

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MINING INDUSTRY

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

Contact Us:

Skill Council for Mining Sector
FIMI House, B-311,
Okhla Industrial Area,
Phase-I, New Delhi-110
020, India

E-mail:
scms@skillcms.in



Contents

1. [Introduction and Contacts..... 1](#)
2. [Qualifications Pack.....2](#)
3. [Glossary of Key Terms3](#)
4. [OS Units..... 5](#)
5. [Annexure: Nomenclature for QP & OS... 20](#)
6. [Assessment Criteria..... 22](#)

Introduction

Qualifications Pack - Assistant Support-Open Cast Mines

SECTOR: MINING

SUB-SECTOR: Mining Operation

OCCUPATION: Loading & Hauling - Opencast Mines

REFERENCE ID: MIN/Q0211

ALIGNED TO: NCO-2015/ 9311.0100

Brief Job Description: Asst. Support assist HEMM Operators, other equipment operators and Technicians in ensuring positioning and productive operation of the HEMM and other extraction machinery. Individual will assist the Operator / Fitter / Technician in operation of ancillary equipment, hoists and pumps etc. He has to ensure the cleanliness and lubrication of the equipment, assists the operator and Technicians in pre operational checks and repair and maintenance jobs.

Personal Attributes: The job requires skills in reading, writing and communication skills, ability to receive and understand directions from operator and technicians, basic knowledge of risk and work safety, and finally physique to sustain strenuous condition.

Job Details	Qualifications Pack Code	MIN/N0211		
	Job Role	Assistant Support - Open Cast Mines		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Mining	Drafted on	08/08/2016
	Sub-sector	Mining Operation	Last reviewed on	27/09/2016
	Occupation	Loading & Hauling Opencast Mines	Next review date	26/09/2019
	NSQC Clearance on	DD/MM/YYYY		

Job Details	Job Role	Assistant Support - Open Cast Mines
	Role Description	To assist Operators and Technicians in Open Cast Mining operation, in operation of HEMM and other machinery, in servicing and maintenance of varied machinery in the mine.
	NSQF level	2
	Minimum Educational Qualifications	Class VIII
	Maximum Educational Qualifications	Graduation
	Training (Suggested but not mandatory)	<ol style="list-style-type: none"> 1. Basic understanding of HEMM types and their operation and purpose. 2. Basic first aid and mine safety training. 3. Basic training on usage of workshop tools and tackles. 4. Machine operation training from OEM will be preferred.
	Minimum Job Entry Age	18 Years
	Experience	0-1 years of related experience
	Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> 1. MIN/N0239 – Assist in Pre operational checks and servicing of HEMM 2. MIN/N0240 - Assist in shifting and operation of the machine. 3. MIN/N0901– Comply with Worksite Health & Safety
	Performance Criteria	As described in the relevant OS units

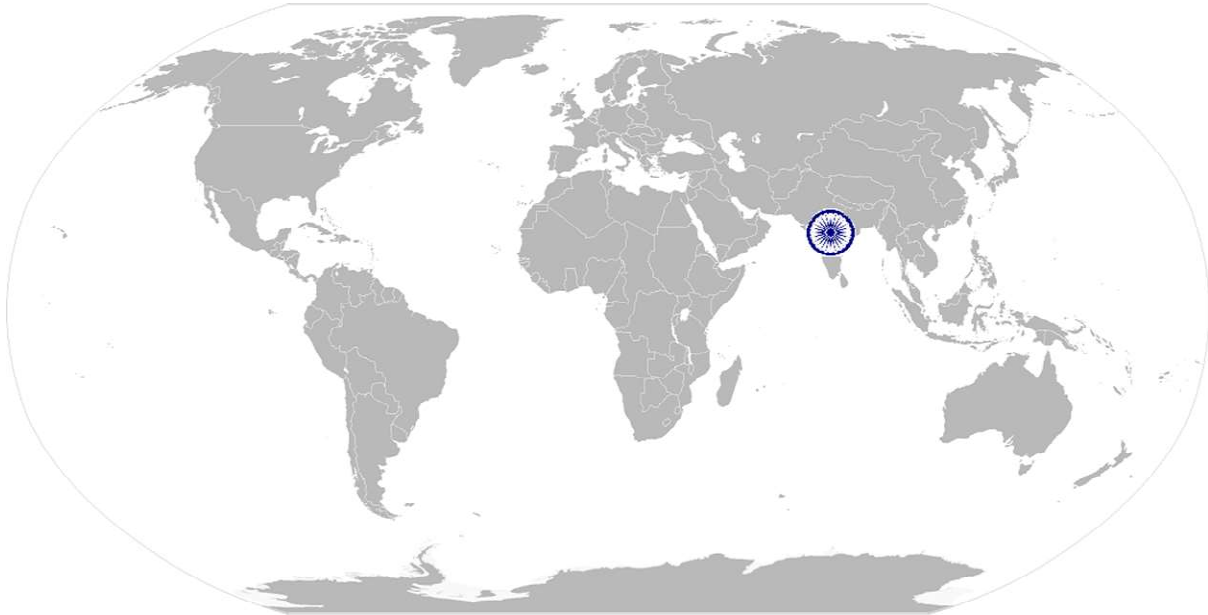
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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.

