

## 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 - Assistant Support - Underground Mines

**SECTOR:** MINING

**SUB-SECTOR:** Mining Operation

**OCCUPATION:** Loading & Hauling – Underground

**REFERENCE ID:** MIN/Q0213

**ALIGNED TO:** NCO-2015/9311.0100

**Brief Job Description:** Assistant Support assists operators and technicians in underground mines, including in haulage, conveyor operation, Drilling, coal cutting, water pump operation, SDL/LHD operation, Roof bolting and other equipment operations, repair and maintenance. He has to ensure the cleanliness of the equipment & worksite, carries the tools and tackles from store to required site and assist the operator and technicians in checks and operation 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	<b>Qualifications Pack Code</b>	MIN/Q0213		
	<b>Job Role</b>	Assistant Support - Underground Mines		
	<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
	<b>Sector</b>	Mining	<b>Drafted on</b>	08/08/2016
	<b>Sub-sector</b>	Mining Operation	<b>Last reviewed on</b>	27/09/2016
	<b>Occupation</b>	Loading & Hauling – Underground	<b>Next review date</b>	26/09/2019
	<b>NSQC Clearance on</b>	DD/MM/YYYY		

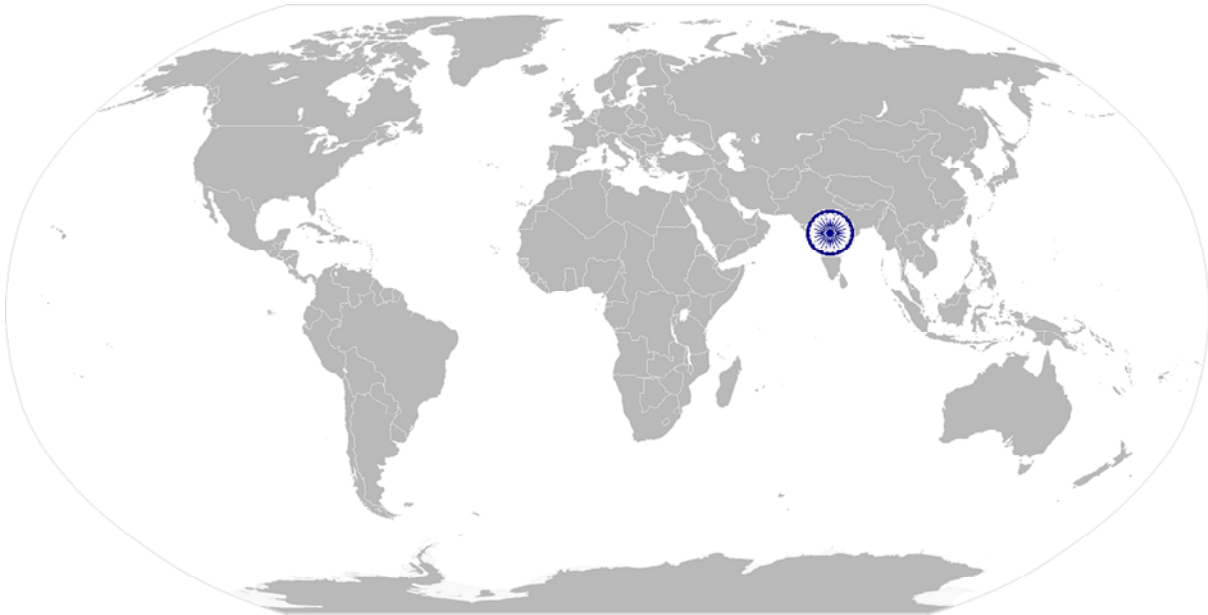
Job Role	Assistant Support - Underground Mines
<b>Role Description</b>	To assist Operators and Technicians in underground Mining operation, in operation of mining machinery and in servicing and maintenance of varied machinery.
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications</b>	VIII
<b>Maximum Educational Qualifications</b>	Graduation
<b>Training (Suggested but not mandatory)</b>	<ol style="list-style-type: none"> <li>1. Basic understanding of UG equipment and their functions.</li> <li>2. Understanding of first aid, mine safety and work practices for UG Mines.</li> <li>3. Basic training on usage of workshop tools and tackles.</li> </ol>
<b>Minimum Job Entry Age</b>	18 Years
<b>Experience</b>	0-1 years of related experience
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">MIN/N0243– Getting work area ready and pre-operational checks.</a></li> <li>2. <a href="#">MIN/N0244 – Assisting in operation and maintenance</a></li> <li>3. <a href="#">MIN/N0901 –Comply with Workplace Health &amp; Safety.</a></li> </ol> <p><b>Optional</b> Not Applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units.

Definitions

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.

