needs to know and understand how to:	
SA6. Communicate with supervisors and peers in a proper manner adhering to the values of respect for individual	
<b>Integrity</b>	
The user/individual on the job needs to know and understand how to:	
SA7. Maintain integrity with respect to company property and time	
SA8. Resolve difficulties in relationships with colleagues amicably	
<b>Motivation</b>	

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	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. Take responsibility for completing one's own work assignment</p> <p>SA10. Take initiative to enhance/learn skills in one's area of work</p>
	<p><b>Reliability</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA11. Avoid absenteeism and be punctual</p> <p>SA12. Work in a disciplined environment</p>
<b>B. Professional Skills</b>	<p><b>Time Management</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Prioritize and execute tasks within the scheduled time limits.</p>
	<p><b>Fault Diagnostic and Maintenance</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Safely install and uninstall various machine components</p> <p>SB3. Conduct maintenance tasks e.g. checking and replenishing oils and other fluids, replacing worn parts, adjusting hydraulic valves, servicing wheels and crawlers etc.</p>



## NOS Version Control

<b>NOS Code</b>	MIN/N 0419		
<b>Credits(NVEQF/NVQF/NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Mining	<b>Drafted on</b>	01/02/14
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## Overview

This unit is about performing troubleshooting and repair of mechanical components in HEMM, light vehicles and other machines.

<b>Unit Code</b>		<b>MIN/N 0420</b>
<b>Unit Title (Task)</b>		<b>Perform troubleshooting and repair activities of mechanical systems in HEMM</b>
<b>Description</b>	This unit is about performing troubleshooting and repair activities of mechanical systems in HEMM , light vehicles and other machines.	
<b>Scope</b>	This OS unit/task covers the following: <ol style="list-style-type: none"> <li>1. Perform Diagnostics, Troubleshooting and repair of mechanical components in HEMM</li> <li>2. Perform systematic recording and reporting of repair activities conducted.</li> </ol>	
<b>Performance Criteria (PC) w.r.t. the Scope</b>		
<b>Element</b>	<b>Performance Criteria</b>	
<b>Troubleshooting</b>	To be a competent Fitter, the individual on the job must also be able to: <ul style="list-style-type: none"> <li>PC1. Use various measuring and testing instruments and record readings</li> <li>PC2. Compare measured readings to optimal readings to pin-point faults</li> <li>PC3. Service, diagnose and repair faults in mechanical systems such as gears, steering systems, hydraulic pumps, transmission, crawlers, conveyor belts etc.</li> <li>PC4. Ensure the machine is on firm and level ground before attempting to carry out any maintenance activity.</li> <li>PC5. Ensure the locking bar is in position to prevent the front and rear chassis moving and creating a crushing zone (articulated machines only)</li> <li>PC6. Ensure that no maintenance task on the engine is performed when running or still hot</li> <li>PC7. Repair or replace faulty parts</li> <li>PC8. Use various kinds of hand held and power-tools to lift, dismantle or assemble machine components.</li> <li>PC9. Fine tune and adjust valves, belt tensions for optimal operation.</li> <li>PC10. Test repaired equipment to ensure everything is working correctly and safely (this may include road testing the vehicle)</li> </ul>	
	<ul style="list-style-type: none"> <li>PC11. Complete timely and legibly daily/weekly maintenance/defect sheets as provided by the company.</li> <li>PC12. Assess when the problem is beyond his competence and report the problem to suitably qualified and competent personnel.</li> <li>PC13. Inventory and order spares and consumables as required.</li> </ul>	
<b>Recording and Logging</b>		

Knowledge and Understanding (K)	
<p><b>A. Regulatory context</b> (knowledge of safety guidelines specified by Director General of Mine Safety (DGMS))</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. Different types of mines and detail of the mine he is working in</li> <li>KA2. Mine Organisation, time keeping, need for discipline and punctuality</li> <li>KA3. Benching in quarries, Dressing of overhangs, undercuts, Fencing, First aid and Hygiene</li> <li>KA4. Code of traffic in specific areas of mine. Significance of fences</li> <li>KA5. Standing orders in force at the mine. Safety in the vicinity of machinery</li> <li>KA6. Shot-firing and Safety regulations. How and where to take shelter</li> <li>KA7. Tramways and siding, Haulage rooms, Winding rooms, Boilers, Electrical Gears</li> <li>KA8. Duties of workmen under Mines act</li> <li>KA9. Provision of compensation and working hours as per Mines act</li> <li>KA10. Knowledge of mining safety procedures</li> <li>KA11. Outcome of violation of safely procedures</li> <li>KA12. Environmental impact of mining</li> <li>KA13. Sources of dust, noise and vibration and measures to minimise</li> <li>KA14. Refresher training as per fourth schedule MVTR (1966) within one month of joining duties following absence from duties for a period exceeding one year.</li> <li>KA15. Precautions to be taken when handling heavy equipment.</li> </ul>
<p><b>B. Organizational Context</b> (Knowledge of the organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. Job specific documents e.g. maintenance log and its significance.</li> <li>KB2. Escalation matrix for reporting identified problems</li> <li>KB3. Cost of equipment and loss for the company that results from un-operational equipment</li> <li>KB4. Cost (direct/indirect) of accidents for the company</li> <li>KB5. Locally prepared emergency response / disaster management plan.</li> </ul>
<p><b>C. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KC1. Different types of heavy earth moving machines (H.E.M.M) used in open cast mines and their specific functions</li> <li>KC2. Various types of tools and their use.</li> <li>KC3. Basic calculations of volume, temperature, pressure, torque, unit conversions. Various types of lubricants and their importance. Storage and handling of lubricants.</li> </ul>