Definitions

Acronyms

Keywords/Terms	Description
SCMS	Skill Council for Mining Sector
NOS	National Occupational Standards
NSQF	National Skill Qualification Framework
NVEQF	National Vocational Educational Qualification Framework
NVQF	National Vocational Qualification Framework
OS	Occupational Standard
PC	Performance Criteria
QP	Qualification Pack
SSC	Sector Skill Council
HEMM	Heavy Earth Moving Machinery
OEM	Original Equipment Manufacturer
DGMS	Director General of Mines & Safety

National Occupational Standard



Overview

This unit is about providing necessary assistance to HEMM operators in carrying out the pre operational checks of the machine and assisting Operators and Technicians in servicing other machinery.

MIN/N0239

Assist in pre-operation checks and servicing of HEMM

National Occupational Standard	Unit Code	MIN / N 0239
	Unit Title (Task)	Assist in pre-operation checks and servicing of HEMM
	Description	This OS unit is about providing necessary assistance to the HEMM operators in carrying out the pre operational checks on the machine, lubrication of the machine and to prepare the machine for operation.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Assists in conducting the pre operational checks of the HEMM. Assist to identify the faults in machines, do routine maintenance of HEMM. Assist technicians and operators in maintenance of other machinery.
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Assists in conducting the pre operational checks of the HEMM.	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Assist in visual inspection of the body components for cracks and wear. Observe any unusual noise, vibration, leak, spillage, accumulation etc. and communicate the same to Technician / Operator.</p> <p>PC2. Inspect the bucket for any crack or damage. Inspect the tooth points and lock pin.</p> <p>PC3. Check the hydraulic oil levels, radiator water levels, any leakages</p> <p>PC4. Check the track chain pad, bolts and links in crawler mounted equipment. Tighten bolts as required.</p> <p>PC5. Check gauges, indicators, and sensor are fully functional. Observe any alarm message and report the same to Technician or Operator.</p> <p>PC6. Check for any leakage in compressor unit and all fittings and air lines. The condition of trailing cable and cable joints.</p> <p>PC7. Carry all the tools and tackles to complete the job.</p>
	Assist to identify the faults in machines, do routine maintenance of HEMM.	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. To clean the work area and assist the Technician in conducting inspection and check different machine area.</p> <p>PC9. Follow all the work instruction from Fitter / Technician related to routine maintenance.</p> <p>PC10. Ensure that no maintenance task on the engine is performed when running or still hot.</p> <p>PC11. Repair or replace faulty parts as per Technician or Operator's instructions.</p> <p>PC12. Use various kinds of hand held and power-tools to lift, dismantle or assemble machine components.</p> <p>PC13. Perform greasing & lubrication as directed by Operator / Technician.</p> <p>PC14. Assist in oil changes, change of oil filters and air filters, replaces hoses, belts, water pumps and other parts.</p> <p>PC15. Check fan belts, hoses, wiper blades and other safety equipment; check water and antifreeze levels; check air in tires and inflate tires and changes tires as necessary.</p>

MIN/N0239

Assist in pre-operation checks and servicing of HEMM

Assist Technicians and operators in maintenance of other machinery.	<p>To be competent, the user/individual on the job must be able to</p> <p>PC16. Assist technician in maintaining and repairing automotive fleet and small equipment.</p> <p>PC17. Change and repair tires for the automotive fleet and responds to road service calls. Tow broken-down vehicles.</p> <p>PC18. Fuel, wash, and clean administrative vehicles.</p> <p>PC19. Assist in welding services as needed.</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Workplace standing instructions</p> <p>KA2. The performance standards and procedure followed in the company</p> <p>KA3. Reporting structure</p> <p>KA4. Location of tools</p> <p>KA5. Spares issuance policy.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. safety features of machine</p> <p>KB2. Should understand the work instructions</p> <p>KB3. Should know different greasing points in the equipment</p> <p>KB4. Should know the optimum level of water in radiator</p> <p>KB5. Should know the capacity of different oils in machine</p> <p>KB6. Should know the capacity of fuel tank in the machine</p> <p>KB7. Should know the basics of compressed air operated equipment</p> <p>KB8. Should know the basics of electrical driven equipment</p> <p>KB9. Knowledge on application of different types of hand tools</p> <p>KB10. Visual checks to identify damage, defects, cracks or leaks beforehand.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Should be able to observe any external problem in equipment and report it to operator.</p> <p>SA2. Should be able to write log book and other reports.</p> <p>SA3. Company guidelines.</p> <p>SA4. Safety procedure and safety guidelines.</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read the instructions, guidelines, procedure, rules, signage's related to the works.</p> <p>SA6. Read the risk management plan of the job</p>
Oral Communication (Listening and Speaking skills)	

