

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

Contact Us:

LOGISTICS SKILLS COUNCIL
IIT Madras Research Park
Unit "E", 10th floor
Kanagam road
Taramani
Chennai- 600113

Email:
headnos@lsc-india.com



Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. OS Units.....P.2
4. Glossary of Key TermsP.3
5. Annexure:Nomenclature for QP & NOS..P.24
6. Assessment Criteria.....P.26

Introduction

Qualifications Pack – Shipment Bagging Agent

SECTOR: LOGISTICS

SUB-SECTOR: Courier and Mail Services

OCCUPATION: Hub and Branch Operations

REFERENCE ID: LSC/Q3027

ALIGNED TO: NCO-2004/9322.10

Brief Job Description: Shipment Bagging Agents are also known as Consignment Baggers. Individuals in this role, who work in service stations and hubs, are responsible for bagging and de-bagging shipments and tagging them with bar code stickers. They are a key part of the operations as shipments have to be bagged and labeled for transportation.

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.

Job Details

Qualifications Pack Code	LSC/Q3027		
Job Role	Shipment Bagging Agent		
Credits (NSQF)	TBD	Version number	1.0
Sector	Logistics	Drafted on	10/04/2015
Sub-sector	Courier and Mail Services	Last reviewed on	10/04/2015
Occupation	Hub and Branch Operations	Next review date	10/10/2016
NSQC Clearance On	TBD		

Job Role	Shipment Bagging Agent (Consignment Bagger)
Role Description	Bag and de-bag shipments, tag them with bar code stickers
NSQF level	3
Minimum Educational Qualifications*	Class X (preferable)
Maximum Educational Qualifications*	Diploma/Graduate (Engineering, Arts, Commerce, Science)
Training (Suggested but not mandatory)	No training required
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/N3012 (Prepare for Bagging/De-bagging activities) LSC/N3013 (Perform Bagging/De-bagging activities) LSC/N3014 (Perform Post Bagging/De-bagging activities) LSC/N3046 (Maintain health, safety and security standards during bagging/de-bagging shipments) <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units

Definitions

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

National Occupational Standard



Overview

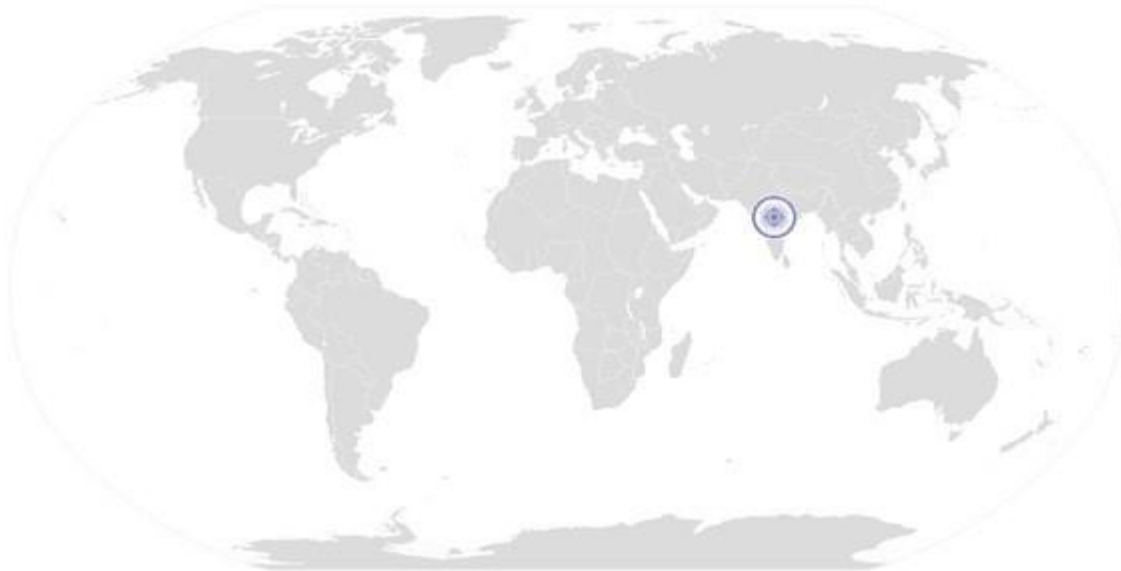
This unit is about preparing for Bagging/De-bagging activities

