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What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

ASDC, NEW DELHI

E-mail:

SKC.ASDC@gmail.com



Introduction

Qualifications Pack- Light motor Vehicle Driver Level 3

SECTOR: AUTOMOTIVE

SUB-SECTOR:ROAD TRANSPORTATION

OCCUPATION: DRIVING

JOB ROLE: LIGHT MOTOR VEHICLE DRIVER L 3

REFERENCE ID: ASC/Q9702

ALIGNED TO : NCO-2004/ 8324.10

Brief Job Description: This individual is called LMV Driver or simply Driver. Individuals at this job need to drive safely on the assigned route with or without company of a senior driver and will be in employment /or hired for a duration. This is also applicable to drivers commercially working in the employment of a car owner or commercial drivers' pool. Individual needs to have a valid LMV Learners driving Licence or LMV driving licence.

Personal Attributes: This job requires the individual to drive under tiring and demanding physical and traffic conditions. Individual must be dependable and able to take responsibility for the vehicle. The individual should be able to communicate effectively as he needs to deal with a variety of people every day.

LMV Driver Level 3

Qualifications Pack Code	ASC/Q9702		
Job Role	Light Motor Vehicle Driver Level 3		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.1
Sector	Automotive	Drafted on	24/06/13
Sub-sector	Road Transportation	Last reviewed on	15/07/13
Occupation	Driving	Next review date	30/07/15

Job Role	Light Motor vehicle Driver level 3
Role Description	Driving light motor vehicles to safely drive mostly within limited geography
NSQF level	3
Minimum Educational Qualifications*	Preferably Class VIII th
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> ASDC Commercial Vehicle Driving Assistant and preferably also ASDC Auto Service Technician L2 or Some training in stress management like yoga is recommended
Experience	<ul style="list-style-type: none"> From 0 to 6 months in driving a Light Motor Vehicle (LMV) with driving licence
Applicable National Occupational Standards (NOS)	Compulsory: ASC/N9703. Ensuring road worthiness of vehicle ASC/N9704. Drive safely on the assigned route within limited geography ASC/N0012 Practice HSE and security related guidelines Optional: N.A.
Performance Criteria	As described in the relevant OS units

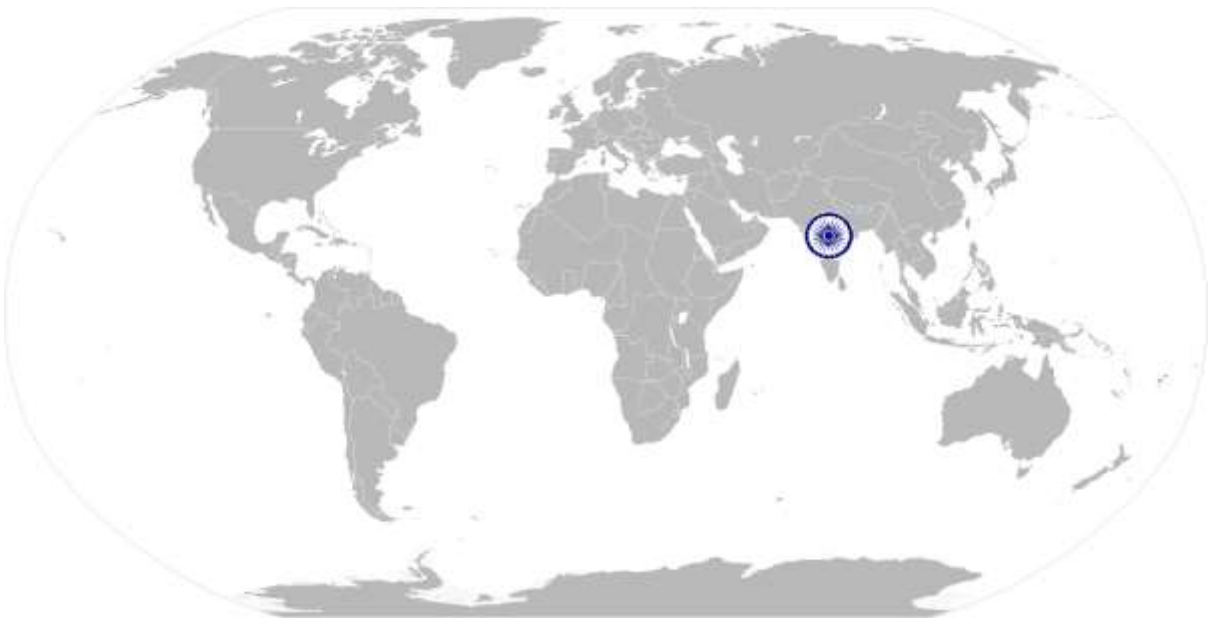
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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 an 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.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (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.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications 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.
Scope	Scope is a 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 quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.