MIN/N0239

Assist in pre-operation checks and servicing of HEMM

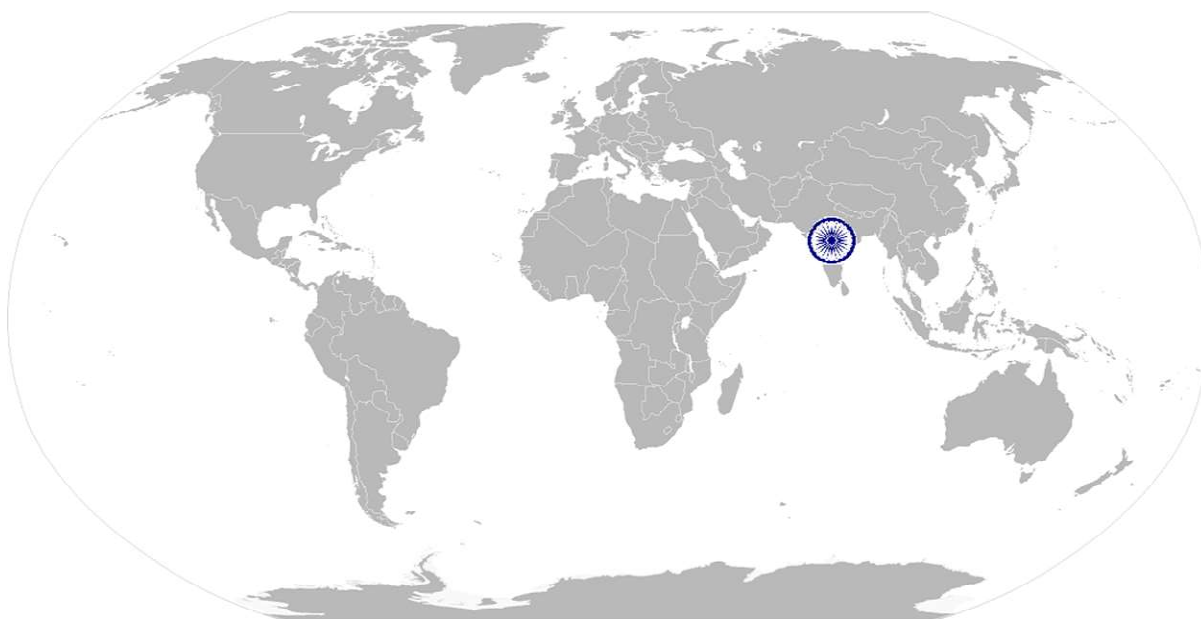
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Interact effectively with operator in order to clarify instruction and other issues</p> <p>SA8. Use correct technical term while interacting with operator and other personnel.</p> <p>SA9. Should able to present report to concern authority or person with details.</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Decide on types of tools and tackles to be used.</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. Plan work according to the schedule.</p> <p>SB3. Plan for cleaning of the equipments.</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Provide services of the highest order to ensure customer satisfaction.</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Report problem that he can't resolve to appropriate authority</p> <p>SB6. Identify sources of support that can be availed for problem solving.</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Evaluate the complexity of task to determine for any assistance required.</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Analyze, evaluate and apply the information gathered from observations and experience.</p>

MIN/N0239

Assist in pre-operation checks and servicing of HEMM

NOS Version Control

NOS Code	MIN/N0239		
Credits (NSQF)	TBD	Version number	1.0
Sector	Mining	Drafted on	08/08/2016
Sub-sector	Mining Operation	Last reviewed on	27/09/2016
Occupation	Loading & Hauling Opencast Mines	Next review date	26/09/2019

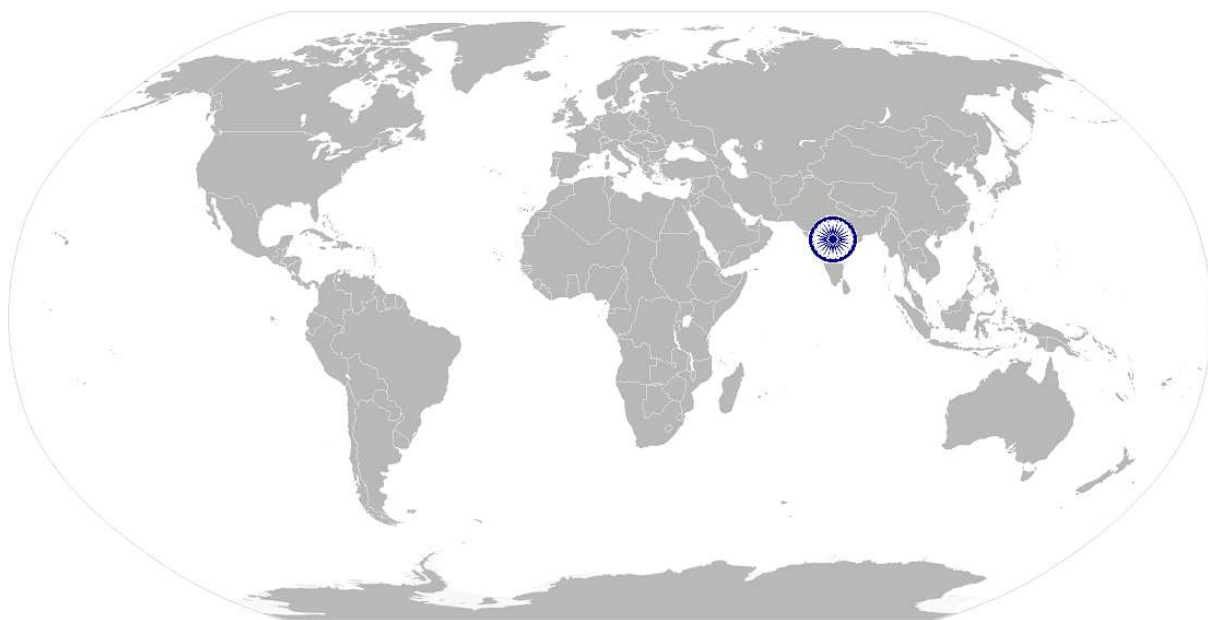


[Back to top...](#)

MIN/N0240

Assist in shifting and operation of the machine.

National Occupational Standard



Overview

This unit is about providing necessary assistance to operators in shifting, placement, cleanliness and operation of machine.

