

## Qualification Pack



# Cargo Vehicle Driver (Non-hazardous goods)

Electives: Multi Axle Vehicle/ Over-Dimensional Vehicle/ Medium Commercial Vehicle

QP Code: LSC/Q1301

Version: 1.0

NSQF Level: 4

Logistics Sector Skill Council || No.476, Temple Tower, Ground Floor, Anna Salai, Nandhanam



## Qualification Pack

Chennai - 600035 || email:hari@lsc-india.com



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### LSC/Q1301: Cargo Vehicle Driver (Non-hazardous goods)

#### Brief Job Description

Individuals are expected to drive the cargo vehicles safely and efficiently on the assigned route. S/he should be able to undertake most of the routine maintenance of the vehicle and handle hassles that could likely be encountered while driving long distances and through difficult terrains. The individual is also expected to achieve other key performance parameters such as fuel efficiency, on-time delivery etc.

#### Personal Attributes

This job requires the individual to drive for long hours under tiring, demanding physical and traffic conditions. Individual must be dependable and able to take responsibility for the assets (vehicle, goods). The individual should be able to communicate effectively as he needs to deal with a variety of people every day.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [LSC/N1301: Prepare vehicle and cargo](#)
2. [LSC/N1302: Drive safely and responsibly](#)
3. [LSC/N1303: Guide and control the vehicle](#)
4. [LSC/N1304: Health, safety and security procedures for drivers](#)
5. [LSC/N9908: Maintain and monitor integrity and ethics in operations](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

##### Electives(mandatory to select at least one):

###### Elective 1: Multi Axle Vehicle

This NOS details the duties, checks, precautions to be undertaken by the driver, as per organizational requirements and safety requirements while driving Multi Axle Vehicles.

1. [LSC/N1307: Multi Axle Vehicle](#)

###### Elective 2: Over-Dimensional Vehicle

This NOS details the duties, checks, precautions to be undertaken by the driver, as per organizational requirements and safety requirements while driving vehicles carrying ODC/ OWC.

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### 1. [LSC/N1306: Over-Dimensional Vehicle](#)

#### Elective 3: Medium Commercial Vehicle

This NOS details the duties, checks, precautions to be undertaken by the driver, as per organizational requirements and safety requirements while driving Medium Commercial Vehicles.

### 1. [LSC/N1305: Medium Commercial Vehicle](#)

## Qualification Pack (QP) Parameters

<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Land Transportation
<b>Occupation</b>	Vehicle Operations, Transport Operations
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	18
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8332
<b>Minimum Educational Qualification &amp; Experience</b>	8th grade pass (Should have the ability to read and write in English + at least 1 official language) with 3 Years of experience as LMV Driver OR 8th grade pass (+ HMV Driver (as per regulations vide HMV Driving License)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	HMV License
<b>Minimum Job Entry Age</b>	19 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/08/2026
<b>NSQF Approval Date</b>	31/08/2023
<b>Version</b>	1.0
<b>Reference code on NQR</b>	QG-04-TW-00867-2023-V1-LSC



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<b>NQR Version</b>	1.0
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### LSC/N1301: Prepare vehicle and cargo

#### Description

This NOS details the preparation of vehicle and cargo before taking on a journey

#### Scope

The scope covers the following :

- Control the risk associated with carrying cargo
- Routine checks of vehicle roadworthiness

#### Elements and Performance Criteria

##### *Control the risk associated with carrying cargo*

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

- PC1.** Ensure to be fit for driving and the ability is not affected by sleepiness, tiredness, medicines, illegal substances or alcohol.
- PC2.** Check the contents of the cargo and if goods are dangerous or hazardous, make sure that the vehicle and the processes used to handle the cargo comply with the guidelines
- PC3.** Ensure that the vehicle is suitable for carrying the cargo and proper PPE and MHE are used when loading and unloading cargo
- PC4.**
  - Make sure that the following guidelines are followed:
  - maximum authorized mass is not exceeded,
  - maximum gross axle weights are not exceeded,
  - there are sufficient load anchoring points,
  - availability of load-securing devices such as strapping, chains, wedges, chocks, or sheeting
  - availability of safety devices like wheel chocks, breakdown signs, spark arrestor, traffic cone and fire extinguisher.
- PC5.** Follow the guidelines while loading the vehicle such as placing the load against the headboard, loading to bring the center of gravity as low and as near the center line of the vehicle as possible
- PC6.** Ensure that the cargo is secured properly and if the cargo extends beyond the dimensions of the vehicle, follow precautions such as carrying an attendant, informing the police as appropriate
- PC7.** Check the condition of the vehicle at regular intervals

##### *Routine checks of vehicle worthiness*

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

- PC8.**
  - Check that the vehicle meets basic legal and compliance requirements:
  - The organization guidelines, e.g. rule books
  - CMVR guidelines from the Ministry of Road Transport & Highway and other guidelines issued by Road Transport Authorities like RTOs
  - Any other safety, security and environmental guidelines
- PC9.** Check that the navigation system is securely fitted in a position that minimizes distraction of the driver
- PC10.** Check vehicle service records indicative of any history of technical defects

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- PC11.** Perform the appropriate checks like leakages, for the cooling system, steering, electrical, fluid levels, braking system and other general condition of the vehicle
- PC12.** Perform the free play test to check the steering and braking.
- PC13.** Examine the fluid levels - oil levels, engine oil, gearbox hydraulic oil, brakes fluid, washer liquid and fuel
- PC14.** Examine the electrical system of the vehicle by conducting the start-stop test
- PC15.** Ensure that the valid documents are available in the vehicle (License, fitness certification, insurance, copy of registration certificate and road tax paid)
- PC16.** Always stay on the planned route as approved by the shipper
- PC17.** Keep the vehicle interior clean and wash the vehicle, windshield, etc. during halts
- PC18.** Report actual or possible defects to the senior driver or owner, or service supervisor in enough detail so that they can diagnose the problem
- PC19.** In consultation with the owner conclude about the roadworthiness of vehicle and, if found unfit, decide to use another vehicle.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues
- KU2.** what the law says about driving while you have illegal or controlled substances or alcohol in your system
- KU3.** how over-the-counter or prescription medicines can impair your ability to drive carefully
- KU4.** methods of effective and appropriate communication to let others know about the emergency situations
- KU5.** where and how to get help in dealing with crisis situations
- KU6.** defensive driving techniques
- KU7.**
  - when using satellite navigation system:
  - how to program them
  - the information they can provide
  - that they can fail sometimes, and how to prepare for that
- KU8.** what to consider when loading the vehicle, the best way to secure different loads
- KU9.** routine maintenance checks
- KU10.** that overfilling with engine oil can damage your engine, increase the amount of environmental pollution the vehicle creates
- KU11.** that using oil which is not to the manufacturer's specification can increase fuel consumption, may cause damage, could affect the vehicle warranty
- KU12.** the rules that apply to the fitting of different types of tyres
- KU13.** how to check that tyres are correctly fitted and inflated and free from defects
- KU14.** what controls to check
- KU15.** the height, width, length and weight of the vehicle you are driving
- KU16.** safety guidelines





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### Generic Skills (GS)

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

- GS1.** effectively communicate during emergency situations
- GS2.** keep all the safety equipment in an organized manner so that there is no difficulty to find them
- GS3.** report potential sources of danger
- GS4.** follow prescribed procedure to address safety and emergency issues
- GS5.** learn from past mistakes
- GS6.** assess impact of hazardous material, activity, incident

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Control the risk associated with carrying cargo</i>	<b>10</b>	<b>20</b>	-	<b>4</b>
<b>PC1.</b> Ensure to be fit for driving and the ability is not affected by sleepiness, tiredness, medicines, illegal substances or alcohol.	2	3	-	-
<b>PC2.</b> Check the contents of the cargo and if goods are dangerous or hazardous, make sure that the vehicle and the processes used to handle the cargo comply with the guidelines	2	3	-	1
<b>PC3.</b> Ensure that the vehicle is suitable for carrying the cargo and proper PPE and MHE are used when loading and unloading cargo	1	2	-	1
<b>PC4.</b> <ul style="list-style-type: none"> <li>• Make sure that the following guidelines are followed:</li> <li>• maximum authorized mass is not exceeded,</li> <li>• maximum gross axle weights are not exceeded,</li> <li>• there are sufficient load anchoring points,</li> <li>• availability of load-securing devices such as strapping, chains, wedges, chocks, or sheeting</li> <li>• availability of safety devices like wheel chocks, breakdown signs, spark arrestor, traffic cone and fire extinguisher.</li> </ul>	1	3	-	1
<b>PC5.</b> Follow the guidelines while loading the vehicle such as placing the load against the headboard, loading to bring the center of gravity as low and as near the center line of the vehicle as possible	1	3	-	-
<b>PC6.</b> Ensure that the cargo is secured properly and if the cargo extends beyond the dimensions of the vehicle, follow precautions such as carrying an attendant, informing the police as appropriate	1	3	-	1
<b>PC7.</b> Check the condition of the vehicle at regular intervals	2	3	-	-
<i>Routine checks of vehicle worthiness</i>	<b>20</b>	<b>40</b>	-	<b>6</b>