LMV Driver Level 3

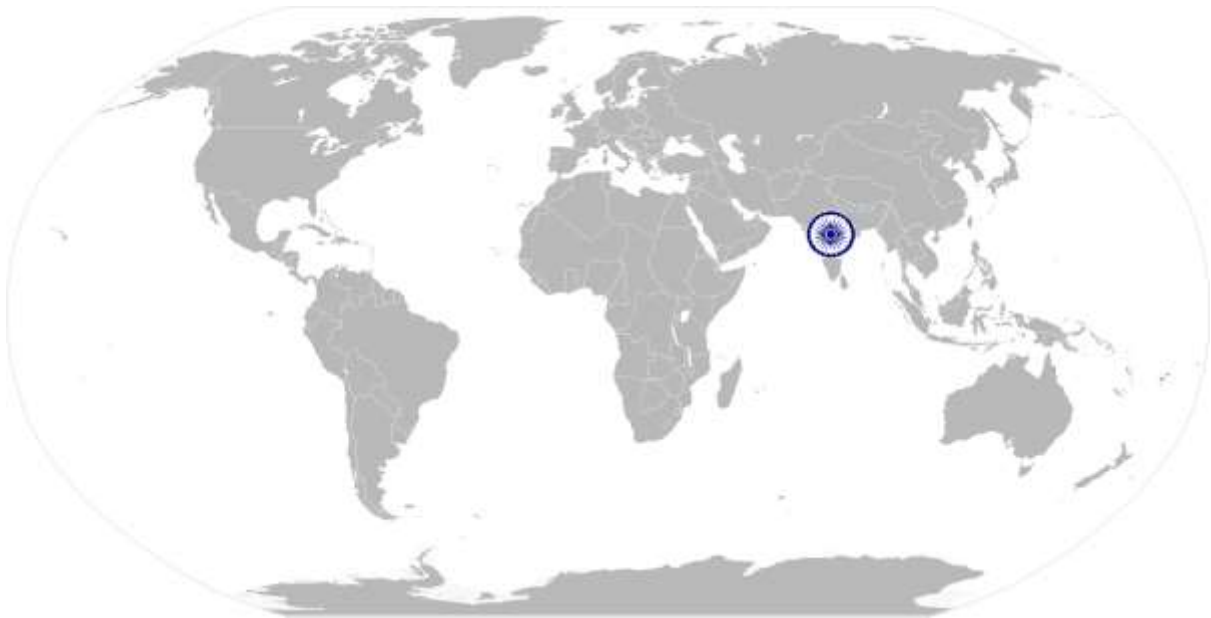
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack



National Occupational Standards



Overview

This unit is about assessing and ensuring that vehicle is fit for being on the road. The assessment would include technical evaluation as well as legal and compliance related guidelines.

ASC/N9703

Ensuring road worthiness of vehicle

National Occupational Standard

Unit Code	ASC/N9703
Unit Title (Task)	Ensuring road worthiness of vehicle
Description	This OS unit is about to ensure that the vehicle is road worthy for use. The individual is responsible to check the vehicle thoroughly before starting the trip.
Scope	<p>This unit/ task covers the following:</p> <p>Assess the road worthiness of the vehicle as per the:-</p> <ul style="list-style-type: none"> • Service Manual requirements • CMVR guidelines • Additional HSE requirements • Technical requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Vehicle road worthiness	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC1. check that the vehicle meets basic legal and compliance related requirements as per :</p> <ul style="list-style-type: none"> • the organization guidelines eg rule books of STUs • CMVR guidelines from MoRTH and other guidelines issued by Road Transport Authorities like RTOs • any other safety, security and environmental guidelines <p>PC2. check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change</p> <p>PC3. record any other deviations observed during the trip</p>
Basic technical check before the trip	PC4. supervise and ensure all basic technical checks have been carried out as per standard organization check list /procedure
Escalation of technical problem	<p>PC5. report actual or possible defects to the senior driver or owner or service supervisor in enough detail so they can diagnose the problem</p> <p>PC6. in consultation with owner conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.</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. company’s policies on: road worthiness requirement; basic compliance to technical requirements and standards; safety and hazards</p> <p>KA2. CMVR guidelines and other specific local regulations</p> <p>KA3. organization structure</p> <p>KA4. escalation procedure</p>
Skills (S) [Optional]	
A. Core Skills/	Basic reading and writing skills