MIN/N0240

Assist in shifting and operation of the machine.

National Occupational Standard

Unit Code	MIN /N 0240
Unit Title (Task)	Assist in shifting and operation of the machine
Description	This unit is about providing necessary assistance to operator in shifting, placement, cleanliness and operation of machine at the place designated by the in charge.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> To assist in shifting and placement of machine provide necessary assistance during the operation of machine Cleaning of machine. Assist in varied other and extraction jobs
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
To assist in shifting and placement of machine	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Follow the work instruction for shifting and placement of machine</p> <p>PC2. Ensure that the path is free from any obstruction. Ensure that no blasting operation is in progress in the area to be shifted.</p> <p>PC3. carry the trailing cable while placement of machine in case of electrical driven machines</p> <p>PC4. Guide the operator for placement of drill machine at distinctly marked position given by Mechanic/Technician/ surveyor.</p> <p>PC5. carry out visual inspection of the area before starting the operation</p> <p>PC6. Inspect the unloading area properly for any persons or machinery before starting the dumping operation. ensure that the dumping area is free from cracks and subsidence</p> <p>PC7. ensure that no person is present at the toe of unloading area</p>
Provide necessary assistance during the operation of machine	<p>PC8. report any abnormality from the machine operation to the operator</p> <p>PC9. Assist the operator in changing the rod of drill machines.</p> <p>PC10. Clear the drill cuttings / muck whenever advised by the operator.</p> <p>PC11. Perform water spraying on muck pile if in practice.</p>
Cleaning of equipment	<p>PC12. Clean the operator's cabin. Clean the glasses of the operator cabins for better visibility before the start of machine in a shift</p> <p>PC13. Clean the operator's cabin. Clean the glasses of the operator cabins for better visibility before the start of machine in a shift.</p>
Assist in varied extraction jobs.	<p>PC14. Help operators, such as earth drillers, jack hammer and mining machine operators during the extraction process.</p> <p>PC15. Assisting workers to extract geological materials, using hand tools and equipment.</p> <p>PC16. Signaling workers to start extraction as per supervisors / operators' Instructions.</p> <p>PC17. Delivery and set-up of materials, devices and machine parts, using hand tools.</p>
Knowledge and Understanding (K)	

MIN/N0240

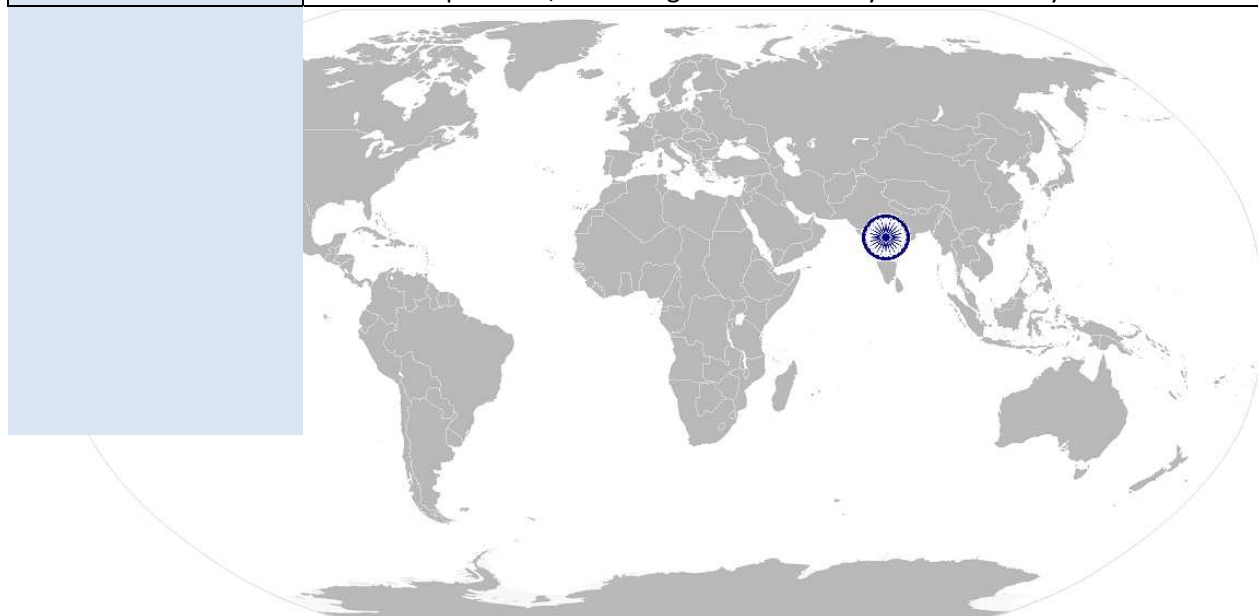
Assist in shifting and operation of the machine.

B. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The organization's procedure and guidelines KA2. The performance standards and procedures followed in organization KA3. Reporting structure of organization KA4. Contact person in case of queries on procedure or product KA5. Location and process for disposal of scrap material.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KA6. Should be aware of the risk and risk management plan of the job KA7. Knowledge on working at height safety KA8. Basic knowledge of machine features KA9. Knowledge of code of practice for different operations KA10. Knowledge of health hazards and ergonomics
Skills (S)	
C. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write simple records of any observation or incident. SA2. Note measurement, gauge reading etc. for various process in the prescribed format.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Should be able to read the instructions and signage at work place
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Interact effectively with machine operator in order to clarify instructions and other issues. SA5. Should be able to alert all persons in immediate vicinity in case of any emergency. SA6. Use correct technical terms while communicating with operator.
D. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take decision on types of tools to be used. SB2. Take decision on use of fire extinguisher in case of fire incident.
	Plan and Organize
	The user/individual on the job needs to know and understand: SB1. Carry out work in line with the instruction of operator and as per timeline. SB2. Plan work according to the job location.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. Provide service of highest order to ensure customer satisfaction

MIN/N0240

Assist in shifting and operation of the machine.

