

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LOGISTICS INDUSTRY

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack – Goods Packaging Machine Operator

SECTOR: LOGISTICS

SUB-SECTOR: Warehouse Packaging

OCCUPATION: Goods Packaging Machine Operator

REFERENCE ID: LSC/Q2216

ALIGNED TO: NCO-2004/8290.20

Brief Job Description: Goods Packaging Machine Operators are also known as Goods Packaging Operators or Packaging Operators. Individuals in this role are responsible for operating packaging equipment to pack goods and pasting labels onto the sealed packing cases. In case of large scale operations, the labelling operation might be done by a separate person.

Personal Attributes: This job requires the individual to work well with his/her team and achieve joint goals. The individual must be able to prioritize and execute tasks within scheduled time limits. The individual should be able to maintain high concentration levels throughout his/her shift.

Qualifications Pack Code	LSC/Q2216		
Job Role	Goods Packaging Machine Operator		
Credits (NSQF)	TBD	Version number	1.0
Sector	Logistics	Drafted on	02/02/2015
Sub-sector	Warehouse Packaging	Last reviewed on	25/02/2015
Occupation	Goods Packaging Machine Operator	Next review date	02/08/2016
NSQC Clearance On	19/05/2015		

Job Role	Goods Packaging Machine Operator (Packaging Operator, Goods Packaging Operator)
Role Description	Operate packaging equipment to pack goods
NSQF level	4
Minimum Educational Qualifications*	Class X
Maximum Educational Qualifications*	Diploma/Graduate (Engineering, Arts, Commerce, Science)
Training (Suggested but not mandatory)	Trained in operating machines
Minimum Job Entry Age	Above 18 years
Experience	No experience necessary
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> LSC/N2201 (Prepare for Packaging) LSC/N2202 (Perform Packaging) LSC/N2203 (Carry out Labelling) LSC/N2204 (Perform Post Packaging Activities) LSC/N2104 (To Carry Out Housekeeping) LSC/N2205 (Maintain Health, Safety and Security measures for operating packaging equipment) <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

National Occupational Standard



Overview

This unit is about preparing for packaging.

Unit Code	LSC/N2201
Unit Title (Task)	Prepare for Packaging
Description	This unit is about preparing for packaging
Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> • Obtain information required for packaging • Prepare packaging area • Assess requirements and collect necessary items • Get the packaging equipment ready
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Obtain information required for packaging	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Get the shift schedule and the total number of packages required by the end of the day from supervisor.</p> <p>PC2. Understand the number of packages required for each type of product.</p> <p>PC3. Collect a list with details of type of packaging material, size of packaging case to be used and desirable weight range of each product from the supervisor.</p> <p>PC4. Understand variations among packages of different products.</p>
Prepare packaging area	<p>PC5. Remove any unnecessary items from the area to make space for the items to be packaged.</p> <p>PC6. Perform a quick safety inspection of the workplace.</p> <p>PC7. Clean up any spills or breakages.</p>
Assess requirements and collect necessary items	<p>PC8. Assess the Personal Protective Equipment (PPE) required based on the product and the work environment.</p> <p>PC9. Collect and wear all the necessary PPE.</p> <p>PC10. Collect any small packaging equipment such as tape gun and check its condition.</p>
Get the packaging equipment ready	<p>PC11. Check the condition of packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. Make any setting changes that are required to ensure the machines are working well.</p> <p>PC12. Ensure there is sufficient tape and other sealants. Load them into the packaging machine.</p> <p>PC13. Switch on packaging equipment and ensure that that it is warmed up and ready for packaging. Note the temperature, speed, etc.</p> <p>PC14. Perform a trial to ensure that the machine is working well.</p>