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC8.</b> • Check that the vehicle meets basic legal and compliance requirements: • The organization guidelines, e.g. rule books • CMVR guidelines from the Ministry of Road Transport & Highway and other guidelines issued by Road Transport Authorities like RTOs • Any other safety, security and environmental guidelines	1	3	-	1
<b>PC9.</b> Check that the navigation system is securely fitted in a position that minimizes distraction of the driver	2	3	-	1
<b>PC10.</b> Check vehicle service records indicative of any history of technical defects	2	4	-	-
<b>PC11.</b> Perform the appropriate checks like leakages, for the cooling system, steering, electrical, fluid levels, braking system and other general condition of the vehicle	1	3	-	-
<b>PC12.</b> Perform the free play test to check the steering and braking.	2	3	-	1
<b>PC13.</b> Examine the fluid levels - oil levels, engine oil, gearbox hydraulic oil, brakes fluid, washer liquid and fuel	2	4	-	-
<b>PC14.</b> Examine the electrical system of the vehicle by conducting the start-stop test	2	4	-	-
<b>PC15.</b> Ensure that the valid documents are available in the vehicle (License, fitness certification, insurance, copy of registration certificate and road tax paid)	2	3	-	-
<b>PC16.</b> Always stay on the planned route as approved by the shipper	1	3	-	-
<b>PC17.</b> Keep the vehicle interior clean and wash the vehicle, windshield, etc. during halts	2	4	-	1
<b>PC18.</b> Report actual or possible defects to the senior driver or owner, or service supervisor in enough detail so that they can diagnose the problem	2	3	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC19.</b> In consultation with the owner conclude about the roadworthiness of vehicle and, if found unfit, decide to use another vehicle.	1	3	-	1
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N1301
<b>NOS Name</b>	Prepare vehicle and cargo
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Land Transportation
<b>Occupation</b>	Vehicle Operations, Transport Operations
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	31/08/2023

## Qualification Pack

### LSC/N1302: Drive safely and responsibly

#### Description

This NOS details the precautions and steps to follow to drive safely and minimize accidents

#### Scope

The scope covers the following :

- Using the road as per the highway code
- Interact correctly with road users
- Minimize risk and manage incidents

#### Elements and Performance Criteria

##### *Using the road as per Highway code*

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

- PC1.** Negotiate bends cautiously by maintaining safe speed and control throughout a bend.
- PC2.** Drive carefully and responsibly while crossing junctions, roundabouts, and cross roads.
- PC3.** Follow Carriageway markings like Pavement edge lines, yellow lines etc.
- PC4.** Maintain control when negotiating all types of junctions and crossings, taking into account the dimensions of the vehicle.
- PC5.** Comply with signals, signs, and other road markings.
- PC6.** Follow proper signaling while changing lanes.

##### *Interact correctly with road users*

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

- PC7.** Use indicators and arm signals to signal intentions correctly and support the use of any signals given by positioning the vehicle correctly and securely.
- PC8.** Use horns and lights to communicate with other road users as required.
- PC9.** Give other road users enough time and space to perform maneuvers and overtake with consideration for other road users.
- PC10.** Monitor and respond appropriately to instructions provided by satellite navigation systems without being distracted from the driving task.
- PC11.** Respond to emergency vehicles correctly.
- PC12.** Identify and respond to hazards thoughtfully.
- PC13.** Use visual clues to predict possible hazards and judge the significance of possible hazard and prioritize your responses.

##### *Minimise risk and manage incidents*

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

- PC14.** Follow defensive driving techniques.
- PC15.** Follow the principles of ecologically responsible driving by reducing the fuel consumption by turning off the ignition at red lights etc. and vehicle wear and tear.
- PC16.** Ensure the safety of goods during halts, breakdowns etc.

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**PC17.** Make certain that everyone in the vehicle wears a seatbelt at all times, including self.

**PC18.** Avoid eating and drinking while driving and take appropriate breaks.

**PC19.** Follow the guidelines given by owner if your vehicle breaks down and respond accordingly.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** the highway codes and rules of the traffic system

**KU2.** how to select a suitable position on the road

**KU3.** importance of road and lane discipline

**KU4.** how the position on the road may be affected by a range of factors including the weather, road and traffic conditions

**KU5.** how to use a safe, systematic routine in time to change position safely and responsibly

**KU6.** the dimensions of the vehicle and how they may affect its handling

**KU7.** the rules regarding negotiating bends, roundabouts, crossroads etc

**KU8.** how to respond to different traffic signals

**KU9.** organization's instructions or guidelines relating to dealing with and reporting of emergency issues

**KU10.** methods of effective and appropriate communication to let others know about the emergency situations

**KU11.** where and how to get help in dealing with crisis situations

**KU12.** company's policies on: road worthiness requirement, basic compliance to technical requirements and standards, safety and hazards

**KU13.** CMVR guidelines and other specific local regulations

**KU14.** organization structure

**KU15.** escalation procedure

## Generic Skills (GS)

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

**GS1.** read and understand technical standards of vehicle operation regarding fuel systems and other control systems in the vehicle.

**GS2.** document technical issues pertaining to vehicle

**GS3.** effectively communicate during emergency issues

**GS4.** keep all the safety equipment in an organized manner so that there is no difficulty in finding them

**GS5.** report potential sources of danger

**GS6.** defensive driving techniques

**GS7.** follow the prescribed procedure to address safety and emergency issues

**GS8.** learn from past mistakes

**GS9.** assess the impact of hazardous material, activity, incident

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Using the road as per Highway code</i>	<b>11</b>	<b>22</b>	-	<b>4</b>
<b>PC1.</b> Negotiate bends cautiously by maintaining safe speed and control throughout a bend.	2	4	-	-
<b>PC2.</b> Drive carefully and responsibly while crossing junctions, roundabouts, and cross roads.	2	3	-	-
<b>PC3.</b> Follow Carriageway markings like Pavement edge lines, yellow lines etc.	2	4	-	1
<b>PC4.</b> Maintain control when negotiating all types of junctions and crossings, taking into account the dimensions of the vehicle.	2	4	-	1
<b>PC5.</b> Comply with signals, signs, and other road markings.	2	3	-	1
<b>PC6.</b> Follow proper signaling while changing lanes.	1	4	-	1
<i>Interact correctly with road users</i>	<b>13</b>	<b>21</b>	-	<b>4</b>
<b>PC7.</b> Use indicators and arm signals to signal intentions correctly and support the use of any signals given by positioning the vehicle correctly and securely.	2	4	-	-
<b>PC8.</b> Use horns and lights to communicate with other road users as required.	2	4	-	1
<b>PC9.</b> Give other road users enough time and space to perform maneuvers and overtake with consideration for other road users.	2	2	-	-
<b>PC10.</b> Monitor and respond appropriately to instructions provided by satellite navigation systems without being distracted from the driving task.	2	3	-	1
<b>PC11.</b> Respond to emergency vehicles correctly.	2	3	-	1
<b>PC12.</b> Identify and respond to hazards thoughtfully.	1	2	-	1



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> Use visual clues to predict possible hazards and judge the significance of possible hazard and prioritize your responses.	2	3	-	-
<i>Minimise risk and manage incidents</i>	<b>6</b>	<b>17</b>	-	<b>2</b>
<b>PC14.</b> Follow defensive driving techniques.	1	3	-	-
<b>PC15.</b> Follow the principles of ecologically responsible driving by reducing the fuel consumption by turning off the ignition at red lights etc. and vehicle wear and tear.	1	3	-	1
<b>PC16.</b> Ensure the safety of goods during halts, breakdowns etc.	1	3	-	-
<b>PC17.</b> Make certain that everyone in the vehicle wears a seatbelt at all times, including self.	1	3	-	-
<b>PC18.</b> Avoid eating and drinking while driving and take appropriate breaks.	1	3	-	-
<b>PC19.</b> Follow the guidelines given by owner if your vehicle breaks down and respond accordingly.	1	2	-	1
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N1302
<b>NOS Name</b>	Drive safely and responsibly
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Land Transportation
<b>Occupation</b>	Vehicle Operations, Transport Operations
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	31/08/2023

## Qualification Pack

### LSC/N1303: Guide and control the vehicle

#### Description

This NOS details the steps to guide and control the vehicle in a safe and responsible way

#### Scope

The scope covers the following :