Unit Code	LSC/N3012
Unit Title (Task)	Prepare for Bagging/De-bagging activities
Description	This unit is about preparing for Bagging/De-bagging activities
Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> Obtain Shipments to be bagged/de-bagged and plan for the day Gather all stationery requirements for bagging/de-bagging activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Obtain Shipments to be bagged/de-bagged and plan for the day	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Obtain count sheet of inbound mail bags from supervisor. PC2. Understand the daily schedule, number of bagging/de-bagging targets from the supervisor. PC3. Prioritize shipments to be bagged/de-bagged based on deadlines PC4. Plan work for the day based on work prioritization</p>
Gather all stationery requirements for bagging/de-bagging activities	<p>PC5. Switch on the computer and login using company credentials. PC6. Open the software used for performing the classifying activities. PC7. Ensure that the bar code scanner is in a working condition PC8. Gather all stationery requirements for bagging/de-bagging activities like plastic bags, canvas bags, bar code stickers 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 procedures KA2. Knowledge of types of bar code stickers used in the organization KA3. Knowledge of documentation and reporting as per organization's mandate KA4. Security procedures to be followed KA5. Escalation matrix for reporting identified problems KA6. Risk and impact of not following defined procedures/work instructions KA7. Knowledge of coding system followed to label mail.</p>

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Good knowledge of using a computer KB2. Ability to effectively use a scanner KB3. Ability to read labels and understand delivery details of the package. KB4. Knowledge of types of goods being handled KB5. Basic geographical knowledge KB6. Ability to re-use the bag without damaging the quality of the bags KB7. Knowledge of when shipments have to be bagged with a double-layer plastic in cases where it is delivered to areas with bad weather conditions KB8. Knowledge of special characteristics and handling requirements of goods, if any.</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. Prepare reports for management.</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Good reading skills, ability to comprehend job instructions SA3. Read and understand documents required for bagging activities.</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>SA4. Communicate well with people of all levels. SA5. Share experiences and provide guidance to juniors and peers.</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 while making decisions SB2. Ability to make a judgment as to whether an issue is crucial, and to be escalate it if necessary.</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Flexibility to re-assess schedule in case of delays/additional shipments SB4. Prioritize and execute tasks within the scheduled time limits SB5. Maintain schedules and punctuality and avoid absenteeism. SB6. Be a team player and achieve joint goals</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Understand the importance of customer deadlines</p>

Prepare for Bagging/De-bagging activities

	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 manager. SB9. 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: SB10. Suggest methods to streamline the bagging process
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to: SB11. Ability to concentrate on task at hand and complete it without errors



NOS Version Control

NOS Code	LSC/N3012		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	10/04/2015
Industry Sub-sector	Courier and Mail Services	Last reviewed on	10/04/2015
Occupation	Hub and Branch Operations	Next review date	10/10/2016



[Back to QP](#)

National Occupational Standard



Overview

This unit is about perform Bagging/De-bagging activities

National Occupational Standard	Unit Code	LSC/N3013
	Unit Title (Task)	Perform Bagging/De-bagging activities
	Description	This unit is about performing Bagging/De-bagging activities
	Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> • Perform Bagging activities • Perform De-bagging activities
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Perform Bagging activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Collect the sorted outbound shipments and each one of them in a plastic bag</p> <p>PC2. Paste a bar code sticker on the plastic bag</p> <p>PC3. Scan the bar code sticker on the plastic bag in order to make an entry in the system</p> <p>PC4. Seal the plastic bag containing the shipment</p> <p>PC5. Place all the plastic bags of a particular destination into a canvas bag</p> <p>PC6. Paste a bar code sticker on the canvas bag</p> <p>PC7. Scan the bar code sticker on the canvas bag in order to make an entry in the system</p> <p>PC8. Seal the canvas bag</p>
	Perform De-bagging activities	<p>PC9. Scan the bar code sticker on the inbound canvas bag</p> <p>PC10. Remove the canvas bag seal</p> <p>PC11. Take out all the plastic bags containing shipments from the canvas bag</p> <p>PC12. Scan the bar code sticker on the inbound plastic bags</p> <p>PC13. Remove the plastic bag seal</p> <p>PC14. Take out the shipments from the plastic bag</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge of organizational procedures</p> <p>KA2. Knowledge of types of bar code stickers used in the organization</p> <p>KA3. Knowledge of documentation and reporting as per organization's mandate</p> <p>KA4. Security procedures to be followed</p>