	<p>PC15. Recalibrate machine setting if required to ensure that work will be done properly.</p> <p>PC16. Report to the supervisor if there is a problem that could not be fixed.</p>
Knowledge and Understanding (K)	
<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. Knowledge of organizational products, policies and procedures</p> <p>KA2. Role and responsibilities of colleagues on the shop floor</p> <p>KA3. Procedures for dealing with loss or damage to goods</p> <p>KA4. Risk and impact of not following defined procedures/work instructions</p> <p>KA5. Nature and characteristics of components being packaged</p> <p>KA6. Knowledge of all relevant safety and security procedures</p> <p>KA7. Knowledge of entire shop floor activities and persons in charge of each function</p> <p>KA8. Knowledge of coding system being used by the organization for labelling</p> <p>KA9. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of controls and parameters that need to be set to operate the packaging machine.</p> <p>KB2. Knowledge of possible packaging machine problems and solutions.</p> <p>KB3. Knowledge of packing materials that can be used for different products.</p> <p>KB4. Types of workplace hazards that one can encounter on the job and safe operating practices.</p> <p>KB5. Ability to judge damaged items.</p> <p>KB6. Knowledge of unique characteristics of items such as hazard, handling method to be used etc.</p> <p>KB7. Knowledge of how to use packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. as well as labelling equipment.</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Fill out status reports, shift status reports, damage reports, etc.</p> <p>SA2. Fill out any complaint/insurance related forms for damaged goods</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read labels and understand the codes as per company procedures</p> <p>SA4. Read and understand handling instructions and records.</p> <p>SA5. Read safety manuals and safety signs on the shop floor</p>

LSC/N2201

Prepare for Packaging

	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Communicate clearly with supervisors and peers SA7. Regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly SA8. Provide advice and guidance to peers and juniors</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SB2. Ability to make a judgment as to whether the packaging equipment is in good condition or not.</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. Prioritize and execute tasks within the scheduled time limits SB5. Maintain schedules and punctuality. Avoid absenteeism. SB6. Be a team player and achieve joint goals. SB7. Flexibility to re-assess schedule in case of delays/additional orders</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Understand the customer requirements and ensure that they are met.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Identify trends/common causes for errors and suggest possible solutions to the supervisor SB10. Handle day to day problems like delays, staffing shortage, etc.</p>
	<p>Analytical Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Suggest methods to streamline the packaging process. SB12. Ability to identify the packaged product and paste all the required labels onto it.</p>
	<p>Critical Thinking Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Ability to concentrate on task at hand and complete it without errors</p>

NOS Version Control

NOS Code	LSC/N2201		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	02/02/2015
Industry Sub-sector	Warehouse Packaging	Last reviewed on	25/02/2015
Occupation	Goods Packaging Machine Operator	Next review date	02/08/2016



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National Occupational Standard



Overview

This unit is about performing packaging.

National Occupational Standard	Unit Code	LSC/N2202
	Unit Title (Task)	Perform Packaging
	Description	This unit is about performing packaging
	Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> Seal the packages Dealing with issues and common packaging machine problems
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Seal the packages	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check that the goods to be packed are in their appropriate packaging cases.</p> <p>PC2. Ensure that the packaging cases are lined up and ready on the conveyor belt of the packaging machine.</p> <p>PC3. Use the packaging equipment to seal the packaging cases in an optimal manner.</p> <p>PC4. Weigh the package to determine if it is within the allowed limits.</p> <p>PC5. Report errors and discrepancies, if any to supervisor.</p> <p>PC6. Remove sealed package from the packaging machine.</p> <p>PC7. Follow guidelines with respect to handling, move sealed packages to the labelling area or handover to carpenters if required.</p> <p>PC8. Perform labelling or handover sealed package to a labeler for labelling as per company policy.</p>
	Dealing with issues and common packaging machine problems	<p>PC9. If there is a machine jam or the conveyor gets stuck, press the reset button and perform the corrective measures.</p> <p>PC10. If the machine stops because the sealant got over, reload the sealant.</p> <p>PC11. If a package was missed during sealing, identify it and place it near the end of the line to be sealed again.</p> <p>PC12. Ensure machine is not operated beyond rated capacity in case of breakdown.</p> <p>PC13. For any other issues, including accidents report to the supervisor.</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge of organizational products, policies and procedures</p> <p>KA2. Role and responsibilities of colleagues on the shop floor</p> <p>KA3. Procedures for dealing with loss or damage to goods</p>