- Guide and control the vehicle safely and responsibly

#### Elements and Performance Criteria

##### *Guide and control the vehicle safely and responsibly*

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

- PC1.** Carry out pre-start checks on the vehicle (doors, parking brake, seat, steering, controls, seatbelt, mirrors)
- PC2.** Start the engine correctly and monitor vehicle instrumentation and gauges throughout engine start-up
- PC3.** Respond correctly to the information given by instrumentation such as warning lights, indicators etc
- PC4.** Carry out visual checks before moving off
- PC5.** Analyze the performance, capacity of the vehicle model allotted, deterioration etc. and adjust your driving accordingly
- PC6.** Avoid driving during illness and using cell phones while driving
- PC7.** Move off securely and smoothly always keeping control of the vehicle
- PC8.** Use the braking system and accelerator steadily and effectively
- PC9.** Park the vehicle securely and responsibly
- PC10.** Secure the vehicle on slopes, facing both up and down, as well as on the level
- PC11.** Use best practice techniques to maximize the security of the vehicle and its cargo against theft or illegal access whenever you leave it, and check the security of the vehicle when you return
- PC12.** Use the gear, steering, accelerator correctly and carefully
- PC13.** Coordinate the operation of all controls to maneuver the vehicle safely and responsibly
- PC14.** Drive smoothly and in a controlled and progressive way to avoid destabilizing any cargo
- PC15.** Use GPS navigation systems and other technological tools for monitoring route and respond appropriately to instructions provided by satellite navigation systems without being distracted from the driving task
- PC16.** Judge speed and distance correctly and effectively
- PC17.** Keep the vehicle interior clean and wash the vehicle, windshield, etc. during halts
- PC18.** Ensure that the valid documents are available in the vehicle (license, fitness certification, insurance, copy of registration certificate, pollution test and road tax paid)

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### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** guidelines for using and controlling the vehicle
- KU2.** how to read and respond correctly to instruments such as gauges, indicators, warning lights etc.
- KU3.** how to start the engine when it is cold
- KU4.** the importance of using a safe, systematic routine to support moving off steadily and efficiently
- KU5.** how to check controls, such as steering and brakes, are operating properly
- KU6.** how to apply a cautious, systematic approach when stopping
- KU7.** the distance a vehicle requires to stop from different speeds and in different road and weather conditions
- KU8.** what factors to take into consideration when identifying a safe, secure, legal and convenient place to stop or park
- KU9.** that correct use of the accelerator will have positive effects on, vehicle performance, safety and the environment
- KU10.** the effect that unsuitable gear selection can have on the performance of the vehicle, the driver's ability to drive safely and responsibly and the environment
- KU11.** how to keep steady control over the steering wheel
- KU12.** how the use of safe, systematic routines will contribute to safe and responsible manoeuvring
- KU13.** organization's instructions or guidelines relating to dealing with and reporting of safety and emergency issues
- KU14.** methods of effective communication to let others know about the emergency situations
- KU15.** where and how to get help in dealing with crisis situations
- KU16.** company's policies on: road worthiness requirement, basic compliance to technical requirements and standards, safety and hazards
- KU17.** CMVR guidelines and other specific local regulations
- KU18.** organization structure
- KU19.** escalation procedure

### Generic Skills (GS)

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

- GS1.** read and understand technical standards of vehicle operation regarding fuel systems and other control systems in the vehicle
- GS2.** document technical issues pertaining to vehicle
- GS3.** effectively communicate during emergency issues
- GS4.** keep all the safety equipment in an organized manner so that there is no difficulty in finding them
- GS5.** report potential sources of danger
- GS6.** follow the prescribed procedure to address safety and emergency issues



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**GS7.** learn from past mistakes

**GS8.** assess the impact of hazardous material, activity, incident

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Guide and control the vehicle safely and responsibly</i>	<b>30</b>	<b>60</b>	-	<b>10</b>
<b>PC1.</b> Carry out pre-start checks on the vehicle (doors, parking brake, seat, steering, controls, seatbelt, mirrors)	2	4	-	1
<b>PC2.</b> Start the engine correctly and monitor vehicle instrumentation and gauges throughout engine start-up	2	4	-	1
<b>PC3.</b> Respond correctly to the information given by instrumentation such as warning lights, indicators etc	2	4	-	-
<b>PC4.</b> Carry out visual checks before moving off	2	4	-	1
<b>PC5.</b> Analyze the performance, capacity of the vehicle model allotted, deterioration etc. and adjust your driving accordingly	1	3	-	-
<b>PC6.</b> Avoid driving during illness and using cell phones while driving	1	3	-	-
<b>PC7.</b> Move off securely and smoothly always keeping control of the vehicle	1	4	-	-
<b>PC8.</b> Use the braking system and accelerator steadily and effectively	1	4	-	1
<b>PC9.</b> Park the vehicle securely and responsibly	2	4	-	-
<b>PC10.</b> Secure the vehicle on slopes, facing both up and down, as well as on the level	2	4	-	1
<b>PC11.</b> Use best practice techniques to maximize the security of the vehicle and its cargo against theft or illegal access whenever you leave it, and check the security of the vehicle when you return	2	4	-	1
<b>PC12.</b> Use the gear, steering, accelerator correctly and carefully	2	3	-	1
<b>PC13.</b> Coordinate the operation of all controls to maneuver the vehicle safely and responsibly	2	3	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> Drive smoothly and in a controlled and progressive way to avoid destabilizing any cargo	2	3	-	-
<b>PC15.</b> Use GPS navigation systems and other technological tools for monitoring route and respond appropriately to instructions provided by satellite navigation systems without being distracted from the driving task	2	3	-	1
<b>PC16.</b> Judge speed and distance correctly and effectively	2	2	-	-
<b>PC17.</b> Keep the vehicle interior clean and wash the vehicle, windshield, etc. during halts	1	2	-	-
<b>PC18.</b> Ensure that the valid documents are available in the vehicle (license, fitness certification, insurance, copy of registration certificate, pollution test and road tax paid)	1	2	-	1
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N1303
<b>NOS Name</b>	Guide and control the vehicle
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Land Transportation
<b>Occupation</b>	Vehicle Operations, Transport Operations
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023



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### LSC/N1304: Health, safety and security procedures for drivers

#### Description

This unit is about ensuring compliance with health, safety and security procedures

#### Scope

The scope covers the following :

- Follow health, safety and security procedures
- Ensure compliance to health, safety and security

#### Elements and Performance Criteria

##### *Follow health, safety and security procedures*

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

- PC1.** Make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation.
- PC2.** Wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area.
- PC3.** Follow standard driving practice to ensure safety of life and material.
- PC4.** Follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety.
- PC5.** Undertake periodical preventive health check ups and stay physically fit for driving attentively.
- PC6.** Take appropriate breaks, have adequate sleep, drink water etc and perform stretch exercises when required.
- PC7.** Follow security procedures like green gate in port, customs area, factory security, etc.
- PC8.** Comply with data safety regulations of the organisation.
- PC9.** Follow standard safety procedures and precautions while handling hazardous / fragile cargo.

##### *Ensure compliance to safety and security*

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

- PC10.** Recognise unsafe conditions and safety practices at the loading area and report it to concerned authority.
- PC11.** Inspect the activity area and equipment for appropriate, safe condition.
- PC12.** Always follow road safety and traffic rules.
- PC13.** Never drink alcohol before or during your trip and avoid taking medication without doctor consultation during driving.
- PC14.** Check if extinguishers and safety gear are available in the vehicle and in working condition.
- PC15.** Participate in fire drills of the organization.
- PC16.** Ensure that standard material handling procedure are being followed while loading.
- PC17.** Check if all the safety and security related tags, labels and signage are placed in the cargo.
- PC18.** Confirm if loading instrument is certified and operational.

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- PC19.** Implement 5S at workplace.
- PC20.** Check if cargo has passed security checks and report in case of any violation.
- PC21.** In case of accident/ collision, check whether everyone involved are fine, and treat for medical injuries as needed and to the level of your training and inform to authorities/ medical team and follow SOP.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** health, safety and security policies and procedures
- KU2.** special instructions for hazardous cargo handling
- KU3.** defined standard operating procedures
- KU4.** risk and impact of not following defined procedures/work instructions with reference to health, safety and security operations
- KU5.** escalation matrix for reporting identified problem
- KU6.** basics of Occupational Safety and Health Administration (OSHA)
- KU7.** implementation and practice of 5S
- KU8.** necessary security procedures for airport, customs area, etc.
- KU9.** tools and equipment for material handling
- KU10.** standard material handling procedures while handling cargo
- KU11.** safety and security signage and their functions
- KU12.** different security tags, labels and signage
- KU13.** handling procedure for hazardous / fragile cargo
- KU14.** security procedures for dangerous / hazardous shipment
- KU15.** different PPE, their usage and purpose
- KU16.** safe driving techniques

### Generic Skills (GS)

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

- GS1.** effectively communicate during emergency issues
- GS2.** keep all the safety equipment in an organized manner so that there is no difficulty to find them
- GS3.** report potential sources of danger
- GS4.** follow prescribed procedure to address safety and emergency issues
- GS5.** learn from past mistakes
- GS6.** assess impact of hazardous material, activity, incident