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 and Safety	

# National Occupational Standard



## Overview

**This unit is about providing necessary assistance to operators in getting their work place ready and pre operational check of the machines and getting ready for daily operations.**

**Getting work area ready and pre-operational checks.**

National Occupational Standard	<b>Unit Code</b>	MIN/N0243
	<b>Unit Title (Task)</b>	Getting work area ready and pre-operational checks.
	<b>Description</b>	This unit is about providing necessary assistance to operators in pre operational check of the machines and getting ready for daily operations.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Getting work area or machine ready for operation,</li> <li>Assisting in daily inspection and fault reporting.</li> <li>Assisting to carry the right tools and other accessories.</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Getting work area or machine ready for operation</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Clean the haulage track, mining machinery and work area,</li> <li>PC2. Couple / uncouple haulage tubs / carriages,</li> <li>PC3. Check oil and lubricants level.</li> <li>PC4. To immediately notify any unsafe material or cut wire or any such broken things to operator/technician</li> <li>PC5. Carry out daily greasing and lubrication of conveyors and machine drives as per Schedule or as directed by operator/technician.</li> <li>PC6. Help replace any drill bit as per instruction from Operator / technicians.</li> </ul>
	<b>Assisting in daily inspection and fault reporting.</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC7. Follow the work orders.</li> <li>PC8. Assist the Operator and Technician in conducting daily inspection and check of different machines</li> <li>PC9. Carry out preliminary &amp; visual checks. Observe any unusual noise, vibration, leak, spillage, accumulation etc. and communicate the same to Operator / Technician / Fitter.</li> <li>PC10. Check track chain bolts and give torque if required. Check belts, chains and other drive components</li> <li>PC11. Take readings of meter and gauge measurements &amp; sensor standards inform operator and technician.</li> </ul>

**Getting work area ready and pre-operational checks.**

<p><b>Assisting to carry the right tools and other accessories.</b></p>	<p>To be competent, the user/individual on the job must be able to</p> <p>PC10. Carry required tools, daily consumables and parts required during the operation to the machine</p> <p>PC11. Clean the machine parts or subassemblies for technicians to carry out fault repair.</p> <p>PC12. Use the tools in proper way and as per direction of operator / technician.</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. 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> <p>KA1. Workplace standing instructions &amp; Procedures</p> <p>KA2. Safety in the vicinity of machinery and safety policy.</p> <p>KA3. Knowledge of mining safety procedures.</p> <p>KA4. Reporting structure in the company.</p> <p>KA5. Escalation matrix for reporting unresolved problem.</p> <p>KA6. Procedure of spares issue. Location of tools.</p> <p>KA7. Contact person in case of urgency.</p> <p>KA8. Location and process for storing and disposing of broken parts or waste material.</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge of different UG mine machines and their functionalities -</p> <ul style="list-style-type: none"> <li>• Haulage of tubs, coupling, decoupling etc.</li> <li>• Conveyor systems to transport rocks and minerals.</li> <li>• Drill to make hole in the coal seam,</li> <li>• Rock or Coal cutting machines.</li> <li>• Different types of pumps to drain out water from mines.</li> <li>• SDL/LHD to transport coal.</li> <li>• Machines to operate winding engine/ cage for lift and withdrawn the miner from mines.</li> <li>• Roof bolting machines operation.</li> <li>• Electrical instruments used in underground:- i) Transformers, ii) Switchgear, iii) Lighting, iv) Pump, v) Motors.</li> <li>• Gas detectors and precautions to be taken against noxious gases.</li> </ul> <p>KB2. Know right lubricants for conveyors, drives, gearboxes, chain and sprocket drives and greasing points of different machines</p> <p>KB3. Know the right set of tools and tackles required for Maintenance.</p> <p>KB4. Procedure of acquisitions of tools and tackles from store and return policies.</p> <p>KB5. Different types of jacks and lifting tackles and their capacity.</p>