LSC/N2202

Perform Packaging

<p>organization and its processes)</p>	<p>KA4. Risk and impact of not following defined procedures/work instructions KA5. Nature and characteristics of components being packaged KA6. Knowledge of all relevant safety and security procedures KA7. Knowledge of entire shop floor activities and persons in charge of each function KA8. Knowledge of coding system being used by the organization for labelling KA9. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of controls and parameters that need to be set to operate the packaging machine. KB2. Knowledge of possible packaging machine problems and solutions. KB3. Knowledge of packing materials that can be used for different products. KB4. Types of workplace hazards that one can encounter on the job and safe operating practices. KB5. Ability to judge damaged items. KB6. Knowledge of unique characteristics of items such as hazard, handling method to be used etc. KB7. Knowledge of how to use packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. as well as labelling equipment.</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Fill out status reports, shift status reports, damage reports, etc. SA2. Fill out any complaint/insurance related forms for damaged goods</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read labels and understand the codes as per company procedures SA4. Read and understand handling instructions and records. SA5. Read safety manuals and safety signs on the shop floor</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Communicate clearly with supervisors and peers SA7. Regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly SA8. Provide advice and guidance to peers and juniors</p>

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SB2. Ability to make a judgment as to whether the packaging equipment is in good condition or not.
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. Prioritize and execute tasks within the scheduled time limits SB5. Maintain schedules and punctuality. Avoid absenteeism. SB6. Be a team player and achieve joint goals. SB7. Flexibility to re-assess schedule in case of delays/additional orders
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Understand the customer requirements and ensure that they are met.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Identify trends/common causes for errors and suggest possible solutions to the supervisor SB10. Handle day to day problems like delays, staffing shortage, etc.
	Analytical Skills
	The user/individual on the job needs to know and understand how to: SB11. Suggest methods to streamline the packaging process. SB12. Ability to identify the packaged product and paste all the required labels onto it.
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to: SB13. Ability to concentrate on task at hand and complete it without errors

NOS Version Control

NOS Code	LSC/N2202		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	02/02/2015
Industry Sub-sector	Warehouse Packaging	Last reviewed on	25/02/2015
Occupation	Goods Packaging Machine Operator	Next review date	02/08/2016



National Occupational Standard



Overview

This unit is about carrying out labelling.

Unit Code	LSC/N2203
Unit Title (Task)	Carry out Labelling
Description	This unit is about carrying out labelling
Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare for labelling • Collect sealed packages, label and move them
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing for labelling	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand labelling schedule, products being labelled and number of labelled packages required by the end of the day from the supervisor.</p> <p>PC2. Get information on the type and size of packing cases used for each product.</p> <p>PC3. Determine what labels are required.</p> <p>PC4. Collect all the required labels from the supervisor</p> <p>PC5. Inform supervisor to place orders for more labels if insufficient.</p>
Collect sealed packages, label and move them	<p>PC6. Collect sealed packages from the labelling area.</p> <p>PC7. Identify the product contained in the packing case.</p> <p>PC8. Paste all the required labels onto the packing case in the right areas.</p> <p>PC9. Verify that all required labels have been pasted onto the packing case in the right areas.</p> <p>PC10. Move labelled packages to the finished packages area. Remove any unnecessary items from the area to make space for the items to be packaged.</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. Knowledge of organizational products, policies and procedures</p> <p>KA2. Role and responsibilities of colleagues on the shop floor</p> <p>KA3. Procedures for dealing with loss or damage to goods</p> <p>KA4. Risk and impact of not following defined procedures/work instructions</p> <p>KA5. Nature and characteristics of components being packaged</p> <p>KA6. Knowledge of all relevant safety and security procedures</p> <p>KA7. Knowledge of entire shop floor activities and persons in charge of each function</p> <p>KA8. Knowledge of coding system being used by the organization for labelling</p>

LSC/N2203

Carry out Labelling

	KA9. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of controls and parameters that need to be set to operate the packaging machine.</p> <p>KB2. Knowledge of possible packaging machine problems and solutions.</p> <p>KB3. Knowledge of packing materials that can be used for different products.</p> <p>KB4. Types of workplace hazards that one can encounter on the job and safe operating practices.</p> <p>KB5. Ability to judge damaged items.</p> <p>KB6. Knowledge of unique characteristics of items such as hazard, handling method to be used etc.</p> <p>KB7. Knowledge of how to use packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. as well as labelling equipment.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Fill out status reports, shift status reports, damage reports, etc. SA2. Fill out any complaint/insurance related forms for damaged goods
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA3. Read labels and understand the codes as per company procedures SA4. Read and understand handling instructions and records. SA5. Read safety manuals and safety signs on the shop floor
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA6. Communicate clearly with supervisors and peers SA7. Regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly SA8. Provide advice and guidance to peers and juniors
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SB2. Ability to make a judgment as to whether the packaging equipment is in good condition or not.

