INDIAN IRON & STEEL SECTOR SKILL COUNCIL

Indian Iron & Steel Sector Skill Council

N·S·D·C National Skill Development Corporation

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR IRON & STEEL INDUSTRY

Contents

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

Introduction

Qualifications Pack - Heating Regulator

SECTOR: Iron & Steel

SUB-SECTOR: Steel

REFERENCE ID: ISC/Q0203

ALIGNED TO: NCO-2004/NIL

Title of Job: The job is all about monitoring, controlling and maintaining all set values of various technological parameters attributed to “Technological Regime” of a coke oven battery.

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/Q0203		
Job Role	Heating 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	Heating Regulator
Role Description	The job is all about monitoring, controlling and maintaining all set values of various technological parameters attributed to "Technological Regime" of a coke oven battery.
NSQF level	4
Minimum Educational Qualifications	ITI Pass
Maximum Educational Qualifications	Diploma pass
Training (Suggested but not mandatory)	• Induction training for coke making process with relevance to heating control • Computerised coking process control system • 2 months on job training (mandatory) • Job specific safety training • Awareness programme for pollution control
Experience	• In lieu of minimum qualification the incumbent should be Class 10th pass and qualified the QP Reversing System Maintenance (L2)
Occupational Standards (OS)	Compulsory: ISC/N0207: Understand the assigned job of heating regulator ISC/N0208: Understand measurement parameters of "Technological Regime" of a coke oven battery ISC/N0008: Use basic health and safety practices at workplace ISC/N0009: Work effectively with others

	Optional: N/A
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.

Acronyms

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

National Occupational Standards

Overview

This unit is about understanding the assigned job of heating regulator.

