

Qualification Pack



Gym Equipment Service Technician (Junior)

QP Code: SPF/Q8104

Version: 1.0

NSQF Level: 3

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SPF/Q8104: Gym Equipment Service Technician (Junior)

Brief Job Description

Gym Equipment Service Technicians (Junior) are responsible for performing maintenance and repairs on fitness equipment in a gym or health, wellness clubs. They perform daily, weekly, and monthly preventative maintenance checks and services on equipment, they repair and replace equipment parts when needed.

Personal Attributes

Individuals in this role should be creative, details-oriented, self-motivated and energetic. They must be efficient with the ability to work on strict timelines. They must demonstrate a very good listening and comprehension skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [SPF/N8109: Identify equipment maintenance and repair requirements](#)
2. [SPF/N8110: Assemble, maintain, repair gym equipment](#)
3. [SPF/N1169: Improve workplace resource usage](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

| | |
|--------------------------------------|----------------------|
| Sector | Sports |
| Sub-Sector | Sports Manufacturing |
| Occupation | Sports Manufacturing |
| Country | India |
| NSQF Level | 3 |
| Credits | 10 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/3423.0200 |

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|---|---|
| Minimum Educational Qualification & Experience | 10th grade pass OR 9th grade pass with 1 Year of experience OR 8th grade pass with 2 Years of experience OR 5th grade pass with 5 Years of experience |
| Minimum Level of Education for Training in School | |
| Pre-Requisite License or Training | NA |
| Minimum Job Entry Age | 18 Years |
| Last Reviewed On | NA |
| Next Review Date | 23/06/2026 |
| NSQC Approval Date | 23/06/2023 |
| Version | 1.0 |
| Reference code on NQR | QG-03-SP-00609-2023-V1-SPEFLSC |
| NQR Version | 1 |

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SPF/N8109: Identify equipment maintenance and repair requirements

Description

This unit is about preparing for maintenance and repair of fitness equipment

Scope

The scope covers the following :

- Check gym equipment and identify maintenance need
- Check gym equipment and identify repair need
- Maintain hygiene and sanitation at workplace

Elements and Performance Criteria

Check gym equipment and identify maintenance need

To be competent, the user/individual on the job must be able to:

- PC1.** check the maintenance schedule and the manufacturer's instructions to identify the equipment which needs maintenance
- PC2.** deal with maintenance issues, in accordance with legal requirements and your organisational policies and procedures
- PC3.** remove or isolate any unsafe equipment from use
- PC4.** fill Monthly Planned Preventive Maintenance (PPM) checks carried out
- PC5.** refer and report any maintenance issues that you are not able to deal with to the responsible person in your organisation

Check gym equipment and identify repair need

To be competent, the user/individual on the job must be able to:

- PC6.** check the service history of the equipment
- PC7.** carry out functionality test and to check the efficiency of the equipment
- PC8.** ensure the equipment not externally undamaged
- PC9.** ensure handlebars, pedals, pedal straps, seats secure and free from wear and tear
- PC10.** check if there are any exposed wiring
- PC11.** check if there are any exposed moving parts
- PC12.** identify if the equipment are making any unusual noises
- PC13.** ensure the power cable undamaged and correctly routed and secured
- PC14.** identify if there are any cuts, tears or fraying to the treadmill belts
- PC15.** check visible indicators of wear and tear
- PC16.** examine belts tension and correct
- PC17.** inspect if seats, padding and hand-grips secure and free from wear and tear
- PC18.** check if are there any missing bolts, nuts, screws or other fixings
- PC19.** inspect all cables, straps are undamaged and without knots/cuts
- PC20.** note equipment specifications for any replacement of parts

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- PC21.** isolate the equipment that require immediate repair
- PC22.** document equipment repair need and signoff with the supervisor

Maintain hygiene and sanitation

To be competent, the user/individual on the job must be able to:

- PC23.** ensure personal hygiene
- PC24.** ensure equipment, workshop, etc. are sanitized before and after the usage
- PC25.** guide others about hygiene and sanitation workplace requirements
- PC26.** report advanced hygiene and sanitation issues to appropriate authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to check equipment against your organisations' maintenance schedule and manufacturer's guidelines
- KU2.** the types of maintenance which you are authorised to carry out safely
- KU3.** how to remove and or isolate unsafe equipment from use and the consequences of not doing so
- KU4.** how to report maintenance which needs to be carried out by a technical expert to the responsible person in your organisation
- KU5.** how to make sure the equipment in your work area is in a safe condition for maintenance
- KU6.** the right tools and materials needed for maintaining the equipment, how to use them and the importance of using the right ones
- KU7.** how to complete the maintenance work on the equipment causing as little disruption as possible to normal activities
- KU8.** the reasons for maintaining equipment and machinery and the possible consequences of not maintaining
- KU9.** legislative requirements relating to the maintenance of equipment and machinery
- KU10.** health and safety in relation to the maintenance of equipment and machines and the usage of the work area
- KU11.** hazardous chemicals and substances which may be present and ways of minimising leakage machines
- KU12.** safe and correct methods for disposing of waste materials
- KU13.** levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice
- KU14.** safe and suitable methods of storing tools, equipment and machinery

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and understand all usage and safety manuals for exercise equipment
- GS2.** report faults
- GS3.** follow instructions

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- GS4.** document and summarize maintenance reports
- GS5.** differentiate different metrics like, kilogram, pound, etc.
- GS6.** identify toxic and non-toxic materials

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Check gym equipment and identify maintenance need</i> | 5 | 15 | - | - |
| PC1. check the maintenance schedule and the manufacturer's instructions to identify the equipment which needs maintenance | 1 | 3 | - | - |
| PC2. deal with maintenance issues, in accordance with legal requirements and your organisational policies and procedures | 1 | 3 | - | - |
| PC3. remove or isolate any unsafe equipment from use | 1 | 3 | - | - |
| PC4. fill Monthly Planned Preventive Maintenance (PPM) checks carried out | 1 | 3 | - | - |
| PC5. refer and report any maintenance issues that you are not able to deal with to the responsible person in your organisation | 1 | 1 | - | - |
| <i>Check gym equipment and identify repair need</i> | 17 | 51 | - | - |
| PC6. check the service history of the equipment | 1 | 1 | - | - |
| PC7. carry out functionality test and to check the efficiency of the equipment | 1 | 4 | - | - |
| PC8. ensure the equipment not externally undamaged | 1 | 3 | - | - |
| PC9. ensure handlebars, pedals, pedal straps, seats secure and free from wear and tear | 1 | 4 | - | - |
| PC10. check if there are any exposed wiring | 1 | 3 | - | - |
| PC11. check if there are any exposed moving parts | 1 | 3 | - | - |
| PC12. identify if the equipment are making any unusual noises | 1 | 3 | - | - |
| PC13. ensure the power cable undamaged and correctly routed and secured | 1 | 3 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| PC14. identify if there are any cuts, tears or fraying to the treadmill belts | 1 | 3 | - | - |
| PC15. check visible indicators of wear and tear | 1 | 3 | - | - |
| PC16. examine belts tension and correct | 1 | 3 | - | - |
| PC17. inspect if seats, padding and hand-grips secure and free from wear and tear | 1 | 3 | - | - |
| PC18. check if are there any missing bolts, nuts, screws or other fixings | 1 | 3 | - | - |
| PC19. inspect all cables, straps are undamaged and without knots/cuts | 1 | 3 | - | - |
| PC20. note equipment specifications for any replacement of parts | 1 | 3 | - | - |
| PC21. isolate the equipment that require immediate repair | 1 | 3 | - | - |
| PC22. document equipment repair need and signoff with the supervisor | 1 | 3 | - | - |
| <i>Maintain hygiene and sanitation</i> | 4 | 8 | - | - |
| PC23. ensure personal hygiene | 1 | 2 | - | - |
| PC24. ensure equipment, workshop, etc. are sanitized before and after the usage | 1 | 2 | - | - |
| PC25. guide others about hygiene and sanitation workplace requirements | 1 | 2 | - | - |
| PC26. report advanced hygiene and sanitation issues to appropriate authority | 1 | 2 | - | - |
| NOS Total | 26 | 74 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | SPF/N8109 |
| NOS Name | Identify equipment maintenance and repair requirements |
| Sector | Sports |
| Sub-Sector | Sports Manufacturing |
| Occupation | Sports Manufacturing |
| NSQF Level | 3 |
| Credits | 3.5 |
| Version | 1.0 |
| Last Reviewed Date | NA |
| Next Review Date | 23/06/2026 |
| NSQC Clearance Date | 23/06/2023 |