LSC/N2203

Carry out Labelling

	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Adjust according to volume, capacity and manpower needs during peak and non-peak hours</p> <p>SB4. Prioritize and execute tasks within the scheduled time limits</p> <p>SB5. Maintain schedules and punctuality. Avoid absenteeism.</p> <p>SB6. Be a team player and achieve joint goals.</p> <p>SB7. Flexibility to re-assess schedule in case of delays/additional orders</p>
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Understand the customer requirements and ensure that they are met.</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Identify trends/common causes for errors and suggest possible solutions to the supervisor</p> <p>SB10. Handle day to day problems like delays, staffing shortage, etc.</p>
	<p>Analytical Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Suggest methods to streamline the packaging process.</p> <p>SB12. Ability to identify the packaged product and paste all the required labels onto it.</p>
	<p>Critical Thinking Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Ability to concentrate on task at hand and complete it without errors</p>

LSC/N2203

Carry out Labelling

NOS Version Control

NOS Code	LSC/N2203		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	02/02/2015
Industry Sub-sector	Warehouse Packaging	Last reviewed on	25/02/2015
Occupation	Goods Packaging Machine Operator	Next review date	02/08/2016



National Occupational Standard



Overview

This unit is about performing post packaging activities

National Occupational Standard	Unit Code	LSC/N2204
	Unit Title (Task)	Perform Post Packaging Activities
	Description	This unit is about post packaging activities
	Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> Carry out housekeeping Report to management
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Obtain information required for packaging	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Switch off packaging equipment. PC2. Dispose damaged labels and packing cases. PC3. Perform a quick safety inspection of the packaging and labelling areas. PC4. Clean up any spills or breakages. PC5. Return any PPE and equipment used to their storage racks. PC6. Clean and inspect the packaging equipment to ensure that it is fit for the next day's operations.</p>
	Prepare packaging area	<p>PC7. Notify supervisor regarding any concerns faced at work such as delays due to machine stops, damaged packages, etc. PC8. Provide feedback regarding damage if any, delays in packaging and labelling, inability to meet an order, etc. PC9. Complete any forms as required by management such as packaging machine status, shift status, etc.</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. Knowledge of organizational products, policies and procedures KA2. Role and responsibilities of colleagues on the shop floor KA3. Procedures for dealing with loss or damage to goods KA4. Risk and impact of not following defined procedures/work instructions KA5. Nature and characteristics of components being packaged KA6. Knowledge of all relevant safety and security procedures KA7. Knowledge of entire shop floor activities and persons in charge of each function KA8. Knowledge of coding system being used by the organization for labelling</p>

LSC/N2204

Perform Post Packaging Activities

	KA9. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of controls and parameters that need to be set to operate the packaging machine.</p> <p>KB2. Knowledge of possible packaging machine problems and solutions.</p> <p>KB3. Knowledge of packing materials that can be used for different products.</p> <p>KB4. Types of workplace hazards that one can encounter on the job and safe operating practices.</p> <p>KB5. Ability to judge damaged items.</p> <p>KB6. Knowledge of unique characteristics of items such as hazard, handling method to be used etc.</p> <p>KB7. Knowledge of how to use packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. as well as labelling equipment.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Fill out status reports, shift status reports, damage reports, etc. SA2. Fill out any complaint/insurance related forms for damaged goods
	Reading Skills
	The user/individual on the job needs to know and understand how to:
SA3. Read labels and understand the codes as per company procedures SA4. Read and understand handling instructions and records. SA5. Read safety manuals and safety signs on the shop floor	
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand how to:	
SA6. Communicate clearly with supervisors and peers SA7. Regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly SA8. Provide advice and guidance to peers and juniors	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SB2. Ability to make a judgment as to whether the packaging equipment is in good condition or not.