ASC/N9703 Ensuring road worthiness of vehicle

Generic Skills	The user/ individual on the job needs to know and understand how to: SB1. read and understand technical standards of vehicle operation in terms of fuel system and other control systems in vehicle. SB2. document technical issues pertaining to vehicle
	Communication skills
	SB3. follow supervisors instructions SB4. communicate with assistant and other personnel
	B. Professional Skills
	Decision making
	The user/individual on the job needs to make decisions on : SB1. when not to use the vehicle due to technical and/or compliance related issues
	Reflective thinking
	The user/individual on the job needs to know and understand: SB2. how to learn from past mistakes and identify potential problems



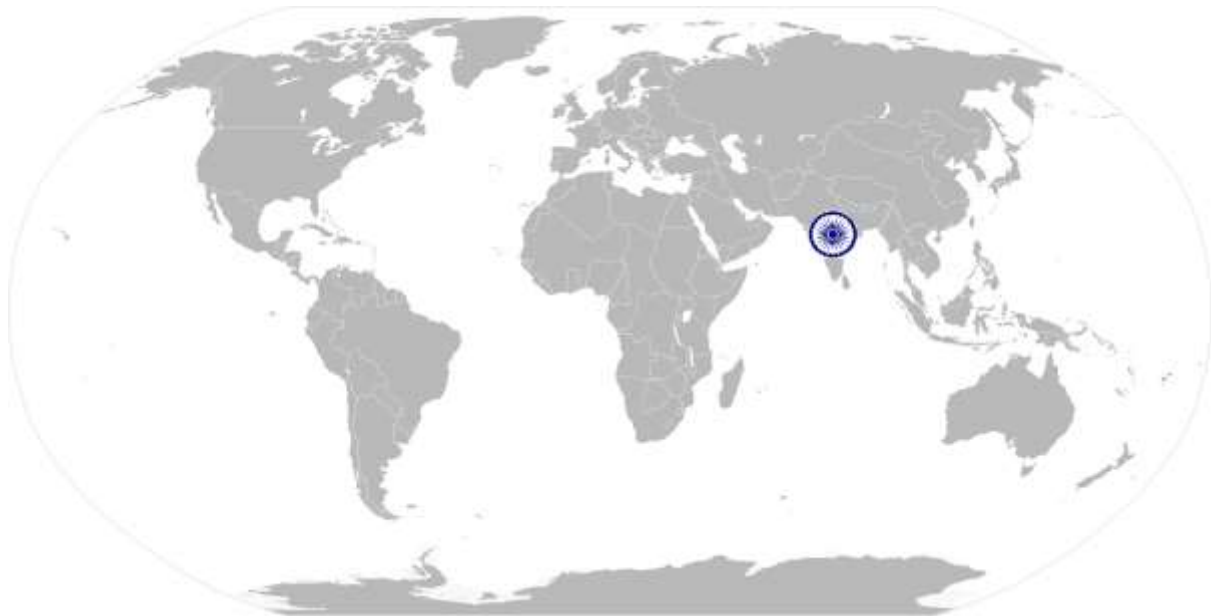
ASC/N9703 Ensuring road worthiness of vehicle

NOS Code	ASC/N9703		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/06/13
Industry Sub-sector	Road Transportation	Last reviewed on	27/07/13
Occupation	Driving	Next review date	30/07/15

NOS Version Control

ASC/N9704 Drive safely on the assigned route within limited geography

National Occupational Standards



Overview

This unit is about the instructions to be followed by the driver while driving on the assigned route which for Level 3 would be usually within limited geographies.