**Getting work area ready and pre-operational checks.**

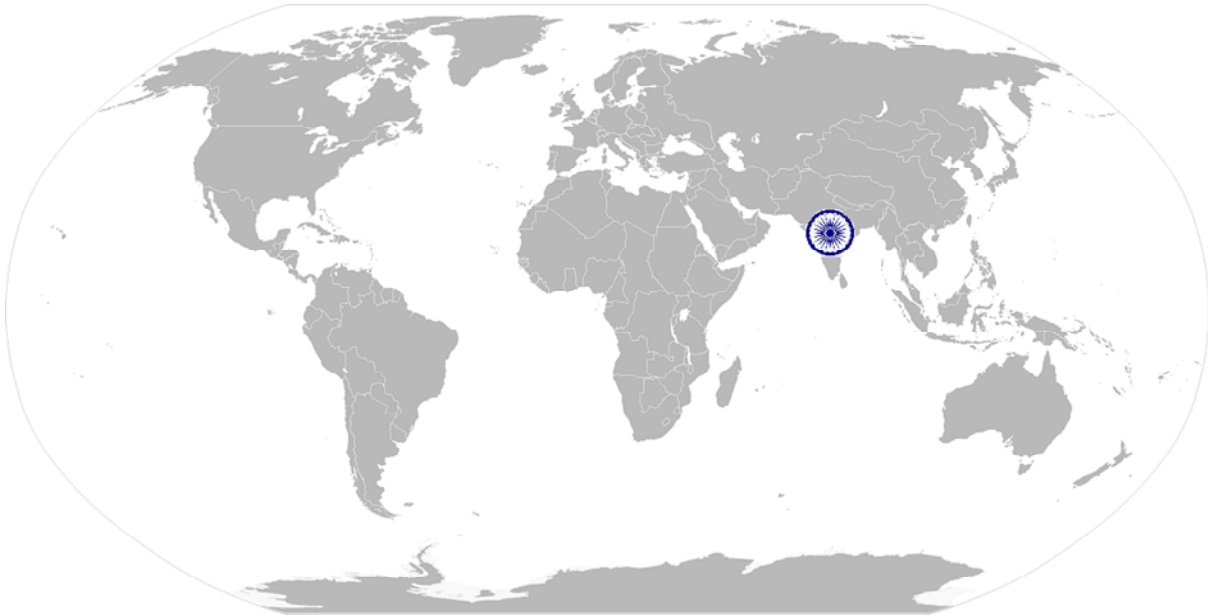
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. note gauge and meter readings, SA2. Write simple short reports.
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. Read the instructions and symbols given at workplace SA4. Read information sent by others SA5. Read the risk management plan of the job.
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA6. Effectively communicate with the Operator / Technician / team members SA7. Question internal customer/supervisor appropriately in order to understand the nature of instruction. SA8. Attentively listen and comprehend the information given by speaker.
<b>B. Professional Skills</b>	<b>Decision Making</b>
	user/individual on the job needs to know and understand how to: SB1. Make decisions in case of emergency and if Operator / Supervisor is not available.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. Plan work according to the schedule and place given by Operator / technician
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. Provide services to ensure satisfaction to his operators and supervisors.
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. Report problem that he can't resolve to Operator / Fitter / Technician/ supervisor
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB5. Observe and share the observations that may lead to breakdown.
	<b>Critical Thinking</b>



MIN/N0243

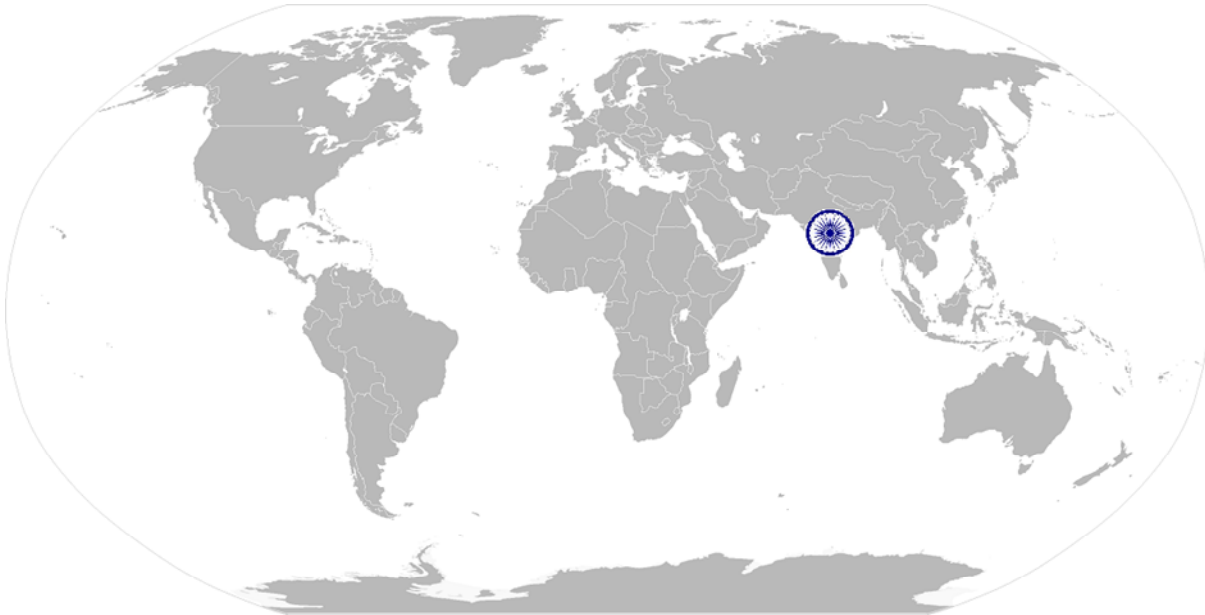
**Getting work area ready and pre-operational checks.**

The user/individual on the job needs to know and understand how to:  
SB6. use common sense and make judgments during day to day basis  
SB7. Use reasoning skills to identify and resolve basic problems.