LSC/N2204

Perform Post Packaging Activities

	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. Prioritize and execute tasks within the scheduled time limits SB5. Maintain schedules and punctuality. Avoid absenteeism. SB6. Be a team player and achieve joint goals. SB7. Flexibility to re-assess schedule in case of delays/additional orders
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Understand the customer requirements and ensure that they are met.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Identify trends/common causes for errors and suggest possible solutions to the supervisor SB10. Handle day to day problems like delays, staffing shortage, etc.
	Analytical Skills
	The user/individual on the job needs to know and understand how to: SB11. Suggest methods to streamline the packaging process. SB12. Ability to identify the packaged product and paste all the required labels onto it.
Critical Thinking Skills	
The user/individual on the job needs to know and understand how to: SB13. Ability to concentrate on task at hand and complete it without errors	

NOS Version Control

NOS Code	LSC/N2204		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	02/02/2015
Industry Sub-sector	Warehouse Packaging	Last reviewed on	25/02/2015
Occupation	Goods Packaging Machine Operator	Next review date	02/08/2016



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National Occupational Standard



Overview

This unit is about carrying out housekeeping activities

National Occupational Standard	Unit Code	LSC/N2104
	Unit Title (Task)	To carry out housekeeping
	Description	This unit is about carrying out housekeeping activities
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping activities • Post housekeeping activities
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Preparing for housekeeping activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
	Carry out Housekeeping	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p> <p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
	Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p>

LSC/N2104

Carry out housekeeping

	<p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p> <p>PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements</p> <p>PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored</p> <p>PC21. Dispose the waste garnered from the activity in an appropriate manner</p>
Knowledge and Understanding (K)	
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that used for cleaning variety of surfaces</p> <p>KB4. The types of cleansing agents that are not to be mixed together</p> <p>KB5. The correct method for cleaning equipment and/or machinery used during your work</p> <p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for reporting any unidentified soiling</p> <p>KB16. Procedures for disposing off waste</p> <p>KB17. Procedures for disposing off or storing personal protective equipment</p> <p>KB18. Escalation procedures for soils or stains that could not be removed</p>

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. Read and understand manuals, health and safety instructions, memos, reports etc SA5. Read images, graphs, diagrams SA6. Understand the various color codes, as per company nomenclature
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. Express statements, opinions or information clearly so that others can hear and understand SA8. Participate in and understand the main points of simple discussions SA9. Respond appropriately to any queries SA10. Communicate with supervisor
	Material and Equipment Handling
	The user/individual on the job needs to know and understand how to: SB1. Handle cleaning equipment SB2. Handle cleaning agents SB3. Handle scrap SB4. Handle chemicals and other material
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Select the appropriate cleaning compound for different jobs, sections of the shop floor SB6. Suggest improvements(if any) in process based on experience

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Carry out housekeeping

NOS Version Control

NOS Code	LSC/N2104		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	02/02/2015
Industry Sub-sector	Warehouse Packaging	Last reviewed on	25/02/2015
Occupation	Goods Packaging Machine Operator	Next review date	02/08/2016



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National Occupational Standard



Overview

This unit is about maintaining Health, Safety and Security measures for operating package equipment.

National Occupational Standard	Unit Code	LSC/N2205
	Unit Title (Task)	Maintain Health, Safety and Security measures for operating packaging equipment
	Description	This unit is about Health, Safety and Security measures
	Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> Maintain Health, Safety and Security measures during all activities
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Maintain health, safety and security measures during all activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.</p> <p>PC2. Wear all safety equipment including protective gear, helmets etc. when checking inbound/outbound consignments.</p> <p>PC3. Follow organization procedures with respect to documentation.</p> <p>PC4. Recognize and report unsafe conditions and practices.</p> <p>PC5. In case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action</p> <p>PC6. Identify reasons for occurrence of incident</p> <p>PC7. Capture reasons and response/action taken into incident report/note to manager</p> <p>PC8. Report any deviations from standard protocol along with reasons (if any)</p> <p>PC9. Visually inspect the activity area and equipment for appropriate and safe condition.</p> <p>PC10. Adhere to the standard operating procedures (SOP) of the company.</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. Knowledge of organizational products and procedures</p> <p>KA2. Procedures for dealing with loss or damage to goods</p> <p>KA3. Risk and impact of not following defined procedures/work instructions</p> <p>KA4. Knowledge of computer systems used for documentation in the organization.</p> <p>KA5. Knowledge of all relevant safety and security procedures</p>