LSC/N3013

Perform Bagging/De-bagging activities

its processes)	<p>KA5. Escalation matrix for reporting identified problems</p> <p>KA6. Risk and impact of not following defined procedures/work instructions</p> <p>KA7. Knowledge of coding system followed to label mail.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Good knowledge of using a computer</p> <p>KB2. Ability to effectively use a scanner</p> <p>KB3. Ability to read labels and understand delivery details of the package.</p> <p>KB4. Knowledge of types of goods being handled</p> <p>KB5. Basic geographical knowledge</p> <p>KB6. Ability to re-use the bag without damaging the quality of the bags</p> <p>KB7. Knowledge of when shipments have to be bagged with a double-layer plastic in cases where it is delivered to areas with bad weather conditions</p> <p>KB8. Knowledge of special characteristics and handling requirements of goods, if any.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Prepare reports for management.</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Good reading skills, ability to comprehend job instructions</p> <p>SA3. Read and understand documents required for bagging activities.</p>
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Act objectively while making decisions</p> <p>SB2. Ability to make a judgment as to whether an issue is crucial, and to be escalate it if necessary.</p>
	Plan and Organize
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Flexibility to re-assess schedule in case of delays/additional shipments</p> <p>SB4. Prioritize and execute tasks within the scheduled time limits</p>	

LSC/N3013

Perform Bagging/De-bagging activities

	SB5. Maintain schedules and punctuality and avoid absenteeism. SB6. Be a team player and achieve joint goals
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. Understand the importance of customer deadlines
	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 manager. SB9. 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: SB10. Suggest methods to streamline the bagging process
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to: SB11. Ability to concentrate on task at hand and complete it without errors

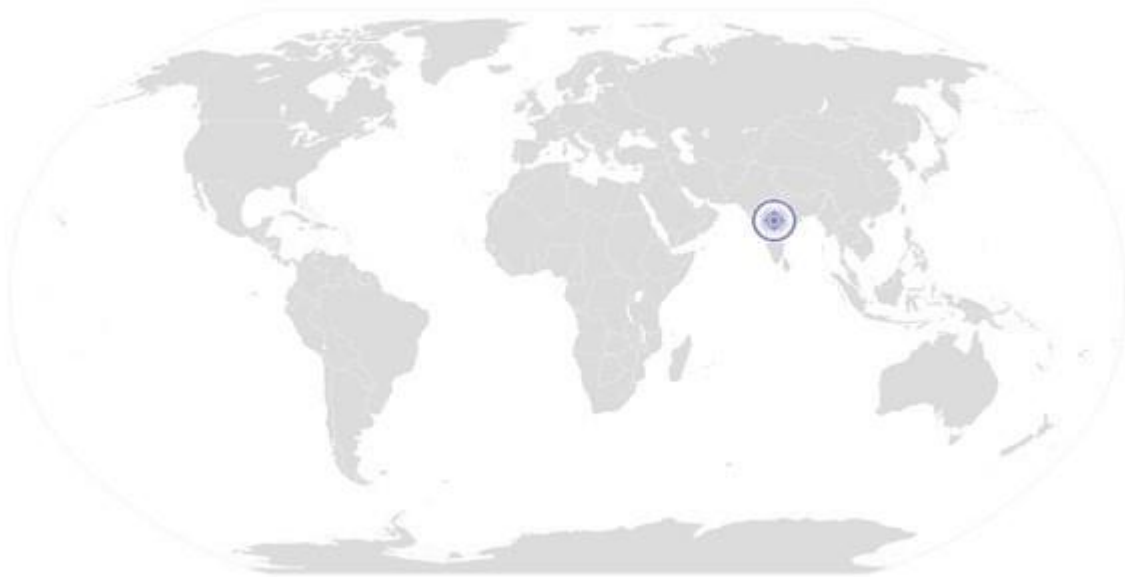


NOS Version Control

NOS Code	LSC/N3013		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	10/04/2015
Industry Sub-sector	Courier and Mail Services	Last reviewed on	10/04/2015
Occupation	Hub and Branch Operations	Next review date	10/10/2016