## NOS Version Control

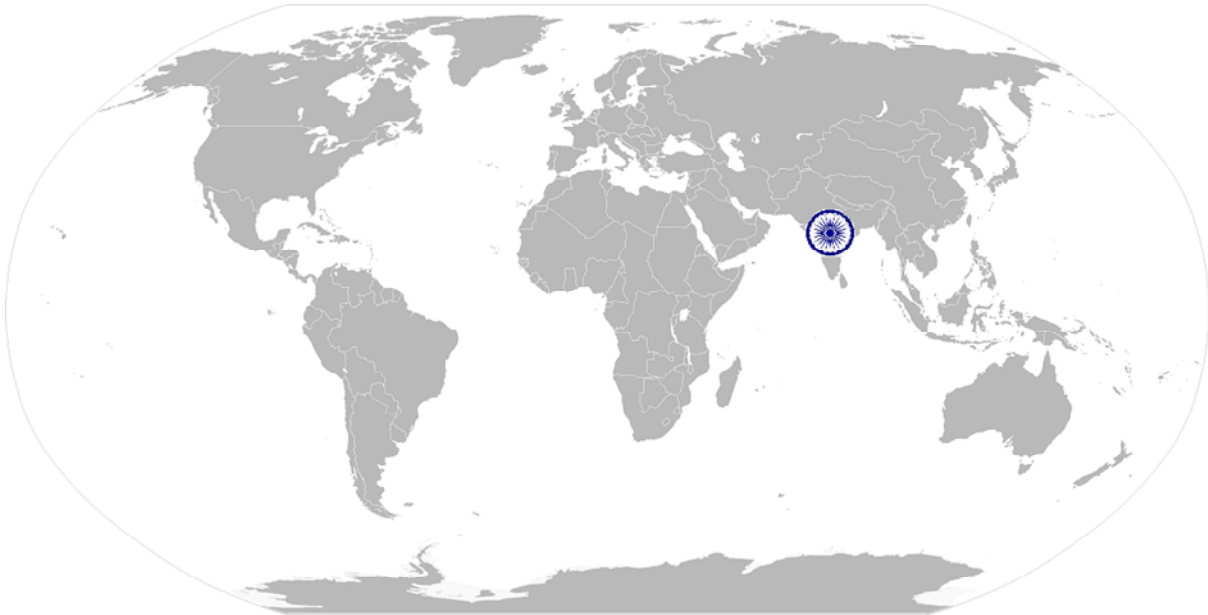
NOS Code	MIN/N0243		
Credits (NSQF)	TBD	Version number	1.0
Sector	Mining	Drafted on	08/08/2016
Sub-sector	Mining Operation	Last reviewed on	27/09/2016
Occupation	Loading & Hauling – Underground	Next review date	26/09/2019



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# National Occupational Standards



## Overview

This unit is about providing necessary assistance in operation, scheduled maintenance and repair in case of breakdown.

MIN/N0244

**Assisting in operation and maintenance**

National Occupational Standard	<b>Unit Code</b>	MIN/N0244
	<b>Unit Title (Task)</b>	<b>Assisting in Operation and Maintenance</b>
	<b>Description</b>	This unit is about providing necessary assistance in operation, scheduled maintenance and repair in case of breakdown.
	<b>Scope</b>	This unit/task covers the following: a) Assisting in daily operation. b) Assisting in breakdown repair and scheduled maintenance.
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Assisting the Operator in daily operation.</b>	To be competent, the user/individual on the job must be able to:  PC1. Understand the basic operations of each machine in underground mines. PC2. Follow the instruction of supervisors/operators/Technicians. PC3. Check the machine vicinity is clear of any obstructions and no unauthorised person is present there. To notify the operator accordingly. PC4. Switch on / off of conveyors, hoists and lifting tackles, dewatering pumps etc. as per Operator / Technicians instruction. PC5. Do coupling and decoupling of haulage tubs and carriages as required. PC6. Carry out regular visual checks and communicate to technician/ operator any unusual noise, vibration, leak, spillage, accumulation etc. PC7. To take note of any alarm message during operation and report the same to Technician or Operator. PC8. Carry the supports and other materials for timber man and roof bolter etc. PC9. Make him available all the time to the Operator during machine operation.
	<b>Assisting in breakdown repair and scheduled maintenance.</b>	To be competent, the user/individual on the job must be able to:  PC10. Take direction from Technician and identify right machine spares, tools and tackles required for the repair and maintenance job on the machines. PC11. To get necessary authorisation and approval from Technician and mechanic for issuance of the spare parts, replacement consumables, tool bits, support materials and other materials. PC12. To get the items issued from store and carry right tools and tackles required to attend the breakdown or maintenance. PC13. Follow all the work instruction from Fitter / Technician to help them in routine maintenance. PC14. Tighten all nut bolts properly after maintenance. PC15. Do the housekeeping of the area after maintenance. PC16. Ensure proper disposal of worn out machine components at right place.
	<b>Knowledge and Understanding (K)</b>	