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SPF/N8110: Assemble, maintain, repair gym equipment

Description

This unit is about performing equipment maintenance.

Scope

The scope covers the following :

- Assemble and install gym equipment
- Perform routine equipment maintenance
- Repair equipment (non-electric equipment)
- Work effectively with others

Elements and Performance Criteria

Assemble and install gym equipment

To be competent, the user/individual on the job must be able to:

- PC1.** check that you have the necessary plans and components and report any shortfalls
- PC2.** interpret plans and specifications correctly
- PC3.** assemble equipment following manufacturer's instructions and methods
- PC4.** install the equipment following the manufacturer's instructions, using approved methods
- PC5.** take appropriate corrective action when components do not conform to specification
- PC6.** identify and put right any defects within the limits of your own authority
- PC7.** report any defects outside the limits to relevant authority

Perform routine equipment maintenance

To be competent, the user/individual on the job must be able to:

- PC8.** check the unit for level (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC9.** inspect the power cord and power cord bracket for damage (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC10.** test the emergency stop and tether (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC11.** check the tension and alignment of the running belt (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC12.** check all connecting joint areas for hardware tightness (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC13.** wipe down the exposed sides of the running deck with a microfiber cloth (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC14.** wipe down the motor cover and console area including the hand grips using a recommended cleaner (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC15.** clean the touch screen consoles using a microfiber cloth and recommended screen cleaner (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC16.** clean vacuum motor cover, including the fan on the bottom, under and around the unit while unplugged (Treadmill, S-Drive Treadmill, and Climb-mill)

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- PC17.** test the safety features such as control zone, frame ir sensor and proximity sensor (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC18.** check sled and parachute levers for resistance (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC19.** inspect running belt and deck for damage and/or wear (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC20.** test running belt/deck for proper lubrication (Treadmill, S-Drive Treadmill, and Climb-mill)
- PC21.** check the unit for stability and adjust the levelling (Cardio Bikes, Elliptical/Ascent)
- PC22.** check all connecting joint areas for hardware tightness including the pedals (Cardio Bikes, Elliptical/Ascent)
- PC23.** clean and grease the seat guide rods using super lube aerosol (Cardio Bikes, Elliptical/Ascent)
- PC24.** inspect and tighten all hardware, protective covers, straps, seats, handle bars, etc. (Cardio Bikes, Elliptical/Ascent)
- PC25.** examine the pull pins in the frame for marring and excessive wear (to adjust the seat, handle bars, and even the resistance for the bike)
- PC26.** remove the flywheel cover and inspect the resistance pads for debris and wear (Cardio Bikes, Elliptical/Ascent)
- PC27.** use a silicon lubricant per the manufacturers' suggested maintenance guide for the pads (Cardio Bikes, Elliptical/Ascent)
- PC28.** wipe down the entire unit including the footpads so it is free of dust, dirt and sweat (Cardio Bikes, Elliptical/Ascent)
- PC29.** clean the touch screen consoles using a microfiber cloth and recommended screen cleaner (Cardio Bikes, Elliptical/Ascent)
- PC30.** vacuum under and around the unit. if you need to move it, make sure to unplug the unit first (Cardio Bikes, Elliptical/Ascent)
- PC31.** check the unit for stability and adjust the levelling feet if necessary (Cardio Bikes, Elliptical/Ascent)
- PC32.** check all connecting joint areas for hardware tightness (Cardio Bikes, Elliptical/Ascent)
- PC33.** remove the service shrouds (hub) and vacuum out the entire area and inspect for belt damage (Cardio Bikes, Elliptical/Ascent)
- PC34.** check the unit for stability and adjust the levelling feet if necessary
- PC35.** check all connecting joint areas for hardware tightness
- PC36.** check the unit for stability and adjust the levelling feet if necessary
- PC37.** check all connecting joint areas for hardware tightness
- PC38.** remove the shrouds and vacuum out the entire area
- PC39.** inspect rower handle and rope for damage
- PC40.** inspect shrouds for damage