National Occupational Standard



Overview

This unit is about performing Post Bagging/De-bagging activities

Unit Code	LSC/N3014
Unit Title (Task)	Perform Post Bagging/De-bagging activities
Description	This unit is about performing Post Bagging/De-bagging activities
Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> • Housekeeping • Reporting to management
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Housekeeping	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Keep the unused bar code stickers back in the storage racks</p> <p>PC2. Fold the unused plastic and canvas bags neatly and keep them in the storage racks</p> <p>PC3. Dispose the used bar code stickers from the inbound bags</p> <p>PC4. Clean the work area</p>
Reporting to management	<p>PC5. Report to supervisor regarding the number of bagged and de-bagged items</p> <p>PC6. Provide feedback regarding any damage to the shipment or plastic bags</p> <p>PC7. Complete any forms as required by management.</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 procedures</p> <p>KA2. Knowledge of types of bar code stickers used in the organization</p> <p>KA3. Knowledge of documentation and reporting as per organization's mandate</p> <p>KA4. Security procedures to be followed</p> <p>KA5. Escalation matrix for reporting identified problems</p> <p>KA6. Risk and impact of not following defined procedures/work instructions</p> <p>KA7. Knowledge of coding system followed to label mail.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Good knowledge of using a computer</p> <p>KB2. Ability to effectively use a scanner</p>

LSC/N3014

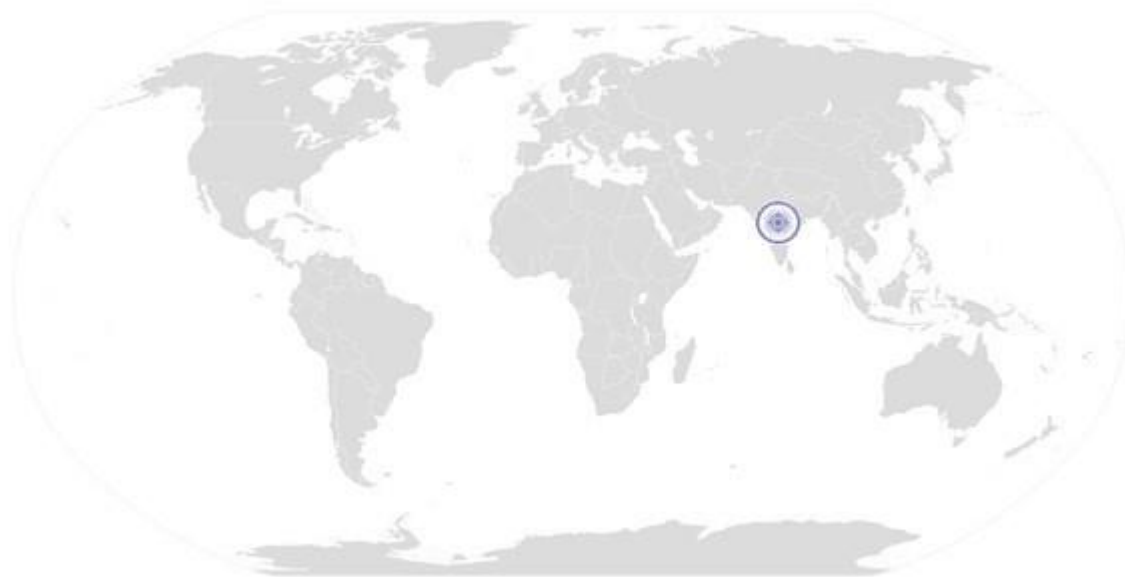
Perform Post Bagging/De-bagging activities