**MIN/N0244**

**Assisting in operation and maintenance**

<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> <p>KA1. Workplace standing instructions &amp; Procedures          KA2. Reporting structure.          KA3. Safety in the vicinity of machinery and safety policy.          KA4. Knowledge of mining safety procedures.          KA5. Reporting structure in the company.          KA6. Escalation matrix for reporting unresolved problem.          KA7. Procedure of spares issue. Location of tools.          KA8. Contact person in case of urgency.          KA9. Location and process for storing and disposing of broken parts or waste material.</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge of different UG mine machines and their functionalities -</p> <ul style="list-style-type: none"> <li>• Haulage of tubs, coupling, decoupling etc.</li> <li>• Conveyor systems to transport rocks and minerals .</li> <li>• Drill to make hole in the coal seam,</li> <li>• Rock or Coal cutting machines.</li> <li>• Different types of pumps to drain out water from mines.</li> <li>• SDL/LHD to transport coal.</li> <li>• Machines to operate winding engine/ cage for lift and withdrawn the miner from mines.</li> <li>• Roof bolting machines operation.</li> <li>• Electrical instruments used in underground :- i) Transformers, ii) Switchgear, iii) Lighting, iv) Pump, v) Motors.</li> <li>• Gas detectors and precautions to be taken against noxious gases.</li> </ul> <p>KB2. Know right lubricants for conveyors, drives, gearboxes, chain and sprocket drives and greasing points of different machines</p> <p>KB3. Know the right set of tools and tackles required for Maintenance.</p> <p>KB4. Procedure of acquisitions of tools and tackles from store and return policies.</p> <p>KB5. Different types of jacks and lifting tackles and their capacity.</p>
<b>Skills (S)</b>	
<p><b>C. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Note gauge and meter readings.          SA2. Write simple short reports.</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read the instructions and symbols given at workplace          SA4. Read information sent by others          SA5. Read the risk management plan of the job</p>

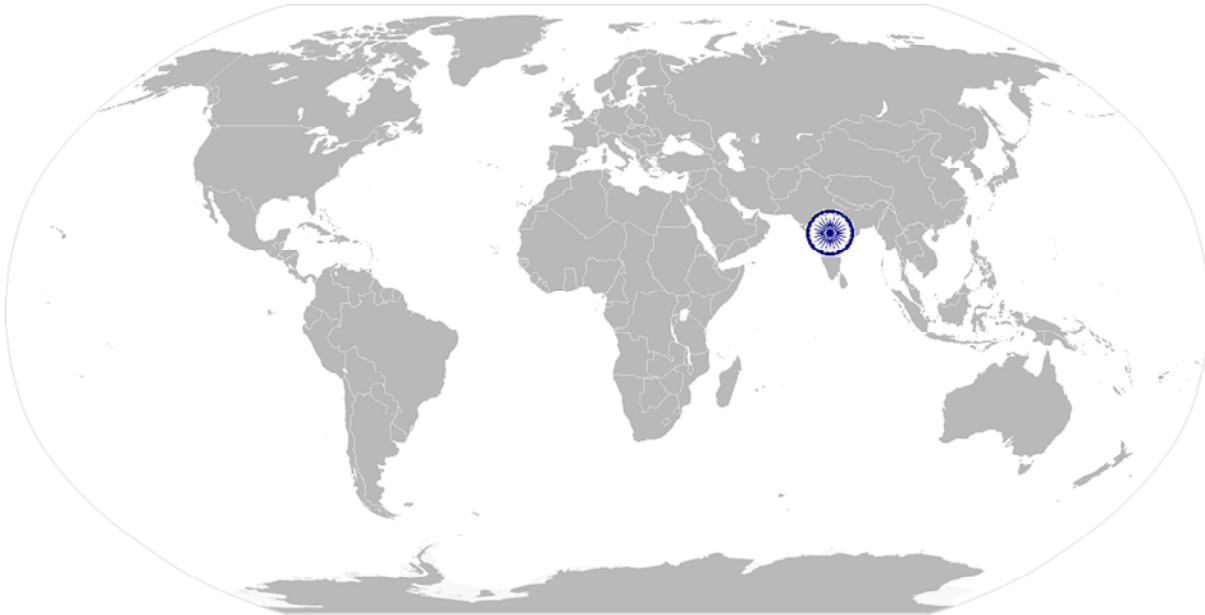
**Assisting in operation and maintenance**

	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA6. Effectively communicate with the Operator / Technician / team members SA7. Question internal customer/supervisor appropriately in order to understand the nature of the instructions. SA8. Attentively listen and comprehend the information given by speaker.
<b>D. Professional Skills</b>	<b>Decision Making</b>
	user/individual on the job needs to know and understand how to: SB1. Make decisions in case of emergency and if Operator / Supervisor is not available.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. Plan work according to the schedule and place given by Operator / technician
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. Provide services to ensure satisfaction to his operators and supervisors.
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. Report problem that he can't resolve to Operator / Fitter / Technician/ supervisor
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB5. Observe and share the observations that may lead to breakdown.
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB6. Use common sense and make judgments during day to day basis SB7. Use reasoning skills to identify and resolve basic problems.	