	<p>KA6. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p> <p>KA7. Knowledge of how to prepare the required documents and the number of copies needed.</p> <p>KA8. Knowledge of transport companies the organization works with and their processes</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of processes involved in inbound and outbound transport.</p> <p>KB2. Knowledge of legal requirements, rules and regulations to be followed while preparing forms and documents.</p> <p>KB3. Knowledge of each form required for inbound/outbound transport.</p> <p>KB4. Knowledge of details to be filled into each form.</p> <p>KB5. Knowledge to use the computer for electronic documentation</p> <p>KB6. Types of workplace hazards that one can encounter on the job and safe operating practices.</p> <p>KB7. Knowledge of possible difficulties in documentation.</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Note down details regarding documentation for each inbound and outbound consignment.</p> <p>SA2. Fill out forms, inspection checklists for inbound and outbound consignments.</p> <p>SA3. Prepare detailed reports for management.</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read and follow instructions in the checklists</p> <p>SA5. Read and understand details required in the forms.</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Communicate clearly with managers and peers</p> <p>SA7. Regularly communicate with all employees to ensure activities are running smoothly</p> <p>SA8. Provide advice and guidance to peers and juniors</p>

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Plan and organize
	The user/individual on the job needs to know and understand how to: SB2. Adjust according to volume, capacity and manpower needs during peak and non-peak hours SB3. Prioritize and execute tasks within the scheduled time limits SB4. Maintain schedules and punctuality. Avoid absenteeism. SB5. Be a team player and achieve joint goals SB6. Flexibility to re-assess schedule in case of delays/additional orders
	Customer centricity
	The user/individual on the job needs to know and understand how to: SB7. Understand the customer requirements and ensure that they are met.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB8. Identify trends/common causes for errors and suggest possible solutions to the transport manager. SB9. Help resolve any documentation issues faced by the truck drivers en route. SB10. Handle day to day problems like delays, staffing shortage, etc.
	Analytical Skills
	The user/individual on the job needs to know and understand how to: SB11. Suggest methods to streamline the documentation process. SB12. Ability to check that all the forms required in the checklist have been filled out and are ready.
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to: SB13. Ability to concentrate on task at hand and complete it without errors

NOS Version Control

NOS Code	LSC/N2205		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	25/02/2015
Industry Sub-sector	Warehouse Packaging	Last reviewed on	25/02/2015
Occupation	Goods Packaging Machine Operator	Next review date	25/08/2016



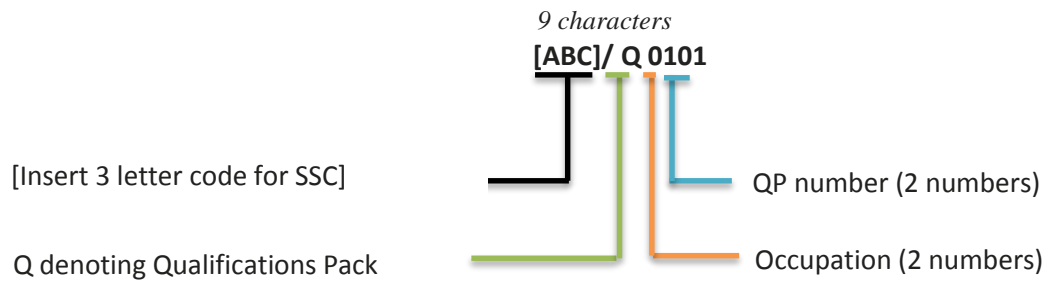
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Qualifications Pack for Goods Packaging Machine Operator