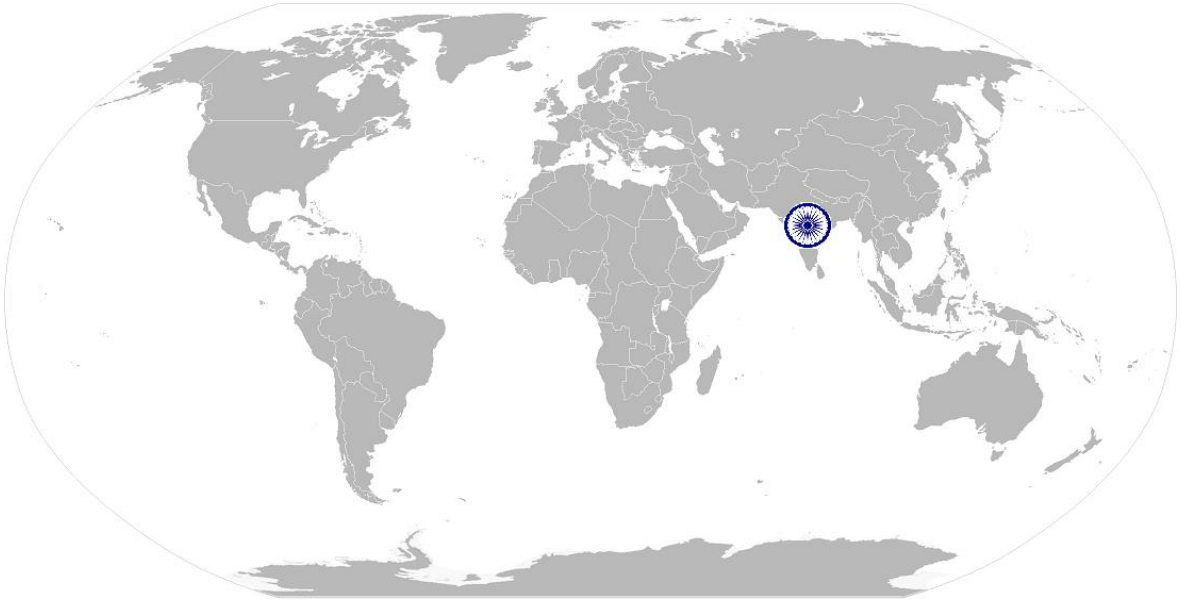
National Occupational Standard

Unit Code	ISC/N0207
Unit Title (Task)	Understand the assigned job of heating regulator
Description	This unit is about understanding the assigned job of heating regulator for coke oven battery in a planned and scheduled manner.
Scope	This unit/task covers the following: • Understand all enabling jobs to control "Technological Regime" of coke oven battery • Understand all required activities for measurement and regulation
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understand all enabling jobs to control "Technological Regime" of coke oven battery	To be competent, the user/individual on the job must be able to: PC1. Interpret and understand the "Technological Regime" control job requirements PC2. Plan, as appropriate to carry out the jobs
Understand all required activities for measurement and regulation	To be competent, the user/individual on the job must be able to: PC3. Understand measurement of heating regime temperatures e.g. Control Vertical Temperature (CVT), End Vertical Temperature (EVT) and coke mass temperature etc. as per schedule PC4. Understand measurement of hydraulic regime parameters e.g. oven sole pressure, vertical top pressure, differential pressure of Gas Collecting Main, regenerator checker work resistance etc. PC5. Understand control of CVT, EVT etc. PC6. Understand control of draft regulation
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. Coke making technology KB2. Equipment and gadgets e.g. – optical/ digital pyrometer, thermo couple and manometers KB3. Computerised Coking control process

	KB4. Implications of power failure, exhauster failure, ammoniacal liquor failure etc. KB5. Draft system for waste gases KB6. Implications of not adhering to sequence of activities and operations
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 Coke Oven Battery SA4. Read and understand manuals, health and safety instructions, 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 team members and supervisor effectively
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 equipments or gadgets by visual inspection, temperature etc. SB2. Read and analyse any anomaly with visual observation specifically for pressure condition, temperature of battery and coke

NOS Version Control

NOS Code	ISC/N0207		
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



National Occupational Standards

Overview

This unit is about understanding measurement of parameters of "Technological Regime" as per schedule.

National Occupational Standard

Unit Code	ISC/N0208
Unit Title (Task)	Understand measurement parameters of "Technological Regime" of a coke oven battery
Description	This unit is about measurements of various parameters of "Technological Regime" as per schedule.
Scope	This OS unit/task covers the following: • Understand all enabling jobs of Technological Regime of coke oven battery • Understand the activities involved in measurements of Technological Regime parameters

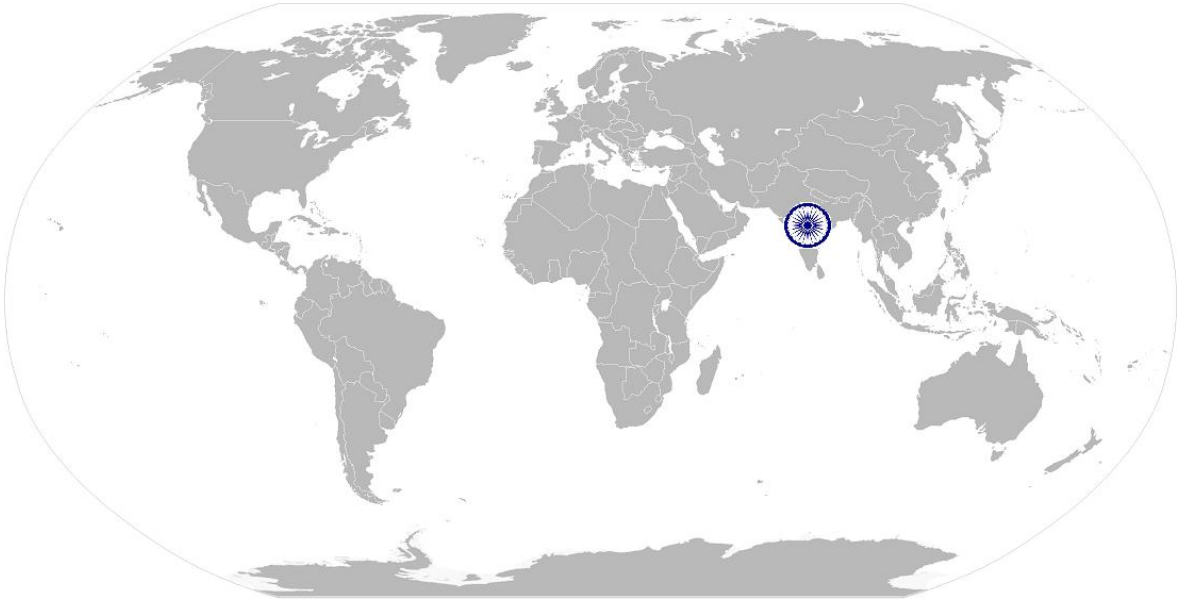
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understand all enabling jobs of Technological Regime of coke oven battery	To be competent, the user/individual on the job must be able to: PC1. Understand measurement of various temperature parameters as below: • CVT • EVT • Coke mass • Sole flues in all regenerators • Vertical flues along all the heating walls • Cross walls • Adjustment of bottom and top temperature in case of heat recovery oven PC2. Understand measurement of various pressure parameters as below: • Oven sole • Vertical Top • Gas collecting main differential (in case of double GC main) • Regenerator checker work resistance PC3. Understand measurement of leveller bar deflection PC4. Understand measurement of coke mass shrinkage PC5. Understand regulation of fuel gas pressure and flow PC6. Understand regulation of cross wall temperature PC7. Understand flow regulation of up-going fuel gas and down coming waste gas at the regenerator level (draft regulation) PC8. Understand of stamping time, coal crushing index, charge coal moisture, bulk density of charge coal in case of stamp charge battery

