

CRITERIA FOR ASSESSMENT OF TRAINEES - FITTER

Job Role Fitter
Qualification Pack Fitter
Sector Skill Council Capital Goods 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. In case, a Performance Criteria is repeated in more than one NOS for the same purpose then the criteria would be listed only once.
2. The assessment for the theory part will be based on knowledge bank of questions.
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 80% in practical.
6. In case of not successfully passing, the trainee is eligible to take assessment again.

Unit Code and Title	Elements	Criteria	Out Of	Marks Allocation	
				Theory	Skills Practical
1. CSC / N 0201 (Prepare for assembly)	Understand design	PC1. Understand assembly blueprints, engineering drawings and other specifications to identify the sequence of activities required to assemble the machine			
		PC2. Read and interpret engineering drawings to ensure correct limits, tolerance and fits of equipment components			
		PC3. Report and rectify cases of inappropriate information in design documents as per organizational procedures			
	Equipment readiness	PC4. Identify tools and equipment required to perform the assembling of components			
		PC5. Collect tools required during the assembling process			
		PC6. Ensure that tools match the desired specifications			
		PC7. Ensure tools and equipment required for assembly are free from physical damage and ready for operation			
		PC8. Report damaged / defective components of equipment as per the escalation matrix			
		PC9. Ensure the calibration status of all measuring equipment and instruments			
		PC10. Prepare the foundation base as per the job requirements i.e. cleaning using hand files, scraper, etc			
	Material Appropriateness and preparation	PC11. Use braces, jacks, clamps, ropes or bolt straps to hold parts in position			
		PC12. Collect work pieces/ components to be assembled			
		PC13. Ensure that each material is in the correct quantity			
		PC14. Ensure, by visual inspection, that work pieces are of desired quality (free of rust, type of metal, etc)			
Health & Safety	PC15. Ensure that paint, grease, rust, or other contaminants are removed from work pieces				
	PC16. Smoothen out the metal work piece prior to assembling				
	PC17. Ensure that no delays are caused as a result of improper preparation and failure to identify problems				
	PC24. Ensure that unpermitted materials such as fuels, paints etc are removed from the work area				
		25	7	18	
2. CSC / N 0202 (Assemble the components)	Equipment and Machine Preparation	PC1. Ensure all tools and equipment required during assembly are ready for operation			
		PC3. Remove rough spots from work piece using portable grinder, hand			
	Assembling operation	PC4. Lift and move mechanical components using handling equipment			
		PC5. Use file, chisel and grind parts to align or level the components to be			
		PC6. Demonstrate use of machinery such as powered saws, hand shears			
		PC7. Demonstrate use of tools such as saws, cutting torches, pipe			
		PC8. Fasten parts together using welding and brazing as per design			
		PC9. Fasten mechanical components/ subassemblies together using			
		PC10. Set and adjust linkages, tensions and clearances of assembled			
	Health & Safety	PC11. Ensure housekeeping and safety in work area			
		PC12. Ensure that the exhaust systems are used to maintain the			
		PC13. Ensure use of mask during grinding to avoid inhaling the dust			
		PC14. Ensure that the loose and torn clothes are not worn during working			
		PC15. Ensure using hoist or forklift for lifting heavy materials to avoid			
PC16. Adhere to all other safety norms (like wearing shoes, gloves, safety goggles etc)					
	PC17. Comply with health, safety, environment guidelines, regulations etc in accordance with organizational SOP				
	PC18. Identify any potential health hazards or dangers and escalate to				
		36	5	31	
3. CSC / N 0203 (Perform post - assembly activities)	Test the assembled machine	PC1. Connect the hydraulic, electrical and other components of the machine			
		PC2. Add lubricants and coolants into moving parts as per specifications			
		PC3. Carry out functional test of assembled machine to ensure it performs as per desired performance criteria			
		PC4. Identify and rectify the problem areas during the functional tests			
	Waste disposal	PC5. Dispose off waste material as per waste disposal procedures laid down by the company			
		15	2	13	
4. CSC / N 5001 (Carry out housekeeping)		PC1. Inspect the area while taking into account various surfaces			
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain			