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Report problems that you cannot resolve to appropriate authority SB5. Identify sources of support that can be availed for problem solving for various kind of problems
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Evaluate the complexity of the task to determine if he/she needs any assistance from the senior
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB7. Analyze, evaluate and apply the information gathered from observation, experience, reasoning to act efficiently and effectively.

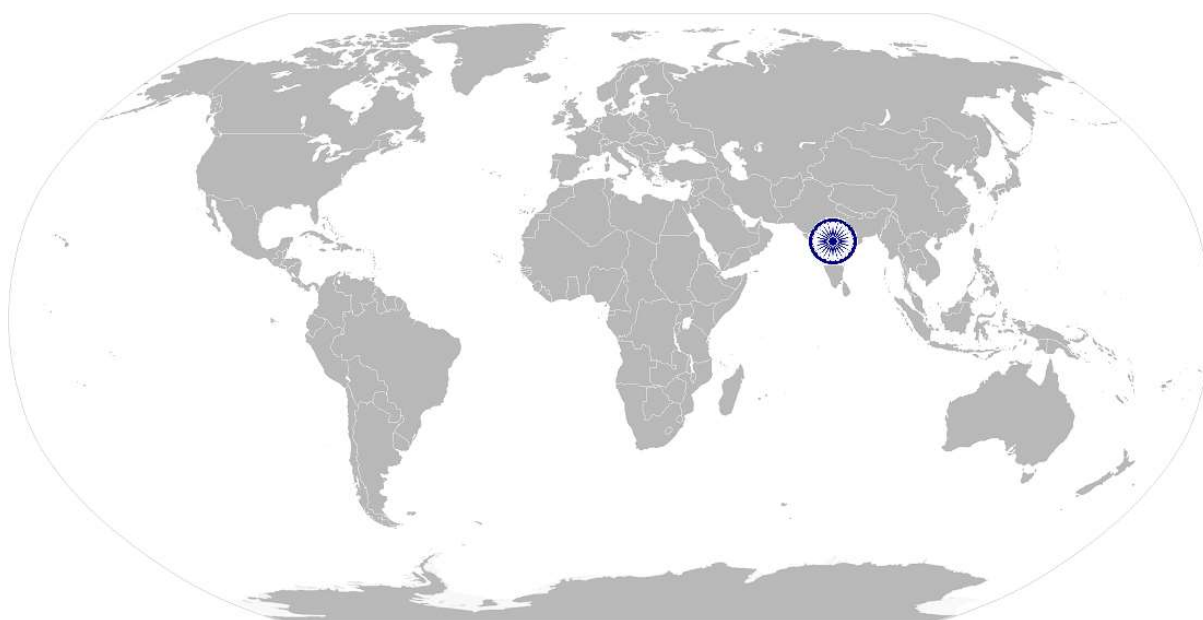


MIN/N0240

Assist in shifting and operation of the machine.

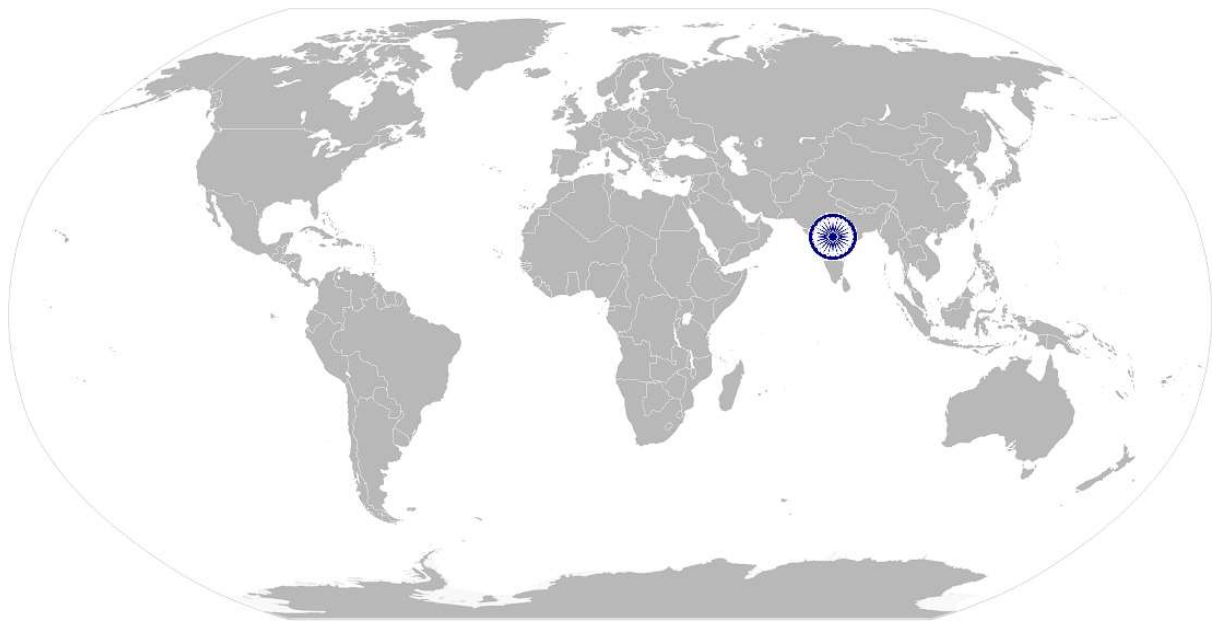
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NOS Code	MIN/N0240		
Credits (NSQF)	TBD	Version number	1.0
Sector	Mining	Drafted on	08/08/2016
Sub-sector	Mining Operation	Last reviewed on	27/09/2016
Occupation	Loading & Hauling Opencast Mines	Next review date	26/09/2019