Repair equipment (non-electric equipment)

To be competent, the user/individual on the job must be able to:

- PC41.** inspect cables, pulleys, crimps, thimbles, stake-eyes, ball stops, and weight pins should show no visible signs of wear or misalignment
- PC42.** inspect the rubber grips on the equipment and all attachments for wear and slippage
- PC43.** adjust the belts and cables for proper tension and damage

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- PC44.** fix any adjustable seat/pad mechanism for proper locking pin operation
- PC45.** align improper frame movement
- PC46.** change pulleys if there are visible sign of wear or damage
- PC47.** flip the pulley to correct belt position if a belt is rubbing against the sides of the pulley
- PC48.** loosen bolts on 'fold over' clamp or 'barrel' clamp
- PC49.** pull any slack out of the belt using pliers on the cut end of the belt pull to remove the slack
- PC50.** inspect the attachment hardware for the bars and other pieces to the cable
- PC51.** replace worn and non-functioning snap hook links, s and c hooks
- PC52.** adjust seat/pad mechanism for proper locking pin operation
- PC53.** adjust magnet and/or replace batteries (2 aa) if the rep counter reading are incorrect
- PC54.** clean and lubricate guide rods using aerosol on the glute, leg press, calf extension
- PC55.** clean and lubricate the seat guide rails
- PC56.** loosen/loosen the jam nut using wrench and remove the weight stack pin
- PC57.** tighten cable bolt until head plate begins to move (lifts up)
- PC58.** perform exercise to set cable, put as much weight on as possible
- PC59.** check cable tension with your finger pushing the cable from side to side to check if the tension is proper (weight stack lifts (moves) when pushing the cable no more than 1 inch from the center the cable is tensioned properly)
- PC60.** adjust to make sure weight stack pin goes into every hole without hitting the bayonet
- PC61.** document any instances of frayed cables, misaligned pulleys, loose cable crimps. etc., and the unit close until repairs and/or replacement is complete

Work effectively with others

To be competent, the user/individual on the job must be able to:

- PC62.** interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner
- PC63.** promote a safe and interactive environment
- PC64.** identify and report inappropriate behaviour (e.g. sexual harassment) to appropriate authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the types and use of fixings used in the assembly of equipment and components
- KU2.** types of gym equipment, electrical, non-electrical
- KU3.** parts of gym equipment
- KU4.** methods of checking quality and quantity of components
- KU5.** how to interpret manufacturers' instructions and specifications
- KU6.** safe working methods and relevant industry codes of practice
- KU7.** methods of lifting, handling and transferring assembled equipment
- KU8.** methods of supporting and protecting unfixed equipment
- KU9.** methods of handling and positioning structures
- KU10.** methods of providing temporary supports for structures