Understand the activities involved in measurements of Technological Regime parameters	To be competent, the user/individual on the job must be able to: PC9. Measure various temperature parameters as below: • CVT • EVT • Coke mass • Sole flues in all regenerators • Vertical flues along all the heating walls • Cross walls PC10. Measure various pressure parameters as below: • Oven sole • Vertical Top • Gas collecting main differential • Regenerator checker work resistance PC11. Measure leveller bar deflection PC12. Measure coke mass shrinkage PC13. Regulate fuel gas pressure and flow PC14. Regulate cross wall temperature PC15. Regulate up-going fuel gas and down coming waste gas at the regenerator level (draft regulation)
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 KA4. Plant layout and location of various departments
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Coke making technology KB2. Equipment and gadgets e.g. – optical/ digital pyrometer, thermo couple and manometers KB3. Computerised Coking control process KB4. Implications of power failure, exhauster failure, ammoniacal liquor failure etc. KB5. Draft system for waste gases KB6. Implications of not adhering to sequence of activities and operations
Skills (S) w.r.t. the scope	
Element	**Skills**
A. Core Skills/	Writing Skills
	The user/ individual on the job needs to know and understand how to:

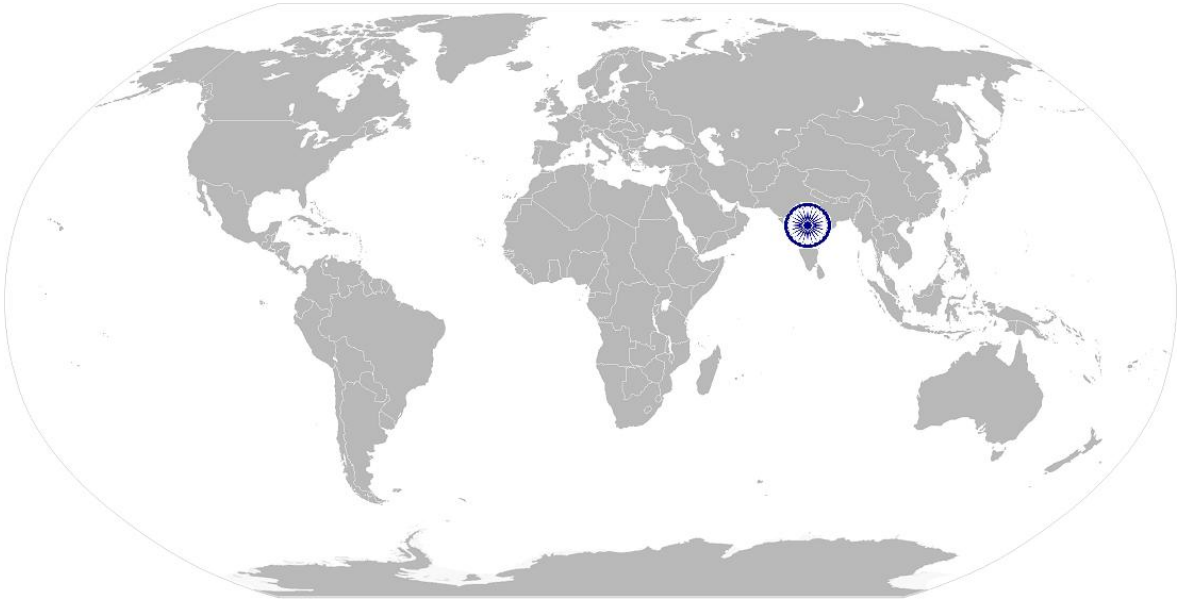
Generic Skills	SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, activity logs in required format of the company
	Reading and Understanding Skills
	The user/individual on the job needs to know and understand how to: SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards, specifications of spare parts etc.
	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.
B. Professional Skills	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB1. Diagnose common problems in the equipments or gadgets by visual inspection, temperature etc. SB2. Read and analyse any anomaly with visual observation specifically for pressure condition, temperature of battery and coke