		PC3. Ensure that the cleaning equipment is in proper working condition				
	Pre housekeeping activities	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person				
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces				
		PC6. Inform the affected people about the cleaning activity				
		PC7. Display the appropriate signage for the work being conducted				
		PC8. Ensure that there is adequate ventilation for the work being carried out				
		PC9. Wear the personal protective equipment required for the cleaning method and materials being used				
	Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface				
		PC11. Carry out cleaning activity without disturbing others				
		PC12. Deal with accidental damage, if any, caused while carrying out the work				
		PC13. Report to the appropriate person any difficulties in carrying out your work				
		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill				
	Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage				
		PC16. Ensure that no scrap material is lying around				
		PC17. Maintain and store housekeeping equipment and supplies				
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process				
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements				
		PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored				
		PC21. Dispose the waste garnered from the activity in an appropriate manner				
	General	PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly				
		PC23. Maintain schedules and records for housekeeping duty				
		PC24. Replenish any necessary supplies or consumables				
			9	3	6	
5. CSC / N 5002 (Carry out reporting and documentation)	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner				
		PC2. Report to the appropriate authority as laid down by the company				
		PC3. Follow reporting procedures as prescribed by the company				
Recording and Documentation		PC4. Identify documentation to be completed relating to one's role				
		PC5. Record details accurately in an appropriate format				
		PC6. Complete all documentation within stipulated time according to company procedure				
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly				
Information Security		PC8. Make sure documents are available to all appropriate authorities to inspect				
		PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures				
		PC10. Inform the appropriate authority of requests for information received				
			5	1	4	
6. CSC / N 5003 (Carry out quality checks)	Inspection	PC1. Ensure that total range of checks are regularly and consistently performed				
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc. as required				
	Analysis		PC3. Identify non-conformities to quality assurance standards			
PC4. Identify potential causes of non-conformities to quality assurance						
PC5. Identify impact on final product due to non-conformance to company standards						
PC6. Evaluating the need for action to ensure that problems do not recur						
Reporting		PC7. Suggest corrective action to address problem				
		PC8. Review effectiveness of corrective action				
		PC9. Interpret the results of the operator level quality check correctly				
		PC10. Inform any non-conformity to the appropriate authority with in the stipulated time.				
		PC11. Record of results of action taken				
		PC12. Record adjustments not covered by established procedures for future reference				
		PC13. Review effectiveness of action taken				
		PC14. Follow reporting procedures where the cause of defect cannot be identified				
			5	1	4	
problem identification and	Problem Identification	PC1. Identify defects/indicators of problems				
		PC2. Identify any wrong practices that may lead to problems				
		PC3. Identify practices that may impact the final product quality				
		PC4. Identify if the problem has occurred before				
		PC5. Identify other operations that might be impacted by the problem				
			PC6. Ensure that no delays are caused as a result of failure to escalate problems			
			PC7. Take appropriate materials and sample to conduct tests			
			PC8. Evaluate results to confirm suspected reasons for non-conformance (where required)			
			PC9. Consider possible reasons for identification of problems			
			PC10. Consider applicable corrections and formulate corrective action			
			PC11. Formulate action in a timely manner			

		PC12. Communicate problem/remedial action to appropriate parties			
		PC13. Take corrective action in a timely manner			
	Necessary Action	PC14. Report/document problem and corrective action in an appropriate			
		PC15. Monitor corrective action			
		PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved			
		PC17. Ensure that corrective action selected is viable and practical			
		PC18. Ensure that correct solution is identified to an identified problem			
		PC19. Take corrective action for problems identified according to the company procedures			
		PC20. Ensure that no delays are caused as a result of failure to take necessary action			
		PC21. Escalate problem as per laid down escalation matrix			
	Problem Escalation	PC22. Escalate the problem within stipulated time			
		PC23. Escalate the problem in an appropriate manner			
		PC24. Ensure that no delays are caused as a result of failure to escalate problems			
			5	1	4
		Grand Total	100	20	80

Passing Marks		12	64
Passing Percentage		60%	80%