[Back to top...](#)

National Occupational Standard



Overview

This unit is about adhering to health and safety requirements at the worksite.

MIN/N0901

Comply with Worksite Health & Safety

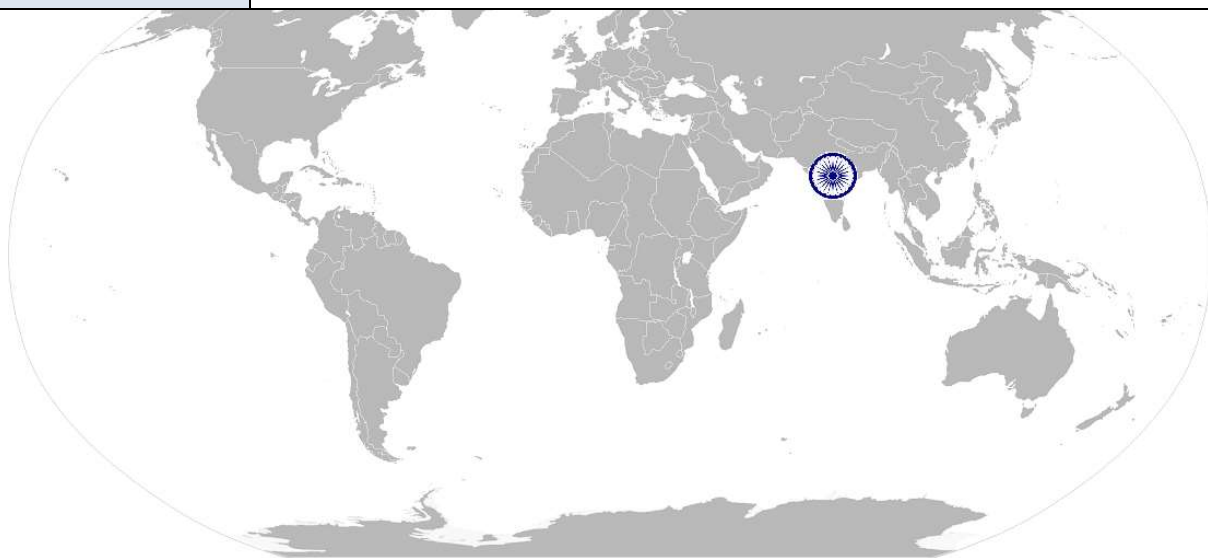
National Occupational Standard

Unit Code	MIN/ N0901
Unit Title (Task)	Comply with worksite health and safety
Description	This unit provides the information regarding worksite health and safety.
Scope	This unit is about adhering to health and safety requirements at the worksite during equipment operations.
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Safety, Security and Administrative	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Comply with safety, health, security and environment related regulations / guidelines at the work site.</p> <p>PC2. Use Personal Protective Equipment (PPE) and other safety gear such as seat belt, body protection, respiratory protection, eye protection, ear protection and hand protection.</p> <p>PC3. Follow safety measures during operations to ensure that the health and safety of self or others (including members of the public) is not at risk.</p> <p>PC4. Carry out operations as per the manufacturer's and worksite related health and safety guidelines.</p> <p>PC5. Handle the transport, storage and disposal of hazardous materials and waste in compliance with worksite health, safety and environmental guidelines.</p> <p>PC6. Follow safety regulations and procedures with regard to worksite hazards and risks.</p> <p>PC7. Operate various grades of fire extinguishers, as applicable.</p> <p>PC8. Support in administering basic first aid and report to concerned team members, as required, in case of an accident.</p> <p>PC9. Respond promptly and appropriately to an accident/ incident or emergency situation, within limits of your role and responsibility.</p> <p>PC10. Record and report details related to operations, incidents or accidents, as applicable</p> <p>PC11. Follow the manufacturer's instructions for care and safe operation of the equipment.</p>
Knowledge and Understanding (K)	
Regulatory Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Benching in quarries, dressing of overhangs, undercuts, fencing.</p> <p>KA2. First aid and Hygiene.</p> <p>KA3. Code of traffic in specific areas of mine. Significance of fences.</p> <p>KA4. Standing orders in force at the mine. Safety in the vicinity of Machinery.</p> <p>KA5. Shot-firing and Safety regulations. How and where to take shelter? Knowledge of mining safety procedures.</p>