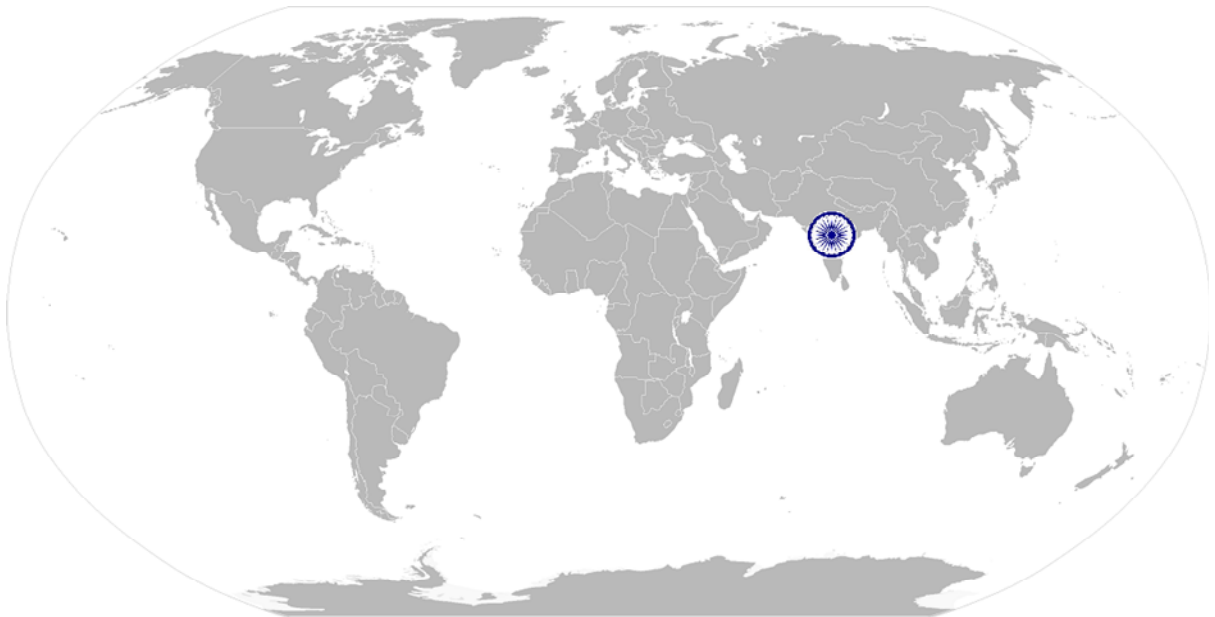
## NOS Version Control

NOS Code	MIN/N0244		
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 – Underground	Next review date	26/09/2019



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# National Occupational Standards