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow health, safety and security procedures</i>	<b>14</b>	<b>25</b>	-	<b>4</b>
<b>PC1.</b> Make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation.	2	3	-	1
<b>PC2.</b> Wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area.	2	3	-	1
<b>PC3.</b> Follow standard driving practice to ensure safety of life and material.	1	3	-	-
<b>PC4.</b> Follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety.	1	3	-	-
<b>PC5.</b> Undertake periodical preventive health check ups and stay physically fit for driving attentively.	2	3	-	-
<b>PC6.</b> Take appropriate breaks, have adequate sleep, drink water etc and perform stretch exercises when required.	1	3	-	-
<b>PC7.</b> Follow security procedures like green gate in port, customs area, factory security, etc.	1	3	-	-
<b>PC8.</b> Comply with data safety regulations of the organisation.	2	2	-	1
<b>PC9.</b> Follow standard safety procedures and precautions while handling hazardous / fragile cargo.	2	2	-	1
<i>Ensure compliance to safety and security</i>	<b>16</b>	<b>35</b>	-	<b>6</b>
<b>PC10.</b> Recognise unsafe conditions and safety practices at the loading area and report it to concerned authority.	1	3	-	1
<b>PC11.</b> Inspect the activity area and equipment for appropriate, safe condition.	1	3	-	1
<b>PC12.</b> Always follow road safety and traffic rules.	2	3	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> Never drink alcohol before or during your trip and avoid taking medication without doctor consultation during driving.	1	3	-	-
<b>PC14.</b> Check if extinguishers and safety gear are available in the vehicle and in working condition.	1	3	-	-
<b>PC15.</b> Participate in fire drills of the organization.	1	3	-	-
<b>PC16.</b> Ensure that standard material handling procedure are being followed while loading.	2	3	-	1
<b>PC17.</b> Check if all the safety and security related tags, labels and signage are placed in the cargo.	2	3	-	1
<b>PC18.</b> Confirm if loading instrument is certified and operational.	1	3	-	-
<b>PC19.</b> Implement 5S at workplace.	1	3	-	1
<b>PC20.</b> Check if cargo has passed security checks and report in case of any violation.	1	2	-	-
<b>PC21.</b> In case of accident/ collision, check whether everyone involved are fine, and treat for medical injuries as needed and to the level of your training and inform to authorities/ medical team and follow SOP.	2	3	-	1
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N1304
<b>NOS Name</b>	Health, safety and security procedures for drivers
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Land Transportation
<b>Occupation</b>	Vehicle Operations, Transport Operations
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	31/08/2023

## Qualification Pack

### LSC/N9908: Maintain and monitor integrity and ethics in operations

#### Description

This unit is about maintaining integrity, ensuring data security, and professional and ethical practice

#### Scope

The scope covers the following :

- Maintain integrity and ensure data security
- Professional and ethical practice
- Ensure regulatory compliance

#### Elements and Performance Criteria

##### *Maintain integrity ensuring data security*

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

- PC1.** refrain from indulging in corrupt practices
- PC2.** protect customers information and ensure acquired information is not used for personal advantage
- PC3.** protect data and information related to business or commercial decisions

##### *Professional and ethical practice*

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

- PC4.** sensitise the work force towards ethical behaviour in work place and performing job with integrity
- PC5.** conduct regular reviews and check reports for unethical behaviour and corrupt practices
- PC6.** consult senior management when in an ethical dilemma
- PC7.** report promptly all violations of code of ethics
- PC8.** dress up and conduct in a professional manner
- PC9.** communicate with clients and stakeholders in a soft and polite manner
- PC10.** follow etiquettes

##### *Ensure regulatory compliance*

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

- PC11.** check that that documentation with respect to operations is up to date and in accordance to the regulations
- PC12.** coordinate with regulatory authorities and assist in inspections and clearances
- PC13.** report any issues with regulatory compliance

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on use of language

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- KU2.** companys Human Resources policies
- KU3.** companys code of ethics and business
- KU4.** companys whistle blower policy
- KU5.** companys rules related to sexual harassment
- KU6.** companys reporting structure
- KU7.** companys documentation policy
- KU8.** principles of code of ethics and business ethics
- KU9.** different regulations and acts that are applicable for the sub-sector and logistics sector as a whole
- KU10.** understand the documentary compliance required for different type of products

## Generic Skills (GS)

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

- GS1.** read policy documents and work related documents
- GS2.** read emails letters and communications
- GS3.** read acts and regulations
- GS4.** write instructions, communications to internal staff
- GS5.** write emails and letters
- GS6.** write reports
- GS7.** interact with internal and external stakeholders
- GS8.** communicate with peers and subordinates
- GS9.** take appropriate action in a vulnerable situation
- GS10.** identify breaches and take necessary actions
- GS11.** identify documentary requirement for a specific product or regulation and take necessary action
- GS12.** plan and organise steps/ actions as per companys guidelines, if any violation of code of ethics is noticed in the company
- GS13.** plan and organise training sessions, sensitization sessions for work force
- GS14.** plan review meetings to monitor compliance with ethics and regulations
- GS15.** prevent company and customer information leakage
- GS16.** provide proper advice or guidance to colleagues to deal with sensitive issue
- GS17.** suggest solutions to managers and workers when in an ethical dilemma
- GS18.** identify conflict of interests and take necessary actions
- GS19.** review reports to identify common trends of defaults
- GS20.** conduct review to analyse the reasons for default
- GS21.** check that all regulatory compliances are adhered to
- GS22.** check that any unethical behaviour gets captured before a damage or negative impact happens

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain integrity ensuring data security</i>	<b>7</b>	<b>16</b>	-	-
<b>PC1.</b> refrain from indulging in corrupt practices	2	5	-	-
<b>PC2.</b> protect customers information and ensure acquired information is not used for personal advantage	3	6	-	-
<b>PC3.</b> protect data and information related to business or commercial decisions	2	5	-	-
<i>Professional and ethical practice</i>	<b>16</b>	<b>38</b>	-	-
<b>PC4.</b> sensitise the work force towards ethical behaviour in work place and performing job with integrity	3	6	-	-
<b>PC5.</b> conduct regular reviews and check reports for unethical behaviour and corrupt practices	2	5	-	-
<b>PC6.</b> consult senior management when in an ethical dilemma	2	6	-	-
<b>PC7.</b> report promptly all violations of code of ethics	2	5	-	-
<b>PC8.</b> dress up and conduct in a professional manner	2	5	-	-
<b>PC9.</b> communicate with clients and stakeholders in a soft and polite manner	3	6	-	-
<b>PC10.</b> follow etiquettes	2	5	-	-
<i>Ensure regulatory compliance</i>	<b>7</b>	<b>16</b>	-	-
<b>PC11.</b> check that that documentation with respect to operations is up to date and in accordance to the regulations	2	5	-	-
<b>PC12.</b> coordinate with regulatory authorities and assist in inspections and clearances	3	6	-	-
<b>PC13.</b> report any issues with regulatory compliance	2	5	-	-





### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	70	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N9908
<b>NOS Name</b>	Maintain and monitor integrity and ethics in operations
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023

## 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

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### *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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023



## Qualification Pack

### LSC/N1307: Multi Axle Vehicle

#### Description

This NOS details the duties, checks, precautions to be undertaken by the driver, as per organizational requirements and safety requirements while driving Multi Axle Vehicles.

#### Scope

The scope covers the following :

- Pre trip inspection and loading
- Driving Multi Axle Vehicle
- Handling emergencies

#### Elements and Performance Criteria

##### *Pre trip inspection and loading*

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

- PC1.** Conduct thorough inspection of the vehicle, by checking the safety devices, condition & alignment of tires, cooling system, steering, electrical, fluid levels, braking systems, suspension systems and other general condition of the vehicle and the trailers.
- PC2.** Ensure that the air hoses and cables of the coupling are secure properly. Check trailer security by performing 'tug test' or chocking wheels.
- PC3.** Analyze the vehicle model specifications with pros and cons, past driver's experiences, braking type, difference in mechanisms etc.
- PC4.** Obtain route map with additional details like carriageway markings, terrain etc marked and route surveillance report if performed. Analyse the route assigned and discuss with seniors in case of possible hurdles or altercations.
- PC5.** Ensure that proper Warning Signs are fixed in the trailer according to regulations e.g. 'LONG VEHICLE' warning sign in the form of a Tape or Plate having yellow retro reflective background with black letters, fitted horizontally on rear of road train.
- PC6.** Verify whether the valid documents of the vehicle are available (License, fitness certification, insurance, copy of registration certificate and road tax paid) and trip/ cargo related documents like awaybill, trip sheet, delivery orders etc. Check whether necessary approvals are available as per MoRTH regulations according to the length and GVW of the trailer.
- PC7.** Obtain specifications of the goods transported and its handling instructions.
- PC8.** Confirm the provision of simultaneous blinking of side marker lamps with direction indicators.
- PC9.** Check whether a rear facing delineator is attached to the extreme end of the dolly drawbar and a warning light is attached to the rear of the combination vehicle which has contact with the road.
- PC10.** Ensure that the vehicle is loaded evenly as per the weight per axle and all items in or on the trailer are properly secured and cannot shift during transit.
- PC11.** Perform brake tests once coupling/ attaching of the dollies are completed.
- PC12.** Ensure that the trailer contains all safety equipment and gears installed, working as per CMVR checklist.

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- PC13.** Perform Motor Vehicle stability function test, post the vehicle is fully loaded.
- PC14.** Once loading is completed, make sure that the GVW does not exceed the permissible limit per axle as per the guidelines and the permits obtained.
- PC15.** Check whether the hitch/ coupling, safety chains, tow hook and any other attachments are secure.