MIN/N0901

Comply with Worksite Health & Safety

	<p>KA6. Outcome of violation of safety procedures.</p> <p>KA7. Locally prepared Emergency Preparedness / Disaster Management Plan.</p> <p>KA8. Process for reporting any unsafe act/condition in work area which may endanger his or his colleague's life.</p> <p>KA9. Environmental impact of mining.</p> <p>KA10. Sources of dust, noise and vibration and measures to minimize.</p> <p>KA11. Hazardous material safety and security rules and regulations as prescribed by DGMS.</p>
Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge of safety aspects in Open cast operations.</p> <p>KB2. Technical and gallery training as per first schedule, Mining Vocational Training Rules (MVTR) 1966.</p> <p>KB3. Refresher training as per first schedule, Mining Vocational Training Rules (MVTR) 1966. if absent from mines for a period of One year or more before re-employment.</p>

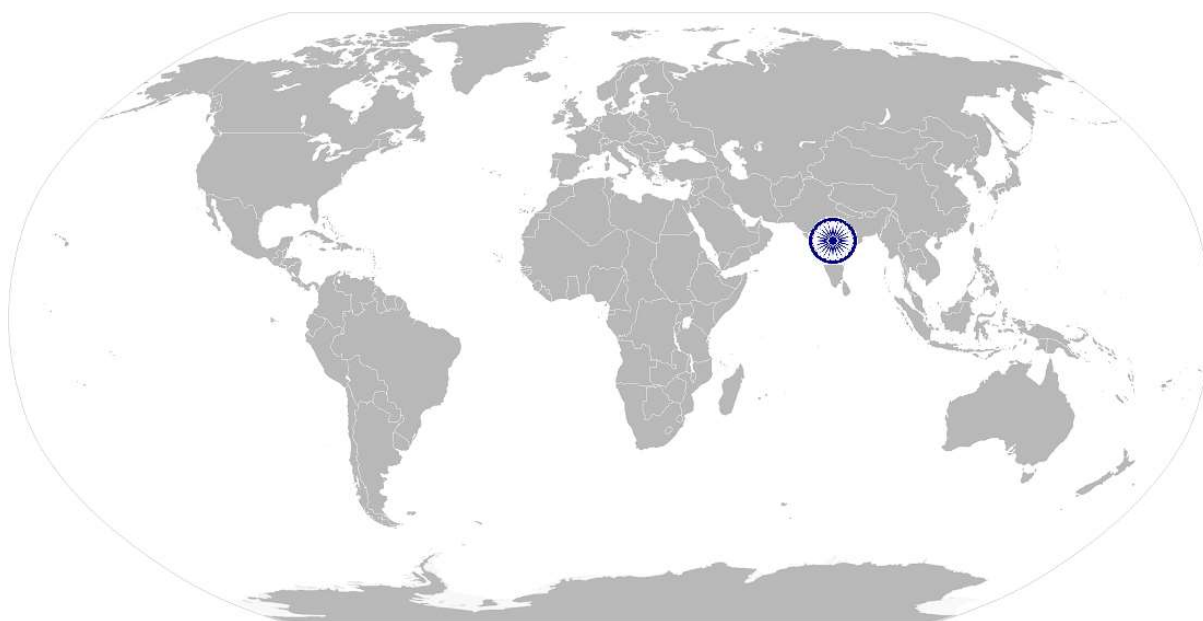


MIN/N0901

Comply with Worksite Health & Safety

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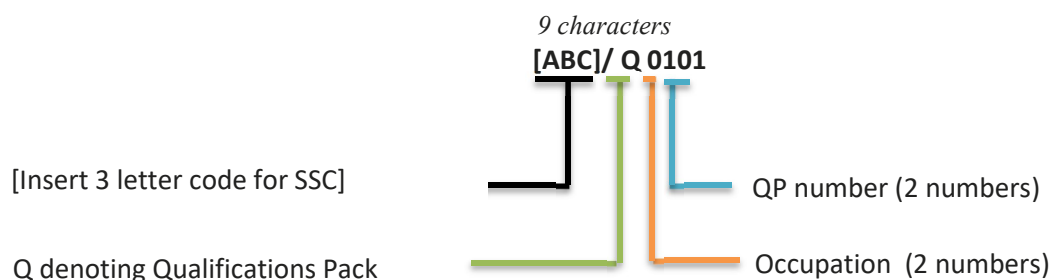
NOS Code	MIN/N0901		
Credits (NSQF)	TBD	Version number	1.0
Sector	Mining	Drafted on	08/08/2016
Sub-sector	Mining Operation	Last reviewed on	27/09/2016
Occupation	Loading & Hauling Opencast Mines	Next review date	26/09/2018



Annexure

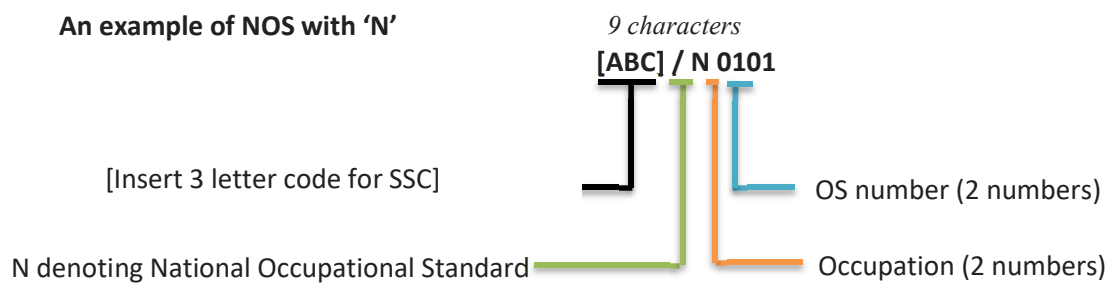
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Exploration & Resource Management	01 to 50
Mining Operations	01 to 80
Engineering Services	01 to 60
Mineral Beneficiation	01 to 80