## Overview

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

MIN/N0901

**Comply with Workplace Health and Safety**

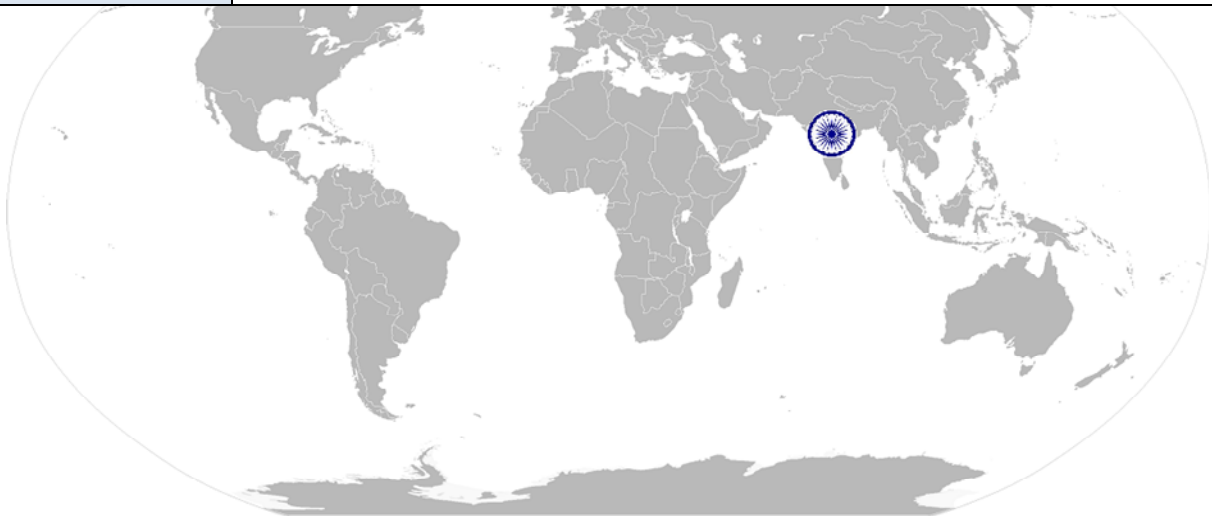
National Occupational Standard

<b>Unit Code</b>	MIN/N0901
<b>Unit Title (Task)</b>	<b>Comply with workplace health and safety guidelines</b>
<b>Description</b>	This unit provides the information regarding workplace health and safety.
<b>Scope</b>	This unit is about adhering to health and safety requirements at the workplace during equipment operations.
<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 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 workplace related health and safety guidelines.</p> <p>PC5. Handle the transport, storage and disposal of hazardous materials and waste in compliance with workplace health, safety and environmental guidelines.</p> <p>PC6. Follow safety regulations and procedures with regard to workplace 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>
<b>Knowledge and Understanding (K)</b>	
<b>Regulatory Context</b> (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</p> <p>KA6. Knowledge</p>

MIN/N0901

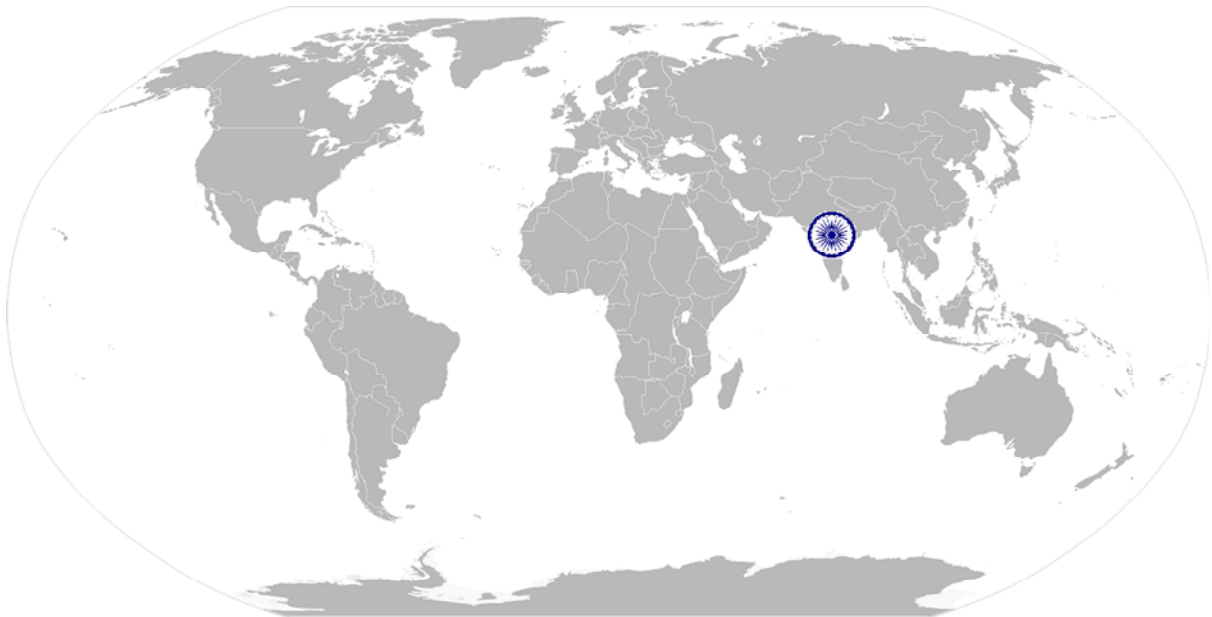
**Comply with Workplace Health and Safety**

	<p>of mining safety procedures.</p> <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>
<p><b>Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge of operation of the machines used in UG Mines.</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>



## NOS Version Control

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 – Underground	Next review date	26/09/2018