NOS Version Control

NOS Code	ISC/N0208		
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



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.

National Occupational Standard

Unit Code	ISC/N0008
Unit Title (Task)	Use basic health and safety practices at the work place
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.
Scope	This unit/task covers the following: • 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	The user/individual on the job should be able to: PC1. Use protective clothing/equipment for specific tasks and work conditions Protective clothing includes: • 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 Equipment includes: • 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

	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, tolls 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

	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 Faults : • Corrosion of metal components • Deterioration • Splits and cracks timber components • Imbalance • Loose rungs • Nuts or bolts, etc. Set up: • Firm/level base • Clip/lash down • Leaning at the correct angle, etc. 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: • Clean/tidy work areas • Removal/disposal of waste products • Protect surfaces 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
Fire safety procedures	The user/individual on the job should be able to: PC13. Use the various appropriate fire extinguishers on different types of fires correctly. Fire extinguishers: • Sand • Water • Foam • Co2 • Dry powder Fires: • 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) Causes of fires: • Heating of metal

	• Spontaneous ignition • Sparking, • Electrical heating • Loose fires (e.g. Smoking, welding, etc.) • Chemical fires, etc. 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
Emergencies, rescue and first-aid procedures	The user/individual on the job should be able to: 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 : • Fire extinguishers • First aid equipment • Safety instruments and clothing • Safety installations, e.g. Fire exits, exhaust fans etc. 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: • Raising alarm • Safe/efficient evacuation • Correct means of escape • Correct assembly point • Roll call • Correct return to work PC25. Complete a written accident/incident report or dictate a report to another person, and send report to person responsible Incident Report should capture: • Name • Date/time of incident • Date/time of report, • Location • Environment conditions • Persons involved • Sequence of events • Injuries sustained • Damage sustained • Actions taken • Witnesses