Annexure

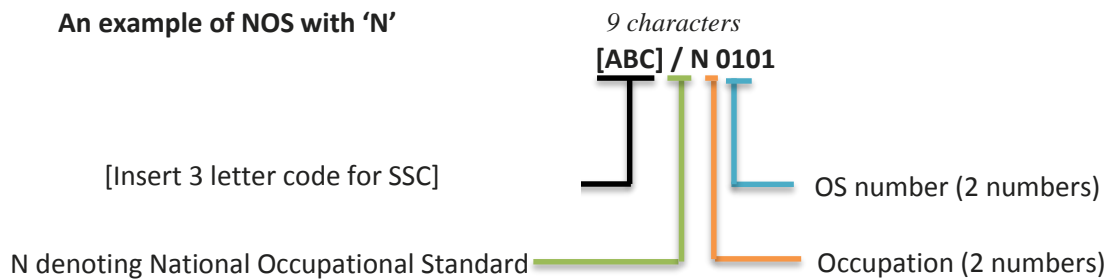
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Qualifications Pack for Goods Packaging Machine Operator

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

Sub-sector	Range of Occupation numbers
Warehousing Storage	21,23
Warehouse Packaging	22,23
Land Transportation	11,14
Shipping Transportation	12,14
Air Transportation	13
Courier	30

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

Qualifications Pack for Goods Packaging Machine Operator

GUIDELINES FOR ASSESSMENT

Job Role: Goods: Packaging Machine Operator

Qualification Pack: LSC/Q2116

Sector Skill Council: LSC

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 and skill practical part for each candidate at each examination/training center.
4. To pass the Qualification Pack, every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
5. 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 Marks	Out of	Theory	Skills Practical
1. LSC/N2201 (Prepare for Packaging)	PC1. Get the shift schedule and the total number of packages required by the end of the day from supervisor.	100	5	1	4
	PC2. Understand the number of packages required for each type of product.		5	1	4
	PC3. Collect a list with details of type of packaging material, size of packaging case to be used and desirable weight range of each product from the supervisor.		10	2	8
	PC4. Remove any unnecessary items from the area to make space for the items to be packaged.		5	1	4
	PC5. Perform a quick safety inspection of the workplace.		5	1	4
	PC6. Clean up any spills or breakages.		5	1	4
	PC7. Assess the Personal Protective Equipment (PPE) required based on the product and the work environment.		10	2	8
	PC8. Collect and wear all the necessary PPE.		5	1	4
	PC9. Collect any small packaging equipment such as tape gun and check its condition.		5	1	4
	PC10. Check the condition of packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc.		10	2	8

Qualifications Pack for Goods Packaging Machine Operator

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	PC11. Make any setting changes that are required to ensure the machines are working well.		5	1	4
	PC12. Ensure there is sufficient tape and other sealants. Load them into the packaging machine.		5	1	4
	PC13. Switch on packaging equipment and ensure that that it is warmed up and ready for packaging. Note the temperature, speed, etc.		5	1	4
	PC14. Perform a trial to ensure that the machine is working well.		5	1	4
	PC15. Recalibrate machine setting if required to ensure that work will be done properly.		5	1	4
	PC16. Report to the supervisor if there is a problem that could not be fixed.		10	2	8
		Total	100	20	80
2.LSC/N2202 (Perform Packaging)	PC1. Check that the goods to be packed are in their appropriate packaging cases.	100	5	1	4
	PC2. Ensure that the packaging cases are lined up and ready on the conveyor belt of the packaging machine.		5	1	4
	PC3. Use the packaging equipment to seal the packaging cases in an optimal manner.		10	2	8
	PC4. Weigh the package to determine if it is within the allowed limits.		10	2	8
	PC5. Report errors and discrepancies, if any to supervisor.		10	2	8
	PC6. Remove sealed package from the packaging machine.		5	1	4
	PC7. Follow guidelines with respect to handling, move sealed packages to the labelling area and hand over to carpenters if required.		10	2	8
	PC8. Perform labelling or handover sealed package to a labeler for labelling as per company policy.		10	2	8
	PC9. If there is a machine jam or the conveyor gets stuck, press the reset button and perform the corrective measures.		10	2	8
	PC10. If the machine stops because the sealant got over, reload the sealant.		10	2	8
	PC11. If a package was missed during sealing, identify it and place it near the end of the line to be sealed again.		5	1	4
	PC12. Ensure machine is not operated beyond rated capacity or in case of breakdown.		5	1	4
	PC13. For any other issues, including accidents report to the supervisor.		5	1	4
		Total	100	20	80