	<p>KB3. Ability to read labels and understand delivery details of the package.</p> <p>KB4. Knowledge of types of goods being handled</p> <p>KB5. Basic geographical knowledge</p> <p>KB6. Ability to re-use the bag without damaging the quality of the bags</p> <p>KB7. Knowledge of when shipments have to be bagged with a double-layer plastic in cases where it is delivered to areas with bad weather conditions</p> <p>KB8. Knowledge of special characteristics and handling requirements of goods, if any.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Prepare reports for management.</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Good reading skills, ability to comprehend job instructions</p> <p>SA3. Read and understand documents required for bagging activities.</p>
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Communicate well with people of all levels.</p> <p>SA5. Share experiences and provide guidance to juniors and peers.</p>
	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Act objectively while making decisions</p> <p>SB2. Ability to make a judgment as to whether an issue is crucial, and to be escalate it if necessary.</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Flexibility to re-assess schedule in case of delays/additional shipments</p> <p>SB4. Prioritize and execute tasks within the scheduled time limits</p> <p>SB5. Maintain schedules and punctuality and avoid absenteeism.</p> <p>SB6. Be a team player and achieve joint goals</p>
Customer Centricity	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Understand the importance of customer deadlines</p>	

LSC/N3014

Perform Post Bagging/De-bagging activities

	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 manager. SB9. 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: SB10. Suggest methods to streamline the bagging process
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to: SB11. Ability to concentrate on task at hand and complete it without errors



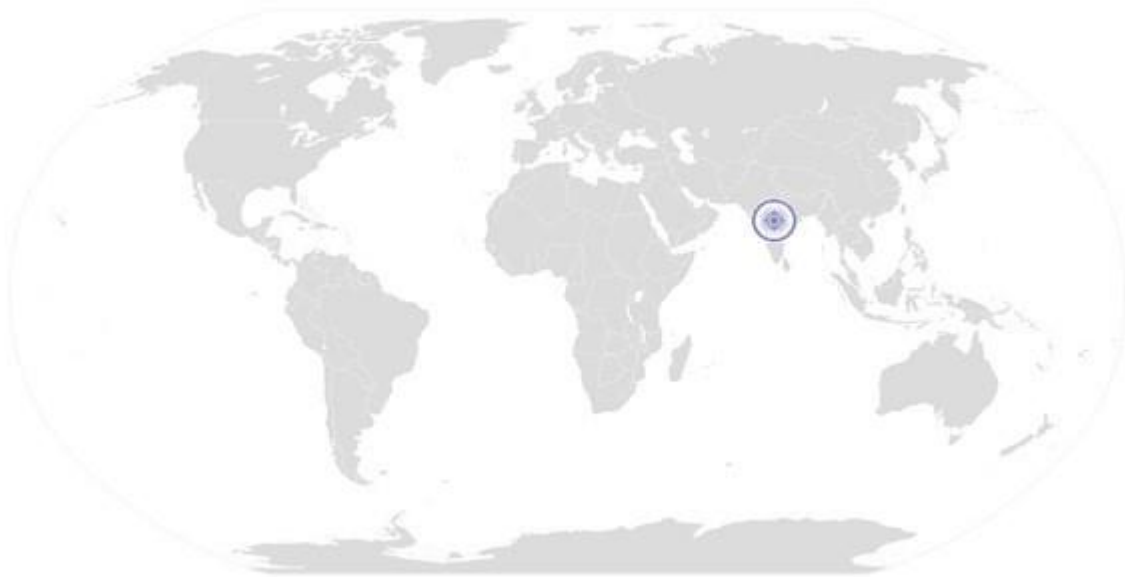
NOS Version Control

NOS Code	LSC/N3014		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	10/04/2015
Industry Sub-sector	Courier and Mail Services	Last reviewed on	10/04/2015
Occupation	Hub and Branch Operations	Next review date	10/10/2016



[Back to QP](#)

National Occupational Standard



Overview

This unit is about maintaining health, safety and security standards during bagging/de-bagging shipments