Sequence	Description	Example
Three letters	Industry name	MIN
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Support -Open Cast Mines

Qualification Pack MIN/Q0211

Sector Skill Council Mining

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 50% 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

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark (100)	Out Of	Theory	Skills Practical
		100	100	30	70
1. MIN/N0239: Assist in pre operational check, servicing of HEMM	PC1. Assist in visual inspection of the body components for cracks and wear. Observe any unusual noise, vibration, leak, spillage, accumulation etc. and communicate the same to Technician / Operator.	40	3	2	1
	PC2. Inspect the bucket for any crack or damage. Inspect the tooth points and lock pin.		2	1	1
	PC3. Check the hydraulic oil levels, radiator water levels, any leakages		3	2	1
	PC4. Check the track chain pad, bolts and links in crawler mounted equipment. Tighten bolts as required.		2	1	1
	PC5. Check gauges, indicators, and sensor are fully functional. Observe any alarm message and report the same to Technician or Operator.		2	1	1
	PC6. Check for any leakage in compressor unit and all fittings and air lines. The condition of trailing cable and cable joints.		2	1	1

	PC7. Carry all the tools and tackles to complete the job.		2		2
	PC8. To clean the work area and assist the Technician in conducting inspection and check different machine area.		3	1	2
	PC9. Follow all the work instruction from Fitter / Technician related to routine maintenance.		1	1	0
	PC10. Ensure that no maintenance task on the engine is performed when running or still hot.		1		1
	PC11. Repair or replace faulty parts as per Technician or Operator's instructions.		2	1	1
	PC12. Use various kinds of hand held and power-tools to lift, dismantle or assemble machine components.		2	1	1
	PC13. Perform greasing & lubrication as directed by Operator / Technician.		3	1	2
	PC14. Assist in oil changes, change of oil filters and air filters, replaces hoses, belts, water pumps and other parts.		3	1	2
	PC15. Check fan belts, hoses, wiper blades and other safety equipment; check water and antifreeze levels; check air in tires and inflate tires and changes tires as necessary.		3	1	2
	PC16. Assist technician in maintaining and repairing automotive fleet and small equipment		2	1	1
	PC17. Change and repair tires for the automotive fleet and responds to road service calls. Tow broken-down vehicles.		2	1	1
	PC18. Fuel, wash, and clean administrative vehicles.		1	0	1
	PC19. Assist in welding services as needed.		1	0	1
			40	17	23
2. MIN/N0240: Assist Mining operators in shifting, placement, cleanliness and operation of the machine.	PC1. Follow the work instruction for shifting and placement of machine.	40	2	1	1
	PC2. Ensure that the path is free from any obstruction. Ensure that no blasting operation is in progress in the area to be shifted.		2	1	1
	PC3. carry the trailing cable while placement of machine in case of electrical driven machines		2	1	1

	PC4. Guide the operator for placement of drill machine at distinctly marked position given by Mechanic/Technician/ surveyor.		2	1	1
	PC5. carry out visual inspection of the area before starting the operation		3	1	2
	PC6. Inspect the unloading area properly for any persons or machinery before starting the dumping operation. Ensure that the dumping area is free from cracks and subsidence.		2	1	1
	PC7. ensure that no person is present at the toe of unloading area		2		2
	PC8. report any abnormality from the machine operation to the operator		3	2	1
	PC9. Assist the operator in changing the rod of drill machines.		3	1	2
	PC10. Clear the drill cuttings / muck whenever advised by the operator.		3	1	2
	PC11. Perform water spraying on muck pile if in practice.		3	1	2
	PC12. Clean the operator's cabin. Clean the glasses of the operator cabins for better visibility before the start of machine in a shift		2		2
	PC13. Clean the foot plates, pedals and steps free from mud, dirt, oil, grease, ice and snow at regular intervals. Perform periodic cleaning of the entire machine.		2	1	1
	PC14. Help operators , such as earth drillers, jack hammer and mining machine operators during the extraction process;		3	1	2
	PC15. Assisting workers to extract geological materials, using hand tools and equipment;		2	1	1
	PC16. Signalling workers to start extraction as per supervisors / operators' instructions;		2	1	1
	PC17. Delivery and set-up of materials, devices and machine parts, using hand tools;		2		2
			40	16	24
MIN / N0901: Worksite Health & Safety	PC1. Comply with occupational health and safety regulations adopted by the employer.	20	2	1	1
	PC2. Follow mining operations procedures with respect to materials handling and accidents.		2	1	1
	PC3. Follow the correct safety steps in case of accident or major failure.		2	1	1

PC4. Comply with safety regulations and procedures in case of fire hazard.	2	0	2
PC5. Operate various grades of fire extinguishers.	2	1	1
PC6. 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	2	1	1
PC7. Perform storage and transport of hazardous materials compliant with safety guidelines prescribed by DGMS.	2	0	2
PC8. Deal with misfires as per statutory requirement	1	1	0
PC9. Identify characteristics of post-blast fumes and take necessary precautions.	2	1	1
PC10. Wears safety gear such as hard hat, respiratory protection, eye protection, ear protection.	1	0	2
PC11. Follow the manufacturer's instructions for care and safe operation of the equipment.	1	0	1
Total	20	7	13