ASC/N9704

Drive safely on the assigned route within limited geography

National Occupational Standard

Unit Code	ASC/N9704
Unit Title (Task)	Drive safely on the assigned route within limited geographies
Description	This OS unit is about safe driving practice
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • driving practice to ensure safety of life and material • traffic and regulatory norms • dealing with people, challenging conditions
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Conformance to standard driving practices	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. conform to standard driving practices covering such as</p> <ul style="list-style-type: none"> ▪ confirm all checks have been carried out for road worthiness of the vehicle. ▪ confirm all papers and documents including driving license, vehicle documents and documents related to goods etc are available. ▪ fasten seat belt & start the vehicle and before moving re confirm all gauges are functioning. ▪ after starting, but within few meters of moving, to check the brakes. ▪ change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration ▪ use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely ▪ coordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all weather and road conditions in forward gear. In reverse gear to take help of assistant. ▪ use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly ▪ monitor and respond correctly to gauges, warning lights and other aids when driving ▪ in case of any malfunctioning or breakdown, to immediately attend to the problem by : <ul style="list-style-type: none"> -stopping the vehicle at a safe place -carrying out a quick diagnostic check -carrying out minor adjustments or temporary repairs if possible -asking for help in case of major problems by accurately reporting the exact nature of problem so that adequate help is made available ▪ at all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency. ▪ Non usage of mobile phones while driving

ASC/N9704

Drive safely on the assigned route within limited geography

<p>Conformance to traffic regulation</p>	<p>PC2. conform to state specific traffic regulations such as</p> <ul style="list-style-type: none"> ▪ change lanes safely at appropriate speed and observing traffic conditions ▪ overtake other road users legally, safely and by using correct signalling ▪ at all times observe the speed and distance in relation to vehicles ahead, behind and on the sides and maintain a safe distance from other vehicles. ▪ signal your intentions correctly to other road users within a safe, systematic routine ▪ respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman. ▪ use indicators and arm signals to signal intentions as per the traffic requirements ▪ Use the parking light when stationary, where needed ▪ select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke ▪ check for oncoming cyclists, pedestrians and other traffic before opening your door ▪ remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.
<p>General conduct on the road, with owner</p>	<p>PC3. Give preference and right of road usage to children, elderly and differently abled.</p> <p>PC4. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.</p> <p>PC5. Be extra careful when negotiating traffic, slopes and when required to park in limited space.</p> <p>PC6. Take care of owners belongings in the vehicle and maintain the vehicle in neat and clean condition</p> <p>PC7. Be pleasant in dealing with the owner and the passengers.</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's guidelines on safe driving practices; system and processes to ensure safe driving</p> <p>KA2. reporting structure</p> <p>KA3. problem escalation procedure</p>
<p>B. Technical Knowledge</p>	<p>KB1. safe driving techniques such as</p> <ul style="list-style-type: none"> avoid over speeding and follow prescribed limits maintain safe distance from other vehicles avoid pot holes, stones, other strewn objects in case of bridges and underpasses, observe and avoid driving when water level is above danger mark observe movement of pedestrians to avoid collision observe movement of stray animals to avoid collision

ASC/N9704

Drive safely on the assigned route within limited geography

	KB2. alternate routes in case of natural calamity, road construction work etc. KB3. troubleshooting techniques in the event of technical problems like changing wheels using jack KB4. traffic regulations KB5. elements of good driving habits for obtaining fuel efficiency : avoid clutch riding avoid frequent changing of gears avoid frequent braking avoid over speeding avoid idling of engine beyond reasonable limit avoid high idling speed setting in engine ensure there is no brake binding obtain right grade of fuel from authorized outlets only ensure correct quantity of fuel received as per bill
Skills (S) [Optional]	
A. Core Skills/Generic Skills	Basic reading and writing skills
	The user/individual on the job needs to know and understand how: SA1. to communicate effectively in local language.
	Communication skills
	SA2. communicate information in a format that meets the requirements
	Team work and multi tasking
	SA3. seamless coordination with colleagues SA4. assist others who require help
	Learning attitude
	SA5. keep oneself updated with the new vehicle technologies and functionalities SA6. gain knowledge/ experience from working on different routes
B. Professional Skills	Planning
	The user/individual on the job needs to know and understand how to: SB1. plan and drive based on traffic and road condition using radio links/navigation aids where available SB2. for long routes, in order to avoid excessive fatigue the individual should plan duty handover schedule with fellow Drivers in coordination with depot/branch office
	Decision making
	The user/ individual on the job needs to make decisions pertaining to: SB3. fitness of vehicle for safe driving SB4. breakdown condition