National Occupational Standard	Unit Code	LSC/N3046
	Unit Title (Task)	Maintain health, safety and security standards during bagging/de-bagging shipments
	Description	This unit is about maintaining health, safety and security standards during bagging/de-bagging shipments
	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. Take all the necessary precautions when handling packages.</p> <p>PC2. Follow organization procedures with respect to security, materials handling and accidents</p> <p>PC3. Ensure that the shipments are not lost/damaged</p> <p>PC4. Be careful about suspicious looking shipments</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 procedures</p> <p>KA2. Knowledge of types of bar code stickers used in the organization</p> <p>KA3. Knowledge of documentation and reporting as per organization's mandate</p> <p>KA4. Security procedures to be followed</p> <p>KA5. Escalation matrix for reporting identified problems</p> <p>KA6. Risk and impact of not following defined procedures/work instructions</p> <p>KA7. Knowledge of coding system followed to label mail.</p>
	B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Good knowledge of using a computer</p> <p>KB2. Ability to effectively use a scanner</p> <p>KB3. Ability to read labels and understand delivery details of the package.</p> <p>KB4. Knowledge of types of goods being handled</p> <p>KB5. Basic geographical knowledge</p>

LSC/N3046

Maintain health, safety and security standards during bagging/de-bagging shipments

	<p>KB6. Ability to re-use the bag without damaging the quality of the bags</p> <p>KB7. Knowledge of when shipments have to be bagged with a double-layer plastic in cases where it is delivered to areas with bad weather conditions</p> <p>KB8. Knowledge of special characteristics and handling requirements of goods, if any.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Prepare reports for management.</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Good reading skills, ability to comprehend job instructions</p> <p>SA3. Read and understand documents required for bagging activities.</p>
	Oral Communication (Listening and Speaking skills)
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Communicate well with people of all levels.</p> <p>SA5. Share experiences and provide guidance to juniors and peers.</p>	
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Act objectively while making decisions</p> <p>SB2. Ability to make a judgment as to whether an issue is crucial, and to be escalate it if necessary.</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Flexibility to re-assess schedule in case of delays/additional shipments</p> <p>SB4. Prioritize and execute tasks within the scheduled time limits</p> <p>SB5. Maintain schedules and punctuality and avoid absenteeism.</p> <p>SB6. Be a team player and achieve joint goals</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Understand the importance of customer deadlines</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Identify trends/common causes for errors and suggest possible solutions to the manager.</p> <p>SB9. Handle day to day problems like delays, staffing shortage, etc.</p>

LSC/N3046

Maintain health, safety and security standards during bagging/de-bagging shipments

	Analytical Skills
	The user/individual on the job needs to know and understand how to: SB10. Suggest methods to streamline the bagging process
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to: SB11. Ability to concentrate on task at hand and complete it without errors



NOS Version Control

NOS Code	LSC/N3046		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	10/04/2015
Industry Sub-sector	Courier and Mail Services	Last reviewed on	10/04/2015
Occupation	Hub and Branch Operations	Next review date	10/10/2016

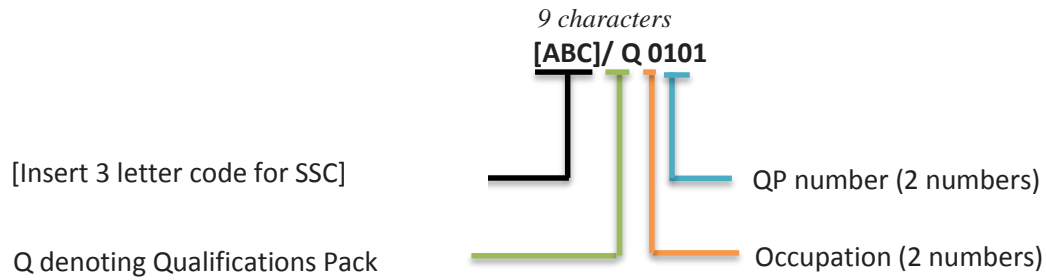


[Back to QP](#)