### *Driving Multi Axle Vehicle*

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

- PC16.** Allow more time and distance for braking. Do not brake or turn suddenly as this could cause the trailer to jackknife or turn over.
- PC17.** Avoid sudden stops and starts that can cause skidding, sliding, swaying or jackknifing
- PC18.** Use pulse braking while driving in hilly or mountainous terrain and do not “ride the brakes!”
- PC19.** Avoid quick steering or braking corrections when larger vehicles are passing by.
- PC20.** Always use additional supervision/ assistance while reversing or parking, make use of rear view cameras if installed. Place safety/ scotch block under the wheels at both side of wheel, preferably nearer to driver once the vehicle is parked.
- PC21.** Avoid driving off highway and unpaved roads. Slow down when traveling over bumpy roads, railroad crossings, and ditches.
- PC22.** When turning to the left, drive as close as to the left-hand side of the road from which the turn is being made and of the road which is being taken. When turning to the right draw as near as may be to the centre of the road and arrive as near as may be at the left hand side of the road which is being taken.
- PC23.** Keep constant tab on vehicle fitness while on trip and perform regular inspection.
- PC24.** Make wider turns at curves and corners. Avoid passing on steep road upgrades or downgrades.
- PC25.** In case of trailer sway, activate the trailer brake controller and do not attempt to control trailer sway by applying the tow vehicle brakes; this will generally make the sway worse.
- PC26.** Always anticipate the need to slow down. To reduce speed, shift to a lower gear and press the brakes lightly.
- PC27.** When uncoupling a trailer, place blocks at the front and rear of the trailer tires to ensure that the trailer does not roll away when the coupling is released. In case of unbalanced cargo, before un-coupling, place jack stands under the rear of the trailer to prevent injury.
- PC28.** Watch out for turns, merged lanes, potholes, slippery surfaces, sand, and stray animals. Be aware of road surface conditions and adapt your driving style to those conditions.
- PC29.** Exercise caution while driving on roundabouts and evasive maneuvering might be required.
- PC30.** Do not overtake a turning vehicle. Plan your turn early so that you are in the correct part of the intersection and you have time to signal.
- PC31.** Test the brakes immediately after driving through deep water as wet brakes do not perform well.
- PC32.** Check the load for security and the lashings after each stop. Weather conditions can affect the tension of ropes and this may lead to damage of the load or loss of security.

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- PC33.**
- Follow Railway level crossing safety guidelines:
  - Do not drive onto a level crossing when a train is approaching or if the road on the other side is blocked.
  - Make sure there is enough room, so you do not have any part of your vehicle hanging over the tracks.
  - Be aware of long aerials and load height, so you can safely clear overhead electrified wiring
  - Check ground clearance so you do not get stuck or damage tracks.

### Handling emergencies

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

- PC34.** If the vehicle develops mechanical or tire trouble and begins to slowdown, drive it to the side of the road as far as possible from traffic.
- PC35.**
- Follow the below steps during breakdown:
  - Activate the vehicles hazard-warning lights and Switch-off the ignition of immobilized crashed vehicles to reduce risk of fire.
  - Wear High Visibility Jacket while attending the breakdown and Place a hazard-warning triangle (with Reflector) to the both side of the road, 50 meters from the scene.
  - Barricade the vehicle with red tapes and Avoid working on the traffic side of your vehicle.
  - Remove all the barriers and clean the oils from the road
- PC36.**
- In case of hydraulic brake failure:
  - change gears down
  - pump the brakes - sometimes pumping them can partially restore hydraulic brakes
  - use the emergency parking brake.
- PC37.**
- In case of fire in your vehicle:
  - Stop well away from flammable objects & Notify emergency services.
  - Use the right fire extinguisher & if the engine is on fire, don't open the bonnet any more than necessary. Spray fire extinguisher through louvres or from underside of the vehicle.
  - If the trailer is on fire & it is safe to do so, uncouple the prime mover and move it away.
  - If load is on fire in a van or box trailer, open the doors slowly & use the extinguisher from safe distance.
- PC38.** Inform to seniors and report to concerned authorities according to the level of emergency.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge on relevant laws, regulations, and permits governing the transportation of oversized or wide loads, ensuring compliance.
- KU2.** Map Reading and Navigation
- KU3.** Performing basic repairs
- KU4.** Symbols, route markings, and geographical features
- KU5.** Knowledge of local and regional road networks including alternative routes
- KU6.** Defensive driving techniques
- KU7.** CMVR guidelines and other specific local regulations
- KU8.** Organization structure and Escalation procedure
- KU9.** MoRTH guidelines for ODC transport
- KU10.** Permissible GVW per axle

## Qualification Pack

- KU11.** Centre of Gravity (COG) and centrifugal forces and how they can significantly impact the driver's risk of rollover
- KU12.** What controls to check
- KU13.** The height, width, length and weight of the vehicle you are driving
- KU14.** How to check that tyres are correctly fitted and inflated and free from defects

### Generic Skills (GS)

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

- GS1.** Be alert and pay attention to the road and its surprises, and not to be busy with anything else such as the cellular phone, lack of attention for even a moment can lead to dangerous accidents, which can result in great loss in souls and properties.
- GS2.** Effectively communicate during emergency situations
- GS3.** Keep all the safety equipment in an organized manner so that there is no difficulty to find them
- GS4.** Report potential sources of danger
- GS5.** Follow prescribed procedure to address safety and emergency issues
- GS6.** Learn from past mistakes.
- GS7.** Assess impact of hazardous material, activity, incident

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pre trip inspection and loading</i>	<b>10</b>	<b>20</b>	-	<b>6</b>
<b>PC1.</b> Conduct thorough inspection of the vehicle, by checking the safety devices, condition & alignment of tires, cooling system, steering, electrical, fluid levels, braking systems, suspension systems and other general condition of the vehicle and the trailers.	-	2	-	1
<b>PC2.</b> Ensure that the air hoses and cables of the coupling are secure properly. Check trailer security by performing 'tug test' or chocking wheels.	-	2	-	1
<b>PC3.</b> Analyze the vehicle model specifications with pros and cons, past driver's experiences, braking type, difference in mechanisms etc.	-	2	-	-
<b>PC4.</b> Obtain route map with additional details like carriageway markings, terrain etc marked and route surveillance report if performed. Analyse the route assigned and discuss with seniors in case of possible hurdles or altercations.	-	2	-	-
<b>PC5.</b> Ensure that proper Warning Signs are fixed in the trailer according to regulations e.g. 'LONG VEHICLE' warning sign in the form of a Tape or Plate having yellow retro reflective background with black letters, fitted horizontally on rear of road train.	-	2	-	1
<b>PC6.</b> Verify whether the valid documents of the vehicle are available (License, fitness certification, insurance, copy of registration certificate and road tax paid) and trip/ cargo related documents like awaybill, trip sheet, delivery orders etc. Check whether necessary approvals are available as per MoRTH regulations according to the length and GVW of the trailer.	1	1	-	1
<b>PC7.</b> Obtain specifications of the goods transported and its handling instructions.	1	1	-	1
<b>PC8.</b> Confirm the provision of simultaneous blinking of side marker lamps with direction indicators.	1	1	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC9.</b> Check whether a rear facing delineator is attached to the extreme end of the dolly drawbar and a warning light is attached to the rear of the combination vehicle which has contact with the road.	1	1	-	-
<b>PC10.</b> Ensure that the vehicle is loaded evenly as per the weight per axle and all items in or on the trailer are properly secured and cannot shift during transit.	1	1	-	-
<b>PC11.</b> Perform brake tests once coupling/ attaching of the dollies are completed.	1	1	-	-
<b>PC12.</b> Ensure that the trailer contains all safety equipment and gears installed, working as per CMVR checklist.	1	1	-	-
<b>PC13.</b> Perform Motor Vehicle stability function test, post the vehicle is fully loaded.	1	1	-	-
<b>PC14.</b> Once loading is completed, make sure that the GVW does not exceed the permissible limit per axle as per the guidelines and the permits obtained.	1	1	-	-
<b>PC15.</b> Check whether the hitch/ coupling, safety chains, tow hook and any other attachments are secure.	1	1	-	-
<i>Driving Multi Axle Vehicle</i>	<b>16.5</b>	<b>30</b>	-	<b>1</b>
<b>PC16.</b> Allow more time and distance for braking. Do not brake or turn suddenly as this could cause the trailer to jackknife or turn over.	1	2	-	-
<b>PC17.</b> Avoid sudden stops and starts that can cause skidding, sliding, swaying or jackknifing	1	2	-	-
<b>PC18.</b> Use pulse braking while driving in hilly or mountainous terrain and do not "ride the brakes!"	1	2	-	-
<b>PC19.</b> Avoid quick steering or braking corrections when larger vehicles are passing by.	1	1	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC20.</b> Always use additional supervision/ assistance while reversing or parking, make use of rear view cameras if installed. Place safety/ scotch block under the wheels at both side of wheel, preferably nearer to driver once the vehicle is parked.	-	2	-	-
<b>PC21.</b> Avoid driving off highway and unpaved roads. Slow down when traveling over bumpy roads, railroad crossings, and ditches.	1	1	-	-
<b>PC22.</b> When turning to the left, drive as close as to the left-hand side of the road from which the turn is being made and of the road which is being taken. When turning to the right draw as near as may be to the centre of the road and arrive as near as may be at the left hand side of the road which is being taken.	1	2	-	-
<b>PC23.</b> Keep constant tab on vehicle fitness while on trip and perform regular inspection.	1	2	-	-
<b>PC24.</b> Make wider turns at curves and corners. Avoid passing on steep road upgrades or downgrades.	1	1	-	-
<b>PC25.</b> In case of trailer sway, activate the trailer brake controller and do not attempt to control trailer sway by applying the tow vehicle brakes; this will generally make the sway worse.	1	1	-	-
<b>PC26.</b> Always anticipate the need to slow down. To reduce speed, shift to a lower gear and press the brakes lightly.	1	1	-	-
<b>PC27.</b> When uncoupling a trailer, place blocks at the front and rear of the trailer tires to ensure that the trailer does not roll away when the coupling is released. In case of unbalanced cargo, before uncoupling, place jack stands under the rear of the trailer to prevent injury.	1	1	-	1
<b>PC28.</b> Watch out for turns, merged lanes, potholes, slippery surfaces, sand, and stray animals. Be aware of road surface conditions and adapt your driving style to those conditions.	1	2	-	-
<b>PC29.</b> Exercise caution while driving on roundabouts and evasive maneuvering might be required.	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC30.</b> Do not overtake a turning vehicle. Plan your turn early so that you are in the correct part of the intersection and you have time to signal.	1	2	-	-
<b>PC31.</b> Test the brakes immediately after driving through deep water as wet brakes do not perform well.	1	2	-	-
<b>PC32.</b> Check the load for security and the lashings after each stop. Weather conditions can affect the tension of ropes and this may lead to damage of the load or loss of security.	1	2	-	-
<b>PC33.</b> <ul style="list-style-type: none"> <li>Follow Railway level crossing safety guidelines:</li> <li>Do not drive onto a level crossing when a train is approaching or if the road on the other side is blocked.</li> <li>Make sure there is enough room, so you do not have any part of your vehicle hanging over the tracks.</li> <li>Be aware of long aerials and load height, so you can safely clear overhead electrified wiring</li> <li>Check ground clearance so you do not get stuck or damage tracks.</li> </ul>	0.5	2	-	-
<i>Handling emergencies</i>	<b>3.5</b>	<b>10</b>	-	<b>3</b>
<b>PC34.</b> If the vehicle develops mechanical or tire trouble and begins to slowdown, drive it to the side of the road as far as possible from traffic.	0.5	2	-	-
<b>PC35.</b> <ul style="list-style-type: none"> <li>Follow the below steps during breakdown:</li> <li>Activate the vehicles hazard-warning lights and Switch-off the ignition of immobilized crashed vehicles to reduce risk of fire.</li> <li>Wear High Visibility Jacket while attending the breakdown and Place a hazard-warning triangle (with Reflector) to the both side of the road, 50 meters from the scene.</li> <li>Barricade the vehicle with red tapes and Avoid working on the traffic side of your vehicle.</li> <li>Remove all the barriers and clean the oils from the road</li> </ul>	1	2	-	1