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- KU11.** methods of aligning and levelling gym equipment
- KU12.** factors affecting the positioning and method of fixing equipment
- KU13.** relevant statutory regulations handling
- KU14.** types and methods of fixing structures to foundations
- KU15.** how to select the correct items of machinery equipment
- KU16.** how to check the equipment and machinery and the types of pre- operational maintenance
- KU17.** the health and safety requirements that govern the use of the equipment and machinery in your area of responsibility
- KU18.** the main hazards associated with using the equipment and machinery in your area of responsibility
- KU19.** the types of problems that may occur with the equipment and machinery you work with and how to deal with each of these correctly
- KU20.** the principles of lines of drive, clutch, v-belts, chains
- KU21.** types of protective clothing and the reasons why it must be worn
- KU22.** the correct ways of wearing personal protective equipment
- KU23.** the legal and regulatory requirements that govern the use of the equipment and machinery in your area of responsibility
- KU24.** appropriate use of equipment in compliance to the law
- KU25.** organizational procedure for accidents, safety
- KU26.** basics of human anatomy, physiology, and biomechanics
- KU27.** technical specification and instructional guidance of all electrical gym equipment
- KU28.** assembling and dismantling of weights
- KU29.** difference between different units of measurements like kilograms, pounds, etc.
- KU30.** communicable diseases and their prevention
- KU31.** importance of hygiene and sanitation
- KU32.** importance of gender and its related concepts such as gender roles, gender equality, gender power relations etc.
- KU33.** POSH (Prevention of Sexual Harassment) Act

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** monitor client behaviour and activities
- GS2.** resolve conflicts
- GS3.** report and record incidents and emergency situations at workplace
- GS4.** read and understand all usage and safety manuals for exercise equipment
- GS5.** report faults
- GS6.** follow instructions
- GS7.** document and summarize maintenance reports
- GS8.** differentiate different metrics like, kilogram, pound, etc.