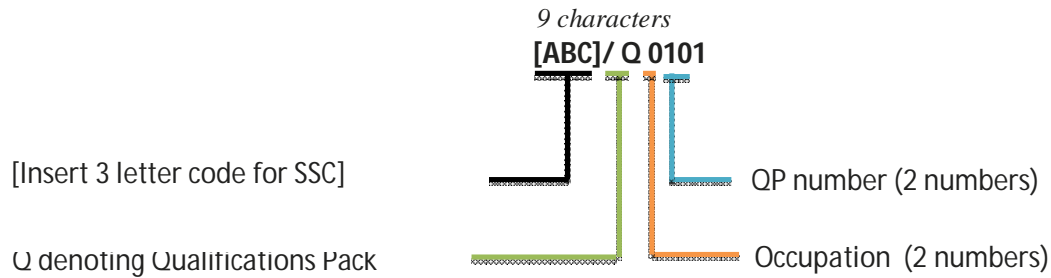


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## Annexure

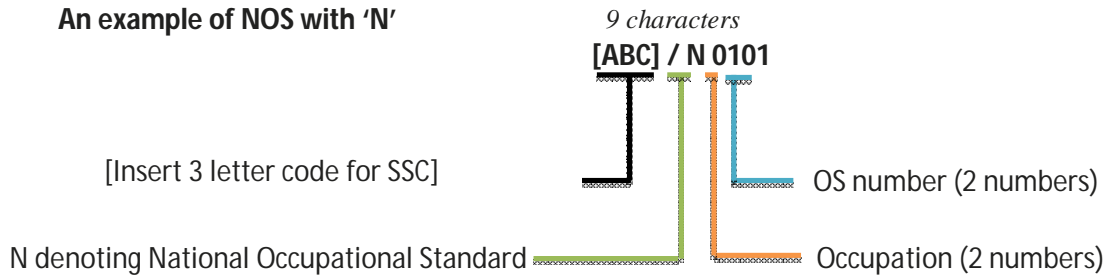
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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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 35

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 - Underground Mines

**Qualification Pack** MIN/Q0213

**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	30	70
1. MIN/N0243: Getting work area ready and pre-operational checks.	PC1. Clean the haulage track, mining machinery and work area,	<b>35</b>	3	1	2
	PC2. Couple / uncouple haulage tubs / carriages,		3	1	2
	PC3. Check oil and lubricants level.		1	1	2
	PC4. To immediately notify any unsafe material or cut wire or any such broken things to Operator / Technicians.		2	0	2
	PC5. Carry out daily greasing and lubrication of conveyors and machine drives as per schedule or as directed by Operator / technician.		3	1	2
	PC6. Help replace any drill bit as per instruction from Operator / technicians. Help replace any support and mesh supports etc.		3	1	2
	PC7. Follow the work orders.		2	2	0

	PC8. Assist the Operator and Technician in conducting daily inspection and check of the machine.		3	1	2
	PC9. Carry out preliminary & visual checks. Observe any unusual noise, vibration, leak, spillage, accumulation etc. and communicate the same to Operator / Technician / Fitter.		3	1	2
	PC10. Check track chain bolts and give torque if required. Check belts, chains and other drive components.		2	1	1
	PC11. Take readings of meter and gauge measurements & sensor standards and inform Operator / Technician.		2	1	1
	PC12. Carry required tools, daily consumables and parts required during the shift operation to the machine and for repair and maintenance.		2	0	2
	PC13. Clean the machine parts or subassemblies for technicians to carry out fault repair.		2	0	2
	PC14. Use the tools in proper way and as per direction of operator / technician.		2	0	2
		<b>Total</b>	<b>35</b>	<b>11</b>	<b>24</b>
2. MIN/N0244: Assisting in operation and maintenance.	PC1. Understand the basic operations of each machine in underground mines.	45	5	3	2
	PC2. Follow the instruction of supervisors/operators/Technicians.		2	1	1
	PC3. Check the machine vicinity is clear of any obstructions and no unauthorised person is present there. To notify the operator accordingly.		2	0	2
	PC4. Switch on / off of conveyors, hoists and lifting tackles, dewatering pumps etc. as per Operator / Technicians instruction.		3	1	2
	PC5. Do coupling and decoupling of haulage tubs and carriages as required.		3	0	3
	PC6. Carry out regular visual checks and communicate to technician/ operator any unusual noise, vibration, leak, spillage, accumulation etc.		3	1	2
	PC7. To take note of any alarm message during operation and report the same to Technician or Operator.		4	1	3
	PC8. Carry the supports and other materials for timberman and roof bolter etc.		3	1	2
	PC9. Make himself available all the time to the Operator during machine operation.		2	1	1

	PC10. Take direction from Technician and identify right machine spares, tools and tackles required for the repair and maintenance job on the machines.		3	0	3
	PC11. To get necessary authorisation and approval from Technician and mechanic for issuance of the spare parts, replacement consumables, tool bits, support materials and other materials.		2	0	2
	PC12. To get the items issued from store and carry right tools and tackles required to attend the breakdown or maintenance.		2	0	2
	PC13. Follow all the work instruction from Fitter / Technician to help them in routine maintenance.		3	1	2
	PC14. Tighten all nut bolts properly after maintenance.		3	0	3
	PC15. Do the housekeeping of the area after maintenance.		2	1	1
	PC16. Ensure proper disposal of worn out machine components at right place.		3	1	2
		<b>Total</b>	<b>45</b>	<b>12</b>	<b>33</b>
3. MIN/N0901: Comply with workplace Health & Safety.	PC1. Comply with occupational health and safety regulations adopted by the employer.	<b>20</b>	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
		<b>Total</b>	<b>20</b>	<b>7</b>	<b>13</b>