ASC/N9704

Drive safely on the assigned route within limited geography

	SB5. accident and emergency situations
	SB6. when to take an unscheduled break when self not feeling medically fit
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB7. assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s)
	SB8. identify immediate or temporary solutions to resolve delays and crisis situations
	Passenger management
	The user/individual on the job needs to know and understand how to:
	SB9. manage children, aged and differently abled individuals
SB10. effective tackling of passengers and public who may be stressed, frustrated, confused, or angry	
SB11. build passenger friendly work environment and use customer centric approach to resolve crisis	
Conflict Management Skills	
SB12. resolve conflict while dealing with public	
Reflective thinking	
The user/individual on the job needs to know and understand:	
SB13. how to learn from past mistakes to resolve technical and non-technical problems	

ASC/N9704 Drive safely on the assigned route within limited geography

NOS Version Control

NOS Code	ASC/N9704		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/06/13
Industry Sub-sector	Road Transportation	Last reviewed on	27/07/13
Occupation	Driving	Next review date	30/07/15

ASC/N0012 Practice HSE and security related guidelines

National Occupational Standards



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self, colleagues, clients and public and maintain a clean working environment.

ASC/N0012 Practice HSE and security related guidelines

National Occupational Standard	Unit Code	ASC/N0012
	Unit Title (Task)	Practice HSE and security related guidelines
	Description	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment.
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> ▪ identification of potential sources of safety issues in driving ▪ follow standard safety standards ▪ keep the work environment clean and organized ▪ communicate to reporting supervisor about safety issues ▪ handling of emergency situations such as accident, fire, passenger, client related issues
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Communicating potential accident points	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot and report potential safety issues while driving</p> <p>PC2. follow rules and regulations laid down by transport authorities</p> <p>PC3. follow company policy and rules to avoid safety, health and environmental problems</p>	
Cleanliness and hygiene	<p>PC4. ensure cleanliness of vehicle</p> <p>PC5. escalate issues related to cleanliness and hygiene issues to concern department</p> <p>PC6. escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external</p>	
Limit damage to people/client and public	<p>PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others</p> <p>PC8. follow instructions or guidelines for limiting danger or damage</p> <p>PC9. escalate the issue immediately if you cannot deal effectively with the danger</p> <p>PC10. give clear information or instructions to others to allow them to take appropriate action</p>	

ASC/N0012Practice HSE and security related guidelines

	<p>PC11. record and report details of the danger in line with operator guidelines</p> <p>PC12. report any difficulties you have keeping to your organization’s health and safety instructions or guidelines, giving full and accurate details</p> <p>PC13. check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/ adjusted.</p> <p>PC14. get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues KA2. what action you can take, and are authorized to take, to limit danger KA3. methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations KA4. where and how to get help in dealing with safety and emergency situations
B. Technical Knowledge	KA5. how to use appropriate equipment and alarm systems to limit danger KA6. alternate routes in case of natural calamity, road construction work etc.
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The user/ individual on the job needs to know and understand how to: SA1. to effectively communicate the safety, cleanliness and emergency issues
	Organizing skills
	SA2. keep all the safety equipments in an organized manner so that there is no difficulty to find them SA3. keep the work environment clean
B. Professional Skills	Decision making
	The user/ individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure to address safety and emergency issues
	Reflective thinking
	SB3. learn from past mistakes regarding use of safety and emergency issues
	Critical thinking
	SB4. spot safety and cleanliness issues



ASC/N0012 Practice HSE and security related guidelines

	ASC/N0012		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/06/13
Industry Sub-sector	Road Transportation	Last reviewed on	20/07/13
Occupation	Driving	Next review date	30/07/15