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Assemble and install gym equipment</i> | 7 | 14 | - | - |
| PC1. check that you have the necessary plans and components and report any shortfalls | 1 | 2 | - | - |
| PC2. interpret plans and specifications correctly | 1 | 2 | - | - |
| PC3. assemble equipment following manufacturer's instructions and methods | 1 | 2 | - | - |
| PC4. install the equipment following the manufacturer's instructions, using approved methods | 1 | 2 | - | - |
| PC5. take appropriate corrective action when components do not conform to specification | 1 | 2 | - | - |
| PC6. identify and put right any defects within the limits of your own authority | 1 | 2 | - | - |
| PC7. report any defects outside the limits to relevant authority | 1 | 2 | - | - |
| <i>Perform routine equipment maintenance</i> | 33 | 66 | - | - |
| PC8. check the unit for level (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC9. inspect the power cord and power cord bracket for damage (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC10. test the emergency stop and tether (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC11. check the tension and alignment of the running belt (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC12. check all connecting joint areas for hardware tightness (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| PC13. wipe down the exposed sides of the running deck with a microfiber cloth (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC14. wipe down the motor cover and console area including the hand grips using a recommended cleaner (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC15. clean the touch screen consoles using a microfiber cloth and recommended screen cleaner (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC16. clean vacuum motor cover, including the fan on the bottom, under and around the unit while unplugged (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC17. test the safety features such as control zone, frame ir sensor and proximity sensor (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC18. check sled and parachute levers for resistance (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC19. inspect running belt and deck for damage and/or wear (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC20. test running belt/deck for proper lubrication (Treadmill, S-Drive Treadmill, and Climb-mill) | 1 | 2 | - | - |
| PC21. check the unit for stability and adjust the levelling (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC22. check all connecting joint areas for hardware tightness including the pedals (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC23. clean and grease the seat guide rods using super lube aerosol (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC24. inspect and tighten all hardware, protective covers, straps, seats, handle bars, etc. (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| PC25. examine the pull pins in the frame for marring and excessive wear (to adjust the seat, handle bars, and even the resistance for the bike) | 1 | 2 | - | - |
| PC26. remove the flywheel cover and inspect the resistance pads for debris and wear (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC27. use a silicon lubricant per the manufacturers' suggested maintenance guide for the pads (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC28. wipe down the entire unit including the footpads so it is free of dust, dirt and sweat (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC29. clean the touch screen consoles using a microfiber cloth and recommended screen cleaner (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC30. vacuum under and around the unit. if you need to move it, make sure to unplug the unit first (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC31. check the unit for stability and adjust the levelling feet if necessary (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC32. check all connecting joint areas for hardware tightness (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC33. remove the service shrouds (hub) and vacuum out the entire area and inspect for belt damage (Cardio Bikes, Elliptical/Ascent) | 1 | 2 | - | - |
| PC34. check the unit for stability and adjust the levelling feet if necessary | 1 | 2 | - | - |
| PC35. check all connecting joint areas for hardware tightness | 1 | 2 | - | - |
| PC36. check the unit for stability and adjust the levelling feet if necessary | 1 | 2 | - | - |
| PC37. check all connecting joint areas for hardware tightness | 1 | 2 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| PC38. remove the shrouds and vacuum out the entire area | 1 | 2 | - | - |
| PC39. inspect rower handle and rope for damage | 1 | 2 | - | - |
| PC40. inspect shrouds for damage | 1 | 2 | - | - |
| <i>Repair equipment (non-electric equipment)</i> | 21 | 52 | - | - |
| PC41. inspect cables, pulleys, crimps, thimbles, stake-eyes, ball stops, and weight pins should show no visible signs of wear or misalignment | 1 | 3 | - | - |
| PC42. inspect the rubber grips on the equipment and all attachments for wear and slippage | 1 | 3 | - | - |
| PC43. adjust the belts and cables for proper tension and damage | 1 | 3 | - | - |
| PC44. fix any adjustable seat/pad mechanism for proper locking pin operation | 1 | 3 | - | - |
| PC45. align improper frame movement | 1 | 3 | - | - |
| PC46. change pulleys if there are visible sign of wear or damage | 1 | 3 | - | - |
| PC47. flip the pulley to correct belt position if a belt is rubbing against the sides of the pulley | 1 | 3 | - | - |
| PC48. loosen bolts on 'fold over' clamp or 'barrel' clamp | 1 | 3 | - | - |
| PC49. pull any slack out of the belt using pliers on the cut end of the belt pull to remove the slack | 1 | 3 | - | - |
| PC50. inspect the attachment hardware for the bars and other pieces to the cable | 1 | 3 | - | - |
| PC51. replace worn and non-functioning snap hook links, s and c hooks | 1 | 2 | - | - |
| PC52. adjust seat/pad mechanism for proper locking pin operation | 1 | 2 | - | - |
| PC53. adjust magnet and/or replace batteries (2 aa) if the rep counter reading are incorrect | 1 | 2 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| PC54. clean and lubricate guide rods using aerosol on the glute, leg press, calf extension | 1 | 2 | - | - |
| PC55. clean and lubricate the seat guide rails | 1 | 2 | - | - |
| PC56. loosen/loosen the jam nut using wrench and remove the weight stack pin | 1 | 2 | - | - |
| PC57. tighten cable bolt until head plate begins to move (lifts up) | 1 | 2 | - | - |
| PC58. perform exercise to set cable, put as much weight on as possible | 1 | 2 | - | - |
| PC59. check cable tension with your finger pushing the cable from side to side to check if the tension is proper (weight stack lifts (moves) when pushing the cable no more than 1 inch from the center the cable is tensioned properly) | 1 | 2 | - | - |
| PC60. adjust to make sure weight stack pin goes into every hole without hitting the bayonet | 1 | 2 | - | - |
| PC61. document any instances of frayed cables, misaligned pulleys, loose cable crimps. etc., and the unit close until repairs and/or replacement is complete | 1 | 2 | - | - |
| <i>Work effectively with others</i> | 3 | 4 | - | - |
| PC62. interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner | 1 | -1 | - | - |
| PC63. promote a safe and interactive environment | 1 | 1 | - | - |
| PC64. identify and report inappropriate behaviour (e.g. sexual harassment) to appropriate authority | 1 | 2 | - | - |
| NOS Total | 64 | 136 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | SPF/N8110 |
| NOS Name | Assemble, maintain, repair gym equipment |
| Sector | Sports |
| Sub-Sector | Sports Manufacturing |
| Occupation | Sports Manufacturing |
| NSQF Level | 3 |
| Credits | 4.5 |
| Version | 1.0 |
| Last Reviewed Date | NA |
| Next Review Date | 23/06/2026 |
| NSQC Clearance Date | 23/06/2023 |

Qualification Pack

SPF/N1169: Improve workplace resource usage

Description

This unit is about increasing efficiencies and maximizing the use of materials, particularly resources, energy, and trash, in workplace operations.