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC36.</b> <ul style="list-style-type: none"> <li>In case of hydraulic brake failure:</li> <li>change gears down</li> <li>pump the brakes – sometimes pumping them can partially restore hydraulic brakes</li> <li>use the emergency parking brake.</li> </ul>	0.5	2	-	1
<b>PC37.</b> <ul style="list-style-type: none"> <li>In case of fire in your vehicle:</li> <li>Stop well away from flammable objects &amp; Notify emergency services.</li> <li>Use the right fire extinguisher &amp; if the engine is on fire, don't open the bonnet any more than necessary. Spray fire extinguisher through louvres or from underside of the vehicle.</li> <li>If the trailer is on fire &amp; it is safe to do so, uncouple the prime mover and move it away.</li> <li>If load is on fire in a van or box trailer, open the doors slowly &amp; use the extinguisher from safe distance.</li> </ul>	1	2	-	1
<b>PC38.</b> Inform to seniors and report to concerned authorities according to the level of emergency.	0.5	2	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N1307
<b>NOS Name</b>	Multi Axle Vehicle
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Land Transportation
<b>Occupation</b>	Vehicle Operations, Transport Operations
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023

## Qualification Pack

### LSC/N1306: Over-Dimensional Vehicle

#### Description

This NOS details the duties, checks, precautions to be undertaken by the driver, as per organizational requirements and safety requirements while driving vehicles carrying ODC/ OWC.

#### Scope

The scope covers the following :

- Preparing for the trip
- ODC Loading
- Driving with ODC

#### Elements and Performance Criteria

##### *Preparing for the trip*

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

- PC1.** Conduct thorough pre-trip inspection of the vehicle, by checking the safety devices, cooling system, steering, electrical, fluid levels, braking system and other general condition of the vehicle.
- PC2.** Check vehicle service records indicative of any history of technical defects and analyze the vehicle specifications, braking systems etc.
- PC3.** Verify whether the valid documents of the vehicle are available (License, fitness certification, insurance, copy of registration certificate and road tax paid) and cargo related documents like e-waybill, transit permits from relevant govt authorities, cargo handling instructions, trip sheet, delivery order etc.
- PC4.** Gather information on the crew travelling along the trip like co drivers, escort service, driver assistant/ helper etc. and coordinate.
- PC5.** Collect the route map with details like bridges, narrow/ public roads, symbols, special geographical features etc marked and details of route surveillance if already performed.

##### *ODC Loading*

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

- PC6.** Ensure that the consignment is placed in such a way which results in uniform distribution of consignment load over trailer axles and an even weight distribution over its floor area. The load should be spread to keep the centre of gravity as low as possible.
- PC7.** Check whether all necessary warning signals are affixed on the vehicle and cargo, such as painting the entire width of cargo by yellow and black zebra stripes on the front and rear sides, duly marked with retro reflective stickers and installing red lamps to indicate the extreme position of the vehicles clearly for nighttime driving.
- PC8.** Confirm that red flags on both sides of vehicle/ cargo are installed for facilitating demarcation of extreme position of the vehicle during daytime.
- PC9.** Ensure that the load is secured with fastenings, lashings, strappings etc and covered according to the route, weather conditions.

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- PC10.** Check whether the GVW and cargo dimensions post loading matches that of the permits/ documents obtained.
- PC11.** Ensure that the loading does not exceed the maximum axle weight according to vehicle type.
- PC12.** Report actual or possible discrepancies found to the senior, or supervisor in enough detail and the problem is fixed before starting.

### *Driving with ODC*

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

- PC13.** Demonstrate defensive driving techniques and do not overtake.
- PC14.** Drive vehicle only on the designated route and take approval from authorities as per SOP in case of hurdles, prior to deviation.
- PC15.** Stay connected with escort/ co drivers/ supervisor etc during the trip and keep them updated on the status.
- PC16.** Look out while crossing low ceiling tunnels, hanging cables, branches, archways, railway level crossing etc and use additional supervision/ escort assistance.
- PC17.** Display appropriate danger flags, lights, hazard indicators, signaling devices etc for clear communication with other drivers/ signaling other vehicles on the road about ODC.
- PC18.** Avoid coupling with other trailers along the width of the road (side by side).
- PC19.** Do not drive during earthquakes, when the wind speed exceeds 40 km/hr or during extreme weather conditions.
- PC20.** Look out for hazards on road and tackle vehicle appropriately.
- PC21.** Use navigation systems effectively and without getting distracted.
- PC22.** Apply proper braking techniques while driving on different terrains.
- PC23.** Inspect the securement of cargo within the first 50 miles of a trip and during regular intervals.
- PC24.** Conduct daily inspection of the vehicle before starting the trip and check wheel alignment etc.
- PC25.** Follow Carriageway markings strictly and avoid tailgating.
- PC26.** Maintain fuel levels and plan refilling accordingly.
- PC27.** Ensure that Vehicle speed, Turn sharpness and Turn Banking are according to Center of gravity of the load and weight - to avoid rollover.
- PC28.** Plan the trip keeping in mind regulations like no entry times and municipal limits in urban areas when on long distance/ interstate schedule.
- PC29.** Analyze real-time traffic conditions and time restrictions etc before entering city limits. Use additional supervision / escort assistance while crossing special zones, traffic congestion etc.
- PC30.** Ensure that the cargo is handled as per the instructions during transport and unloading.

### *While driving over bridges*

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

- PC31.** Ensure that no other vehicle is allowed to ply on the bridge, use additional supervision / escort assistance.
- PC32.** The maximum speed limit for the vehicle should be equal to or less than 5 km/h and no breaks should be applied.