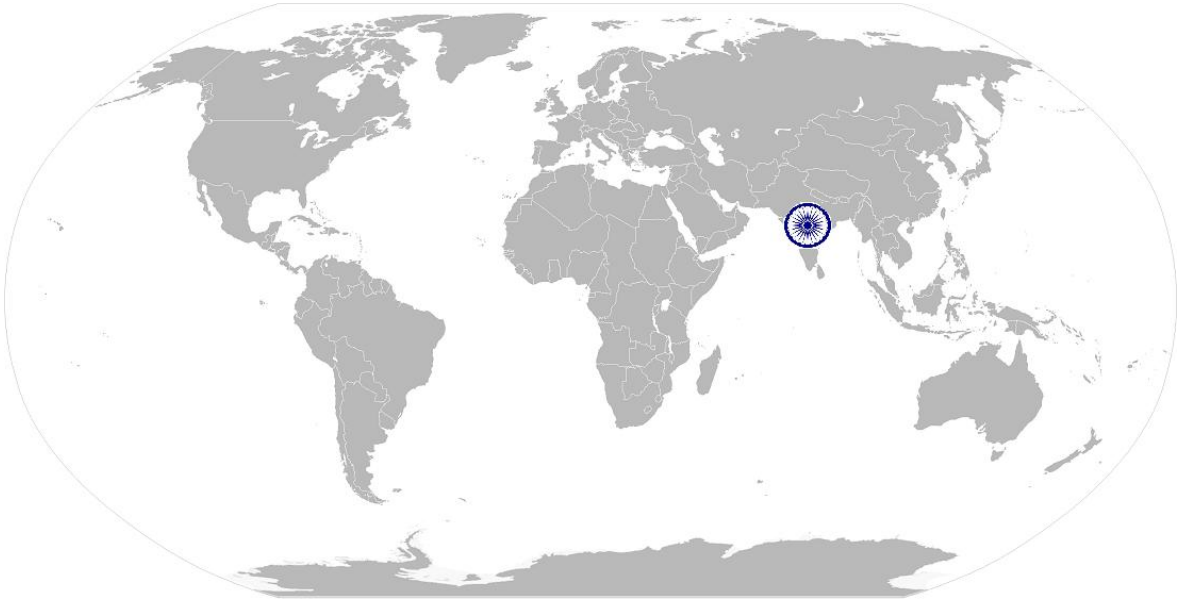
	• Supervisor/manager notified Documents: • Fire notices • Accident reports • Safety instructions for equipment and procedures • Company notices and documents • Legal documents (e.g. Government notices) Job titles: • Health and safety officer • First aid officer • Fire officer PC26. Demonstrate correct method to move injured people and others during an emergency
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. State the names (and job titles if applicable), and describe where to find, all the people responsible for health and safety in a workplace KA2. State the 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: KB3. Meaning of "hazards" and "risks" KB4. Health and safety hazards commonly present in the work environment and related precautions KB5. Possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible KB6. Activities and causes of risk and accident KB7. Methods of accident prevention KB8. Safe working practices when working with tools and machines KB9. Safe working practices while working at various hazardous sites KB10. Where to find all the general health and safety equipment in the workplace KB11. Various dangers associated with the use of electrical equipment KB12. 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 • Materials: solvents, flux, lead KB13. Importance of using protective clothing/equipment while working KB14. Precautionary activities to prevent the fire accident Activities and causes: • Physical actions • Reading • Listening to and giving instructions

	• Inattention • Sickness and incapacity (e.g. Drunkenness) • Health hazards (e.g. Untreated injuries and contagious illness) 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 handing 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
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
	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

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



National Occupational Standards

Overview

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

National Occupational Standard

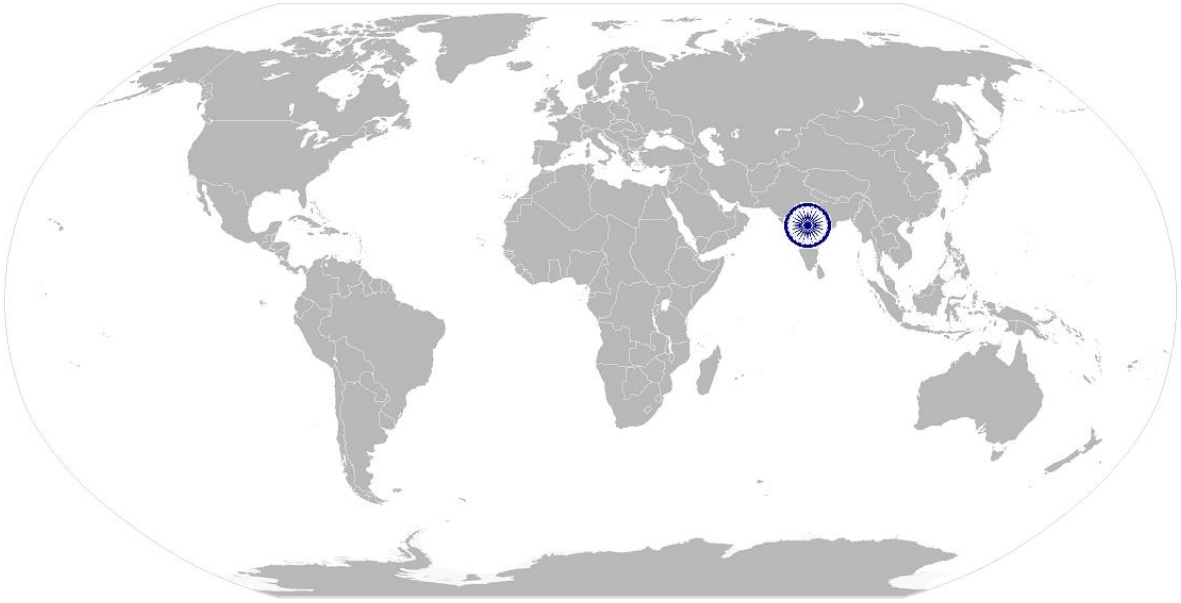
Unit Code	ISC/N0009
Unit Title (Task)	Work effectively with others
Description	This unit covers basic etiquette and competencies that a candidate is required to possess and demonstrate in their behaviour and interactions with others at the workplace.
Scope	This unit/task covers the following: • Ensure 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: 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. Provide information to others clearly, at a pace and in a manner that helps them to understand
Demonstrate appropriate behaviour and etiquette at work place	The user/individual on the job should be able to: PC4. Display helpful behaviour 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 PC7. Display active listening skills while interacting with others at work PC8. Use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism PC9. Demonstrate responsible and disciplined behaviours at the workplace PC10. Escalate grievances and problems to
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. 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