Scope

The scope covers the following :

- conservation procedures for materials
- power conservation methods
- waste management/recycling procedures

Elements and Performance Criteria

conservation procedures for materials

To be competent, the user/individual on the job must be able to:

- PC1.** determine ways to optimize usage of material including water in various tasks/activities/processes
- PC2.** examine various tasks/activities/processes for spills/leaks
- PC3.** eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected
- PC4.** conduct routine cleaning of tools, machines, and equipment

power conservation practices

To be competent, the user/individual on the job must be able to:

- PC5.** determine ways to optimize usage of electricity/energy in various tasks/activities/processes
- PC6.** ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC7.** report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance
- PC8.** ensure that all electrical equipment and appliances are correctly connected and turned off when not in use

waste management/recycling procedures

To be competent, the user/individual on the job must be able to:

- PC9.** determine recyclable and non-recyclable, and hazardous waste generated
- PC10.** separate waste into different categories
- PC11.** discard non-recyclable waste appropriately
- PC12.** store recyclable and reusable materials in a designated spot

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** potential hazards, risks and threats based on the nature of work
- KU2.** layout of the workstation and electrical and thermal equipment used
- KU3.** organizations' procedures for minimizing waste
- KU4.** efficient and inefficient utilization of material and water
- KU5.** ways of efficiently managing material and water in the process
- KU6.** basics of electricity and prevalent energy efficient devices
- KU7.** ways to recognize common electrical problems
- KU8.** common practices of conserving electricity
- KU9.** usage of different colours of dustbins
- KU10.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU11.** waste management and methods of waste disposal
- KU12.** common sources of pollution and ways to minimize it

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** record data on waste disposal at workplace
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** read Standard Operating Practices (SOP) documents
- GS4.** communicate with colleagues on the significance of greening of jobs
- GS5.** make timely decisions for efficient utilization of resources
- GS6.** complete tasks efficiently and accurately within stipulated time
- GS7.** work with supervisors/team members to carry out work related tasks
- GS8.** identify cause and effect of greening of jobs

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>conservation procedures for materials</i> | 4 | 12 | - | - |
| PC1. determine ways to optimize usage of material including water in various tasks/activities/processes | 1 | 3 | - | - |
| PC2. examine various tasks/activities/processes for spills/leaks | 1 | 3 | - | - |
| PC3. eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected | 1 | 3 | - | - |
| PC4. conduct routine cleaning of tools, machines, and equipment | 1 | 3 | - | - |
| <i>power conservation practices</i> | 8 | 10 | - | - |
| PC5. determine ways to optimize usage of electricity/energy in various tasks/activities/processes | 2 | 3 | - | - |
| PC6. ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required | 2 | 3 | - | - |
| PC7. report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance | 2 | 2 | - | - |
| PC8. ensure that all electrical equipment and appliances are correctly connected and turned off when not in use | 2 | 2 | - | - |
| <i>waste management/recycling procedures</i> | 8 | 8 | - | - |
| PC9. determine recyclable and non-recyclable, and hazardous waste generated | 2 | 2 | - | - |
| PC10. separate waste into different categories | 2 | 2 | - | - |
| PC11. discard non-recyclable waste appropriately | 2 | 2 | - | - |
| PC12. store recyclable and reusable materials in a designated spot | 2 | 2 | - | - |
| NOS Total | 20 | 30 | - | - |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|----------------------------------|
| NOS Code | SPF/N1169 |
| NOS Name | Improve workplace resource usage |
| Sector | Sports |
| Sub-Sector | Sports |
| Occupation | Sports Coaching |
| NSQF Level | 3 |
| Credits | 1 |
| Version | 1.0 |
| Last Reviewed Date | NA |
| Next Review Date | 23/06/2026 |
| NSQC Clearance Date | 23/06/2023 |