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- PC33.** Special care shall be taken during monsoon season and crossing to happen when water current is minimum.
- PC34.** The centerline of OWC/ODC must be as close as possible to the centerline of the carriageway marking with maximum eccentricity of 300 mm measured.
- PC35.** Exercise extreme caution while crossing distressed bridge/culverts, bridges with span less than 50 m.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge on relevant laws, regulations, and permits governing the transportation of oversized or wide loads, ensuring compliance.
- KU2.** Map Reading and Navigation
- KU3.** Performing basic repairs
- KU4.** Symbols, route markings, and geographical features
- KU5.** Knowledge of local and regional road networks including alternative routes
- KU6.** Defensive driving techniques
- KU7.** CMVR guidelines and other specific local regulations
- KU8.** Organization structure and Escalation procedure
- KU9.** MoRTH guidelines for ODC transport
- KU10.** Permissible GVW per axle
- KU11.** Centre of Gravity (COG) and centrifugal forces and how they can significantly impact the driver's risk of rollover.
- KU12.** Organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues
- KU13.** What the law says about driving while you have illegal or controlled substances or alcohol in your system
- KU14.** How over-the-counter or prescription medicines can impair your ability to drive carefully
- KU15.** Methods of effective and appropriate communication to let others know about the emergency situations
- KU16.** Where and how to get help in dealing with crisis situations
- KU17.** Defensive driving techniques
- KU18.**
- When using satellite navigation system
  - how to program them
  - the information they can provide
  - that they can fail sometimes, and how to prepare for that
- KU19.** What to consider when loading the vehicle, the best way to secure different loads
- KU20.** Routine maintenance checks
- KU21.**
- That overfilling with engine oil can
  - damage your engine
  - increase the amount of environmental pollution the vehicle creates

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- KU22.** • That using oil which is not to the manufacturer's specification  
• can increase fuel consumption  
• may cause damage  
• could affect the vehicle warranty
- KU23.** The rules that apply to the fitting of different types of tyres
- KU24.** How to check that tyres are correctly fitted and inflated and free from defects
- KU25.** What controls to check
- KU26.** The height, width, length and weight of the vehicle you are driving
- KU27.** Safety guidelines

## Generic Skills (GS)

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

- GS1.** Be alert and pay attention to the road and its surprises, and not to be busy with anything else such as the cellular phone, lack of attention for even a moment can lead to dangerous accidents, which can result in great loss in souls and properties
- GS2.** Effectively communicate during emergency situations
- GS3.** Keep all the safety equipment in an organized manner so that there is no difficulty to find them
- GS4.** Report potential sources of danger
- GS5.** Follow prescribed procedure to address safety and emergency issues
- GS6.** Learn from past mistakes
- GS7.** Assess impact of hazardous material, activity, incident

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for the trip</i>	<b>2.5</b>	<b>8</b>	-	<b>1</b>
<b>PC1.</b> Conduct thorough pre-trip inspection of the vehicle, by checking the safety devices, cooling system, steering, electrical, fluid levels, braking system and other general condition of the vehicle.	0.5	2	-	-
<b>PC2.</b> Check vehicle service records indicative of any history of technical defects and analyze the vehicle specifications, braking systems etc.	1	2	-	-
<b>PC3.</b> Verify whether the valid documents of the vehicle are available (License, fitness certification, insurance, copy of registration certificate and road tax paid) and cargo related documents like e-waybill, transit permits from relevant govt authorities, cargo handling instructions, trip sheet, delivery order etc.	1	2	-	-
<b>PC4.</b> Gather information on the crew travelling along the trip like co drivers, escort service, driver assistant/ helper etc. and coordinate.	-	-	-	<b>1</b>
<b>PC5.</b> Collect the route map with details like bridges, narrow/ public roads, symbols, special geographical features etc marked and details of route surveillance if already performed.	-	2	-	-
<i>ODC Loading</i>	<b>7</b>	<b>14</b>	-	<b>3</b>
<b>PC6.</b> Ensure that the consignment is placed in such a way which results in uniform distribution of consignment load over trailer axles and an even weight distribution over its floor area. The load should be spread to keep the centre of gravity as low as possible.	1	2	-	<b>1</b>
<b>PC7.</b> Check whether all necessary warning signals are affixed on the vehicle and cargo, such as painting the entire width of cargo by yellow and black zebra stripes on the front and rear sides, duly marked with retro reflective stickers and installing red lamps to indicate the extreme position of the vehicles clearly for nighttime driving.	1	2	-	<b>1</b>

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC8.</b> Confirm that red flags on both sides of vehicle/ cargo are installed for facilitating demarcation of extreme position of the vehicle during daytime.	1	2	-	1
<b>PC9.</b> Ensure that the load is secured with fastenings, lashings, strappings etc and covered according to the route, weather conditions.	1	2	-	-
<b>PC10.</b> Check whether the GVW and cargo dimensions post loading matches that of the permits/ documents obtained.	1	2	-	-
<b>PC11.</b> Ensure that the loading does not exceed the maximum axle weight according to vehicle type.	1	2	-	-
<b>PC12.</b> Report actual or possible discrepancies found to the senior, or supervisor in enough detail and the problem is fixed before starting.	1	2	-	-
<i>Driving with ODC</i>	<b>18</b>	<b>36</b>	-	<b>5</b>
<b>PC13.</b> Demonstrate defensive driving techniques and do not overtake.	1	2	-	-
<b>PC14.</b> Drive vehicle only on the designated route and take approval from authorities as per SOP in case of hurdles, prior to deviation.	1	2	-	1
<b>PC15.</b> Stay connected with escort/ co drivers/ supervisor etc during the trip and keep them updated on the status.	1	2	-	-
<b>PC16.</b> Look out while crossing low ceiling tunnels, hanging cables, branches, archways, railway level crossing etc and use additional supervision/ escort assistance.	1	2	-	-
<b>PC17.</b> Display appropriate danger flags, lights, hazard indicators, signaling devices etc for clear communication with other drivers/ signaling other vehicles on the road about ODC.	1	2	-	-
<b>PC18.</b> Avoid coupling with other trailers along the width of the road (side by side).	1	2	-	-
<b>PC19.</b> Do not drive during earthquakes, when the wind speed exceeds 40 km/hr or during extreme weather conditions.	1	2	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC20.</b> Look out for hazards on road and tackle vehicle appropriately.	1	2	-	1
<b>PC21.</b> Use navigation systems effectively and without getting distracted.	1	2	-	1
<b>PC22.</b> Apply proper braking techniques while driving on different terrains.	1	2	-	-
<b>PC23.</b> Inspect the securement of cargo within the first 50 miles of a trip and during regular intervals.	1	2	-	-
<b>PC24.</b> Conduct daily inspection of the vehicle before starting the trip and check wheel alignment etc.	1	2	-	-
<b>PC25.</b> Follow Carriageway markings strictly and avoid tailgating.	1	2	-	-
<b>PC26.</b> Maintain fuel levels and plan refilling accordingly.	1	2	-	-
<b>PC27.</b> Ensure that Vehicle speed, Turn sharpness and Turn Banking are according to Center of gravity of the load and weight - to avoid rollover.	1	2	-	1
<b>PC28.</b> Plan the trip keeping in mind regulations like no entry times and municipal limits in urban areas when on long distance/ interstate schedule.	1	2	-	-
<b>PC29.</b> Analyze real-time traffic conditions and time restrictions etc before entering city limits. Use additional supervision / escort assistance while crossing special zones, traffic congestion etc.	1	2	-	1
<b>PC30.</b> Ensure that the cargo is handled as per the instructions during transport and unloading.	1	2	-	-
<i>While driving over bridges</i>	<b>2.5</b>	<b>2</b>	-	<b>1</b>
<b>PC31.</b> Ensure that no other vehicle is allowed to ply on the bridge, use additional supervision / escort assistance.	0.5	1	-	-
<b>PC32.</b> The maximum speed limit for the vehicle should be equal to or less than 5 km/h and no breaks should be applied.	0.5	-	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC33.</b> Special care shall be taken during monsoon season and crossing to happen when water current is minimum.	0.5	-	-	-
<b>PC34.</b> The centerline of OWC/ODC must be as close as possible to the centerline of the carriageway marking with maximum eccentricity of 300 mm measured.	0.5	1	-	-
<b>PC35.</b> Exercise extreme caution while crossing distressed bridge/culverts, bridges with span less than 50 m.	0.5	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N1306
<b>NOS Name</b>	Over-Dimensional Vehicle
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Land Transportation
<b>Occupation</b>	Vehicle Operations, Transport Operations
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	31/08/2023

## Qualification Pack

### LSC/N1305: Medium Commercial Vehicle

#### Description

This NOS details the duties, checks, precautions to be undertaken by the driver, as per organizational requirements and safety requirements while driving medium commercial vehicles.