Annexure

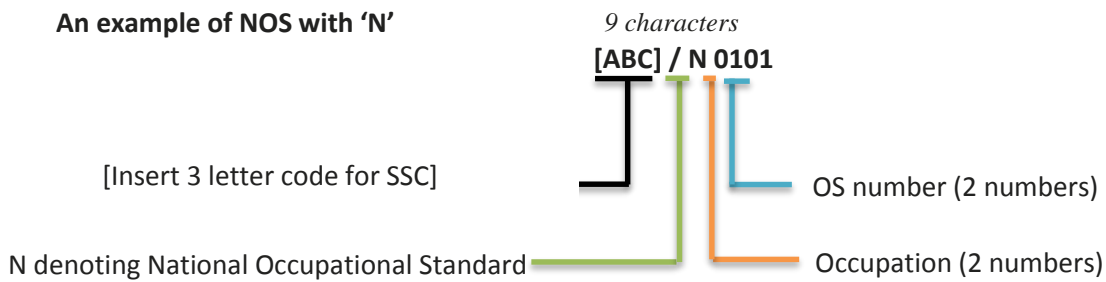
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Qualifications Pack for Shipment Bagging Agent

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 and Mail Services	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 Shipment Bagging Agent

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Shipment Bagging Agent

Qualification Pack: LSC/Q3027

Sector Skill Council: LSC

<u>Guidelines for Assessment</u>
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/N3012 (Prepare for Bagging/De-bagging activities)	PC1. Obtain count sheet of inbound mail bags from supervisor.	100	10	2	8
	PC2. Understand the daily schedule, number of bagging/de-bagging targets from the supervisor.		15	3	12
	PC3. Prioritize shipments to be bagged/de-bagged based on deadlines		15	3	12
	PC4. Plan work for the day based on work prioritization		15	3	12
	PC5. Switch on the computer and login using company credentials.		15	3	12
	PC6. Open the software used for performing the classifying activities.		10	2	8
	PC7. Ensure that the bar code scanner is in a working condition		10	2	8

Qualifications Pack for Shipment Bagging Agent

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
	PC8. Gather all stationery requirements for bagging/de-bagging activities like plastic bags, canvas bags, bar code stickers etc.		10	2	8
		Total	100	20	80
2. LSC/N3013 (Perform Bagging/De-bagging activities)	PC1. Collect the sorted outbound shipments and each one of them in a plastic bag	100	5	2	3
	PC2. Paste a bar code sticker on the plastic bag		5	2	3
	PC3. Scan the bar code sticker on the plastic bag in order to make an entry in the system		5	2	3
	PC4. Seal the plastic bag containing the shipment		5	2	3
	PC5. Place all the plastic bags of a particular destination into a canvas bag		10	2	8
	PC6. Paste a bar code sticker on the canvas bag		10	4	6
	PC7. Scan the bar code sticker on the canvas bag in order to make an entry in the system		10	2	8
	PC8. Seal the canvas bag		10	2	8
	PC9. Scan the bar code sticker on the inbound canvas bag		10	2	8
	PC10. Remove the canvas bag seal		5	2	3
	PC11. Take out all the plastic bags containing shipments from the canvas bag		5	2	3
	PC12. Scan the bar code sticker on the inbound plastic bags		5	2	3
	PC13. Remove the plastic bag seal		5	2	3
	PC14. Take out the shipments from the plastic bag		10	2	8
		Total	100	30	70

Qualifications Pack for Shipment Bagging Agent

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
3. LSC/N3014 (Perform Post Bagging/De-bagging activities)	PC1. Keep the unused bar code stickers back in the storage racks	100	10	2	8
	PC2. Fold the unused plastic and canvas bags neatly and keep them in the storage racks		15	3	12
	PC3. Dispose the used bar code stickers from the inbound bags		15	5	10
	PC4. Clean the work area		15	5	10
	PC5. Report to supervisor regarding the number of bagged and de-bagged items		15	5	10
	PC6. Provide feedback regarding any damage to the shipment or plastic bags		15	5	10
	PC7. Complete any forms as required by management.		15	5	10
	Total		100	30	70
4. LSC/N3046 (Maintain health, safety and security standards during bagging/de-bagging shipments)	PC1. Take all the necessary precautions when handling packages.	100	25	5	20
	PC2. Follow organization procedures with respect to security, materials handling and accidents		25	5	20
	PC3. Ensure that the shipments are not lost/damaged		25	5	20
	PC4. Be careful about suspicious looking shipments		25	5	20
	Total		100	20	80

[Back to QP](#)