<p><b>C. Technical Knowledge</b></p>	<p>KC4. Various types of fasteners , nuts and bolts, threads ,seals and couplings</p> <p>KC5. Various types of bearings used in machines and their assembly techniques</p> <p>KC6. Air systems, compressors and their use. Pneumatic controls</p> <p>KC7. Hydraulic systems. Various types of pumps and control valves.</p> <p>KC8. Crawlers - construction and operation</p> <p>KC9. Steering systems and various linkages</p> <p>KC10. Safety rules while using tools and tackling machine parts.</p> <p>KC11. Repair and overhauling Electronic and mechanical engines, manual and power shift transmissions</p> <p>KC12. Monitor the condition and performance of equipment using condition monitoring tools.</p> <p>KC13. Should be able to understand SOP for performing preventive maintenance jobs.</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Read schedule given by supervisor</p> <p>SA2. Read and adhere to signage as per standard mining nomenclature</p> <p>SA3. Read maintenance manuals</p> <p>SA4. Read and comprehend SOP for performing preventive maintenance jobs.</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Communicate with supervisors and peers in a proper manner adhering to the values of respect for individual</p> <p><b>Integrity</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Maintain integrity with respect to company property and time</p> <p>SA7. Resolve any difficulties in relationships with colleagues amicably.</p> <p><b>Motivation</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Take responsibility for completing one's own work assignment</p> <p>SA9. Take initiative to enhance/learn skills in one's area of work</p>

	<p><b>Reliability</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. Avoid absenteeism</p> <p>SA11. Work in a disciplined environment</p>
<p><b>B. Professional Skills</b></p>	<p><b>Analytical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Apply theoretical understanding to symptoms and measured readings to identify the root of the problem.</p> <p>SB2. Identify possible ways to improve efficiency and productivity of machines</p>
	<p><b>Time Management</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Prioritize and execute tasks within the scheduled time limits</p>
	<p><b>Organizational Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Be a team player and achieve collective goals</p> <p>SB5. Ensure adequate knowledge sharing with supervisors and subordinates</p>
	<p><b>Fault Diagnostic and Maintenance</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. analyze available information to find the cause of a breakdown</p> <p>SB7. Check for damage in mechanical components e.g. gears, bearings, steering systems, pumps, compressor, hydraulic assemblies, pneumatic systems etc.</p>

## NOS Version Control

<b>NOS Code</b>	MIN/N 0420		
<b>Credits(NVEQF/NVQF/NSQF)</b>	TBD	<b>Version number</b>	1.0
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<b>Occupation</b>	Equipment maintenance	<b>Next review date</b>	24/03/2015

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## Overview

This unit is about health and safety measures critical in open-cast mines



<b>Unit Code</b>	<b>MIN/N 0901</b>
<b>Unit Title (Task)</b>	<b>Health and Safety</b>
<b>Description</b>	This unit is about health and safety measures critical in open-cast mines
<b>Scope</b>	This OS unit/task covers the following: <ol style="list-style-type: none"> <li>1. Health and safety measures critical for personnel in open-cast mines</li> </ol>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Safety, Security and Administrative</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with occupational health and safety regulations adopted by the employer.</p> <p>PC2. Follow mining operations procedures with respect to materials handling and accidents</p> <p>PC3. Ensure use of protective gear while working with mechanical systems.</p> <p>PC4. Comply with safety regulations and procedures in case of fire hazard.</p> <p>PC5. Operate various grades of fire extinguishers.</p> <p>PC6. Follow correct safety steps in case of major accident, major failure</p> <p>PC7. Work responsibly and as safe and careful as possible so as not to put the health and safety of self or others at risk, including members of the public</p> <p>PC8. Identify characteristics of post-blast fumes and take necessary precautions.</p> <p>PC9. Wears safety gear such as hard hat, respiratory protection, eye protection, ear protection</p>

**Knowledge and Understanding (K)**

**A. Regulatory**

**context**

(knowledge of safety guidelines specified by Director General of Mine Safety (DGMS))

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

- KA1. Different types of mines and detail of the mine he is working in
- KA2. Mine Organisation, time keeping, need for discipline and punctuality
- KA3. Benching in quarries, Dressing of overhangs, undercuts, Fencing, First aid and Hygiene
- KA4. Code of traffic in specific areas of mine. Significance of fences
- KA5. Standing orders in force at the mine. Safety in the vicinity of machinery
- KA6. Shot-firing and Safety regulations. How and where to take shelter
- KA7. Tramways and siding, Haulage rooms, Winding rooms, Electrical Gears
- KA8. Duties of workmen under Mines act
- KA9. Provision of compensation and working hours as per Mines act
- KA10. Knowledge of mining safety procedures
- KA11. Outcome of violation of safely procedures
- KA12. Environmental impact of mining
- KA13. Sources of dust, noise and vibration and measures to minimise
- KA14. Refresher training as per fourth schedule MVTR (1966) within one month of joining duties following absence from duties for a period exceeding one year.

**NOS Version Control**

<b>NOS Code</b>	MIN / N 0901		
<b>Credits(NVEQF/NVQF/NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	Mining	<b>Drafted on</b>	<b>01/02/14</b>
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**List of Abbreviations**

Term	Description
NOS	National occupation standards
QP	Qualification pack
NVEQF	National vocational education qualifications framework
NSQF	National skills qualifications framework
HEMM	Heavy earth moving machinery
NCVT	National council for vocational training
DGMS	Directorate general of mines safety
PC	Performance Criteria
FIMI	Federation of Indian mineral industries