Qualifications Pack for Goods Packaging Machine Operator

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
3. LSC/N2203 (Carry out Labelling)	PC1. Understand labelling schedule, products being labelled and number of labelled packages required by the end of the day from the supervisor.	100	7	2	5
	PC2. Get information on the type and size of packing cases used for each product.		10	2	8
	PC3. Determine what labels are required.		20	4	16
	PC4. Collect all the required labels from the supervisor		7	2	5
	PC5. Inform supervisor to place orders for more labels if insufficient.		7	1	6
	PC6. Collect sealed packages from the labelling area.		5	1	4
	PC7. Identify the product contained in the packing case.		7	1	6
	PC8. Paste all the required labels onto the packing case in the right areas.		10	2	8
	PC9. Verify that all required labels have been pasted onto the packing case in the right areas.		20	4	16
	PC10. Move labelled packages to the finished packages area.		7	1	6
	Total	100	20	80	
4. LSC/N2204 (Perform Post Packaging activities)	PC1. Switch off packaging equipment.	100	10	2	8
	PC2. Dispose damaged labels and packing cases.		12	4	8
	PC3. Perform a quick safety inspection of the packaging and labelling areas.		12	2	10
	PC4. Clean up any spills or breakages.		10	2	8
	PC5. Return any PPE and equipment used to their storage racks.		10	2	8
	PC6. Clean and inspect the packaging equipment to ensure that it is fit for the next day's operations.		12	2	10
	PC7. Notify supervisor regarding any concerns faced at work such as delays due to machine stops, damaged packages, etc.		12	4	8
	PC8. Provide feedback regarding damage if any, delays in packaging and labelling, inability to meet an order, etc.		12	4	8
	PC9. Complete any forms as required by management such as packaging machine status, shift status, etc		10	3	7
	Total	100	25	75	
5. LSC/N2104 (Carry out Housekeeping)	PC1. Inspect the area while taking into account various surfaces	100	4	1	3

Qualifications Pack for Goods Packaging Machine Operator

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		4	1	3
	PC3. Ensure that the cleaning equipment is in proper working condition		5	2	3
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		5	2	3
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces		4	2	2
	PC6. Inform the affected people about the cleaning activity		4	2	2
	PC7. Display the appropriate signage for the work being conducted		4	2	2
	PC8. Ensure that there is adequate ventilation for the work being carried out		5	2	3
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used		5	2	3
	PC10. Use the correct cleaning method for the work area, type of soiling and surface		5	2	3
	PC11. Carry out cleaning activity without disturbing others		5	2	3
	PC12. Deal with accidental damage, if any, caused while carrying out the work		5	2	3
	PC13. Report to the appropriate person any difficulties in carrying out your work		5	2	3
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		5	2	3
	PC15. Ensure that there is no oily substance on the floor to avoid slippage		5	2	3
	PC16. Ensure that no scrap material is lying around		5	2	3
	PC17. Maintain and store housekeeping equipment and supplies		5	2	3
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process		5	2	3
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements		5	2	3
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		5	2	3
	PC21. Dispose the waste garnered from the activity in an appropriate manner		5	2	3

Qualifications Pack for Goods Packaging Machine Operator

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
		Total	100	40	60
6. LSC/N2205 (Maintain Health, Safety and Security measures for operating packaging equipment)	PC1. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.	100	10	3	7
	PC2. Wear all safety equipment including protective gear, helmets etc. when checking inbound/outbound consignments.		10	3	7
	PC3. Follow organization procedures with respect to documentation.		10	3	7
	PC4. Recognize and report unsafe conditions and practices.		10	3	7
	PC5. In case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action		10	3	7
	PC6. Identify reasons for occurrence of incident		10	3	7
	PC7. Capture reasons and response/action taken into incident report/note to manager		10	3	7
	PC8. Report any deviations from standard protocol along with reasons (if any)		10	3	7
	PC9. Visually inspect the activity area and equipment for appropriate and safe condition.		10	3	7
	PC10. Adhere to the standard operating procedures (SOP) of the company.		10	3	7
		Total	100	30	70

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