NOS Version Control



ASC/N0012Practice HSE and security related guidelines

Qualification Pack for LMV Driver L3

Criteria for assessment of Trainees

JOB ROLE	Light Motor Vehicle Driver L3
Qualification Pack	ASC/Q 9702
No. Of NOS	2 Role specific ,1 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation	
		Viva	Practical
ASC/N 9703	Ensure road worthiness of the vehicle		
Vehicle road worthiness	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC1. check that the vehicle meets basic legal and compliance related requirements as per :</p> <ul style="list-style-type: none"> • the organization guidelines eg rule books of STUs • CMVR guidelines from MoRTH and other guidelines issued by Road Transport Authorities like RTOs • any other safety, security and environmental guidelines <p>PC2. check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change</p> <p>PC3. record any other deviations observed during the trip</p>	4	0
Basic technical check before the trip	PC4. supervise and ensure all basic technical checks have been carried out as per standard organization check list /procedure		
Escalation of technical problem	<p>PC5. report actual or possible defects to the senior driver or owner or service supervisor in enough detail so they can diagnose the problem</p> <p>PC6. in consultation with owner conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.</p>	3	0
	subtotal	10	0
	Subtotal	40	60
ASC/N 9704	Drive safely on the assigned route within a limited geography		
Conformance to standard driving practices	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC1. conform to standard driving practices covering such as</p> <ul style="list-style-type: none"> ▪ confirm all checks have been carried out for road worthiness of the vehicle. ▪ confirm all papers and documents including driving 		

Qualification Pack for LMV Driver L3

	<p>licence, vehicle documents and documents related to goods etc. are available.</p> <ul style="list-style-type: none"> ▪ fasten seat belt & start the vehicle and before moving re confirm all gauges are functioning. ▪ after starting , but within few meters of moving ,to check the brakes. ▪ change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration ▪ use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely ▪ co-ordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all weather and road conditions in forward gear. In reverse gear to take help of assistant. ▪ use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly ▪ monitor and respond correctly to gauges, warning lights and other aids when driving ▪ in case of any malfunctioning or breakdown, to immediately attend to the problem by : <ul style="list-style-type: none"> -stopping the vehicle at a safe place -carrying out a quick diagnostic check -carrying out minor adjustments or temporary repairs if possible -asking for help in case of major problems by accurately reporting the exact nature of problem so that adequate help is made available ▪ at all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency. ▪ Non usage of mobile phones while driving 	25	35
<p>Conformance to traffic regulation</p>	<p>PC2. conform to state specific traffic regulations such as</p> <ul style="list-style-type: none"> ▪ change lanes safely at appropriate speed and observing traffic conditions ▪ overtake other road users legally, safely and by using correct signalling ▪ at all times observe the speed and distance in relation to vehicles ahead, behind and on the sides and maintain a safe distance from other vehicles. ▪ signal your intentions correctly to other road users within a safe, systematic routine 		

Qualification Pack for LMV Driver L3

	<ul style="list-style-type: none"> ▪ respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman. ▪ use indicators and arm signals to signal intentions as per the traffic requirements ▪ Use the parking light when stationary, where needed ▪ select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke ▪ check for oncoming cyclists, pedestrians and other traffic before opening your door ▪ remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public. 	20	45
General conduct on the road, with owner	PC3. Give preference and right of road usage to children, elderly and differently abled. PC4. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals. PC5. Be extra careful when negotiating traffic, slopes and when required to park in limited space. PC6. Take care of owners belongings in the vehicle and maintain the vehicle in neat and clean condition PC7. Be pleasant in dealing with the owner and the passengers.	10	0
		5	15
	subtotal	60	95
ASC/N 0012	Practice HSE & security related guidelines	Viva	Practical
Communicating potential accident points	To be competent, the user/individual on the job must be able to: PC1. spot and report potential safety issues while driving PC2. follow rules and regulations laid down by transport authorities PC3. follow company policy and rules to avoid safety, health and environmental problems	3	5
Cleanliness and hygiene	To be competent, the user/individual on the job must be able to: PC4. ensure cleanliness of vehicle PC5. escalate issues related to cleanliness and hygiene issues to concern department PC6. escalate issues related to hazardous material (if not	3	5

Qualification Pack for LMV Driver L3

	reported in case of goods transport) to concerned authority – internal and external		
Limit damage to people/client and public	To be competent, the user/individual on the job must be able to:		
	PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others		
	PC8. follow instructions or guidelines for limiting danger or damage	4	5
	PC9. escalate the issue immediately if you cannot deal effectively with the danger		
	PC10. give clear information or instructions to others to allow them to take appropriate action		
	PC11. record and report details of the danger in line with operator guidelines		
	PC12. report any difficulties you have keeping to your organization’s health and safety instructions or guidelines, giving full and accurate details		
	PC13. Check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/ adjusted.	5	5
	PC14. Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.		
	subtotal	15	20
	Total	85	115