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Introduction to Employability Skills</i> | 1 | 1 | - | - |
| PC1. understand the significance of employability skills in meeting the job requirements | - | - | - | - |
| <i>Constitutional values – Citizenship</i> | 1 | 1 | - | - |
| PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices | - | - | - | - |
| <i>Becoming a Professional in the 21st Century</i> | 1 | 3 | - | - |
| PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc. | - | - | - | - |
| <i>Basic English Skills</i> | 2 | 3 | - | - |
| PC4. speak with others using some basic English phrases or sentences | - | - | - | - |
| <i>Communication Skills</i> | 1 | 1 | - | - |
| PC5. follow good manners while communicating with others | - | - | - | - |
| PC6. work with others in a team | - | - | - | - |
| <i>Diversity & Inclusion</i> | 1 | 1 | - | - |
| PC7. communicate and behave appropriately with all genders and PwD | - | - | - | - |
| PC8. report any issues related to sexual harassment | - | - | - | - |
| <i>Financial and Legal Literacy</i> | 3 | 4 | - | - |
| PC9. use various financial products and services safely and securely | - | - | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| PC10. calculate income, expenses, savings etc. | - | - | - | - |
| PC11. approach the concerned authorities for any exploitation as per legal rights and laws | - | - | - | - |
| <i>Essential Digital Skills</i> | 4 | 6 | - | - |
| PC12. operate digital devices and use its features and applications securely and safely | - | - | - | - |
| PC13. use internet and social media platforms securely and safely | - | - | - | - |
| <i>Entrepreneurship</i> | 3 | 5 | - | - |
| PC14. identify and assess opportunities for potential business | - | - | - | - |
| PC15. identify sources for arranging money and associated financial and legal challenges | - | - | - | - |
| <i>Customer Service</i> | 2 | 2 | - | - |
| PC16. identify different types of customers | - | - | - | - |
| PC17. identify customer needs and address them appropriately | - | - | - | - |
| PC18. follow appropriate hygiene and grooming standards | - | - | - | - |
| <i>Getting ready for apprenticeship & Jobs</i> | 1 | 3 | - | - |
| PC19. create a basic biodata | - | - | - | - |
| PC20. search for suitable jobs and apply | - | - | - | - |
| PC21. identify and register apprenticeship opportunities as per requirement | - | - | - | - |
| NOS Total | 20 | 30 | - | - |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---------------------------------|
| NOS Code | DGT/VSQ/N0101 |
| NOS Name | Employability Skills (30 Hours) |
| Sector | Cross Sectoral |
| Sub-Sector | Professional Skills |
| Occupation | Employability |
| NSQF Level | 2 |
| Credits | 1 |
| Version | 1.0 |
| Last Reviewed Date | NA |
| Next Review Date | 23/06/2026 |
| NSQC Clearance Date | 23/06/2023 |

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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 the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

| National Occupational Standards | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks | Weightage |
|---|--------------|-----------------|---------------|------------|-------------|------------|
| SPF/N8109. Identify equipment maintenance and repair requirements | 26 | 74 | 0 | 0 | 100 | 25 |
| SPF/N8110. Assemble, maintain, repair gym equipment | 64 | 136 | 0 | 0 | 200 | 50 |
| SPF/N1169. Improve workplace resource usage | 20 | 30 | 0 | 0 | 50 | 12 |
| DGT/VSQ/N0101. Employability Skills (30 Hours) | 20 | 30 | - | - | 50 | 13 |
| Total | 130 | 270 | - | - | 400 | 100 |

Qualification Pack

Acronyms

| | |
|-------------|---|
| NOS | National Occupational Standard(s) |
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |

Qualification Pack

Glossary

| | |
|--|--|
| 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. |
| 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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria (PC) | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task. |
| National Occupational Standards (NOS) | 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. |

Qualification Pack

| | |
|---|--|
| Knowledge and Understanding (KU) | Knowledge and Understanding (KU) 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. |
| Technical Knowledge | Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |
| Core Skills/ Generic Skills (GS) | Core skills or Generic Skills (GS) 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. |
| Electives | Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives. |
| Options | Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options. |