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Various categories of people that one is required to communicate and co-ordinate with in the organization KB2. Importance of effective communication in the workplace KB3. Importance of teamwork in organizational and individual success KB4. Various components of effective communication KB5. Key elements of active listening KB6. Value and importance of active listening and assertive communication KB7. Barriers to effective communication KB8. Importance of tone and pitch in effective communication KB9. Importance of avoiding casual expletives and unpleasant terms while communicating professional circles KB10. How poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer KB11. Importance of ethics for professional success KB12. Importance of discipline for professional success KB13. What constitutes disciplined 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
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, 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
	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. Provide 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
	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

NOS Version Control

NOS Code	ISC/N0009		
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



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Heating Regulator
Qualification Pack: ISC/Q0203
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.

				Marks Allocated	
NOSs	PCs	Total Marks 1000	Out Of	Theory	Practical
ISC/N0207: Understand the assigned job of heating regulator	PC1. Interpret and understand the "Technological Regime" control job requirements	250	30	10	20
	PC2. Plan, as appropriate to carry out the jobs		30	10	20
	PC3. Understand measurement of heating regime temperatures e.g. Control Vertical Temperature (CVT), End Vertical Temperature (EVT) and coke mass temperature etc. as per schedule		50	10	40

	PC4. Understand measurement of hydraulic regime parameters e.g. oven sole pressure, vertical top pressure, differential pressure of Gas Collecting Main, regenerator checker work resistance etc.		50	10	40
	PC5. Understand control of CVT, EVT etc.		50	10	40
	PC6. Understand control of draft regulation		40	10	30
		Total	250	60	190
ISC/N0208: Understand measurement parameters of "Technological Regime" of a coke oven battery	PC1. Understand measurement of various temperature parameters as below: • CVT • EVT • Coke mass • Sole flues in all regenerators • Vertical flues along all the heating walls • Cross walls • Adjustment of bottom and top temperature in case of heat recovery oven	500	35	10	25
	PC2. Understand measurement of various pressure parameters as below: • Oven sole • Vertical Top • Gas collecting main differential (in case of double GC main) • Regenerator checker work resistance		35	10	25
	PC3. Understand measurement of leveller bar deflection		35	10	25
	PC4. Understand measurement of coke mass shrinkage		35	10	25
	PC5. Understand regulation of fuel gas pressure and flow		35	10	25
	PC6. Understand regulation of cross wall temperature		35	10	25
	PC7. Understand flow regulation of up-going fuel gas and down coming waste gas at the regenerator level (draft regulation)		35	10	25

	PC8. Understand of stamping time, coal crushing index, charge coal moisture, bulk density of charge coal in case of stamp charge battery		35	10	25
	PC9. Measure various temperature parameters as below: • CVT • EVT • Coke mass • Sole flues in all regenerators • Vertical flues along all the heating walls • Cross walls		30	10	20
	PC10. Measure various pressure parameters as below: • Oven sole • Vertical Top • Gas collecting main differential • Regenerator checker work resistance		35	10	25
	PC11. Measure leveller bar deflection		35	10	25
	PC12. Measure coke mass shrinkage		30	10	20
	PC13. Regulate fuel gas pressure and flow		30	10	20
	PC14. Regulate cross wall temperature		30	10	20
	PC15. Regulate up-going fuel gas and down coming waste gas at the regenerator level (draft regulation)		30	10	20
		Total	500	150	350
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