#### Scope

The scope covers the following :

- Pre trip checks and loading
- Driving MCV
- Reporting and hand over

#### Elements and Performance Criteria

##### *Pre trip checks and loading*

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

- PC1.** Conduct thorough pre-trip inspection of the vehicle, by checking the safety devices, cooling system, steering, electrical, fluid levels, braking system, suspension systems and other general condition of the vehicle.
- PC2.** Verify whether the valid documents of the vehicle are available (License, fitness certification, insurance, copy of registration certificate and road tax paid) and trip/ cargo related documents like trip sheet, delivery orders etc.
- PC3.** Collect the complete list of goods to be delivered/ collected and the routes assigned.
- PC4.** Analyze the route assigned for any parking restrictions, narrow streets, one-way etc and plan alternatives accordingly.
- PC5.** Check whether any time restriction, load operating restrictions levied on the assigned routes.
- PC6.** Ensure that the goods are loaded as per delivery schedule i.e., the goods to be delivered first should be loaded last.
- PC7.** If there are goods to be picked up enroute, ensure to allot appropriate loading space.
- PC8.** Make sure that appropriate MHE and loaders are available for delivering/ collecting goods weighing above 35kgs.
- PC9.** Ensure that the goods are secured with netting, strapping etc and locked in case of closed vehicle.
- PC10.** Check whether the GVW and cargo dimensions post loading match that of the permits/ documents obtained to operate inside city limits.
- PC11.** Report actual or possible discrepancies found to the senior, or supervisor in enough detail and the problem is fixed before starting.

##### *Driving MCV*

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

- PC12.** Adjust driving according to diminishing and change of loads/ weights throughout the day.
- PC13.** Position the loads after each unloading so that the bearing and stability are not affected.
- PC14.** Follow carriageway markings and lane discipline.

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- PC15.** Use only designated areas for loading/ unloading and parking. Avoid using “No parking” areas or side streets. Do not block the passage for other vehicles.
- PC16.** Use additional help, rear view cameras etc. while parking and reversing.
- PC17.** Ensure that there are no load falls from the vehicle during transit.
- PC18.** Make certain to secure your load after each delivery/ stop.
- PC19.** Follow the rules on how many hours of drive and the breaks to be taken.
- PC20.**
- While driving in Traffic or crowded area:
  - do not turn down a side street or alley that was not designed for automobile traffic
  - use lower gears to improve your engine efficiency and maintain safe braking distance.
  - watch out for unexpected crossing of people, cattle and smaller vehicles, avoid overtaking.
  - allow space for pedestrians and bicycles.
  - use horns effectively and only in designated areas.
- PC21.** Demonstrate defensive driving techniques.
- PC22.** Be more cautious about the blind spots and use mirrors effectively, while driving inside city limits.
- PC23.** Exercise caution and drive slowly during bad weather, low light conditions and night.

### *Reporting and hand over*

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

- PC24.** Ensure that proper unloading is done and the vehicle is empty.
- PC25.** Report any incidents or exceptions during the trip like damage, loss etc.
- PC26.** Tally the items delivered with that of the order.
- PC27.** Hand over the documents like trip sheet, delivery orders etc to reporting supervisor.
- PC28.** Check the vehicle condition post trip and report if any maintenance/ repairs required.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge on relevant laws, regulations, and permits governing the transportation of oversized or wide loads, ensuring compliance
- KU2.** Map Reading and Navigation
- KU3.** Performing basic repairs
- KU4.** Symbols, route markings, and geographical features
- KU5.** Knowledge of local and regional road networks including alternative routes
- KU6.** Defensive driving techniques
- KU7.** CMVR guidelines and other specific local regulations
- KU8.** Organization structure and Escalation procedure
- KU9.** MoRTH guidelines for ODC transport
- KU10.** Permissible GVW
- KU11.** Centre of Gravity (COG) and centrifugal forces and how they can significantly impact the driver's risk of rollover

## Generic Skills (GS)



## Qualification Pack

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

- GS1.** Be alert and pay attention to the road and its surprises, and not to be busy with anything else such as the cellular phone, lack of attention for even a moment can lead to dangerous accidents, which can result in great loss in souls and properties
- GS2.** To effectively communicate during emergency situations
- GS3.** Keep all the safety equipment in an organized manner so that there is no difficulty to find them
- GS4.** Report potential sources of danger
- GS5.** Follow prescribed procedure to address safety and emergency issues
- GS6.** Learn from past mistakes.
- GS7.** Assess impact of hazardous material, activity, incident

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pre trip checks and loading</i>	<b>12</b>	<b>25</b>	-	<b>4</b>
<b>PC1.</b> Conduct thorough pre-trip inspection of the vehicle, by checking the safety devices, cooling system, steering, electrical, fluid levels, braking system, suspension systems and other general condition of the vehicle.	1	2	-	-
<b>PC2.</b> Verify whether the valid documents of the vehicle are available (License, fitness certification, insurance, copy of registration certificate and road tax paid) and trip/ cargo related documents like trip sheet, delivery orders etc.	2	2	-	1
<b>PC3.</b> Collect the complete list of goods to be delivered/ collected and the routes assigned.	1	2	-	-
<b>PC4.</b> Analyze the route assigned for any parking restrictions, narrow streets, one-way etc and plan alternatives accordingly.	1	3	-	1
<b>PC5.</b> Check whether any time restriction, load operating restrictions levied on the assigned routes.	1	2	-	-
<b>PC6.</b> Ensure that the goods are loaded as per delivery schedule i.e., the goods to be delivered first should be loaded last.	1	2	-	-
<b>PC7.</b> If there are goods to be picked up enroute, ensure to allot appropriate loading space.	1	2	-	-
<b>PC8.</b> Make sure that appropriate MHE and loaders are available for delivering/ collecting goods weighing above 35kgs.	1	3	-	1
<b>PC9.</b> Ensure that the goods are secured with netting, strapping etc and locked in case of closed vehicle.	1	2	-	-
<b>PC10.</b> Check whether the GVW and cargo dimensions post loading match that of the permits/ documents obtained to operate inside city limits.	1	3	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> Report actual or possible discrepancies found to the senior, or supervisor in enough detail and the problem is fixed before starting.	1	2	-	-
<i>Driving MCV</i>	<b>13</b>	<b>25</b>	-	<b>3</b>
<b>PC12.</b> Adjust driving according to diminishing and change of loads/ weights throughout the day.	2	2	-	-
<b>PC13.</b> Position the loads after each unloading so that the bearing and stability are not affected.	1	2	-	-
<b>PC14.</b> Follow carriageway markings and lane discipline.	1	2	-	-
<b>PC15.</b> Use only designated areas for loading/ unloading and parking. Avoid using “No parking” areas or side streets. Do not block the passage for other vehicles.	1	2	-	1
<b>PC16.</b> Use additional help, rear view cameras etc. while parking and reversing.	1	2	-	-
<b>PC17.</b> Ensure that there are no load falls from the vehicle during transit.	1	2	-	-
<b>PC18.</b> Make certain to secure your load after each delivery/ stop.	1	2	-	-
<b>PC19.</b> Follow the rules on how many hours of drive and the breaks to be taken.	1	2	-	-
<b>PC20.</b> <ul style="list-style-type: none"> <li>• While driving in Traffic or crowded area:</li> <li>• do not turn down a side street or alley that was not designed for automobile traffic</li> <li>• use lower gears to improve your engine efficiency and maintain safe braking distance.</li> <li>• watch out for unexpected crossing of people, cattle and smaller vehicles, avoid overtaking.</li> <li>• allow space for pedestrians and bicycles.</li> <li>• use horns effectively and only in designated areas.</li> </ul>	1	3	-	1
<b>PC21.</b> Demonstrate defensive driving techniques.	1	2	-	1
<b>PC22.</b> Be more cautious about the blind spots and use mirrors effectively, while driving inside city limits.	1	2	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC23.</b> Exercise caution and drive slowly during bad weather, low light conditions and night.	1	2	-	-
<i>Reporting and hand over</i>	<b>5</b>	<b>10</b>	-	<b>3</b>
<b>PC24.</b> Ensure that proper unloading is done and the vehicle is empty.	1	2	-	1
<b>PC25.</b> Report any incidents or exceptions during the trip like damage, loss etc.	1	2	-	-
<b>PC26.</b> Tally the items delivered with that of the order.	1	2	-	-
<b>PC27.</b> Hand over the documents like trip sheet, delivery orders etc to reporting supervisor.	1	2	-	1
<b>PC28.</b> Check the vehicle condition post trip and report if any maintenance/ repairs required.	1	2	-	1
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N1305
<b>NOS Name</b>	Medium Commercial Vehicle
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Land Transportation
<b>Occupation</b>	Vehicle Operations, Transport Operations
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023

## 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 proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion
5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles
6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack

**Minimum Aggregate Passing % at QP Level : 70**

## Qualification Pack

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

### Minimum Passing % at NOS Level: 70

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

## Assessment Weightage

### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N1301.Prepare vehicle and cargo	30	60	0	10	100	20
LSC/N1302.Drive safely and responsibly	30	60	0	10	100	20
LSC/N1303.Guide and control the vehicle	30	60	0	10	100	20
LSC/N1304.Health, safety and security procedures for drivers	30	60	0	10	100	10
LSC/N9908.Maintain and monitor integrity and ethics in operations	30	70	-	-	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>170</b>	<b>340</b>	<b>-</b>	<b>40</b>	<b>550</b>	<b>90</b>

### Elective: 1 Multi Axle Vehicle

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N1307.Multi Axle Vehicle	30	60	0	10	100	10
<b>Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>	<b>100</b>	<b>10</b>

### Qualification Pack

Elective: 2 Over-Dimensional Vehicle

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N1306.Over-Dimensional Vehicle	30	60	0	10	100	10
<b>Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>	<b>100</b>	<b>10</b>

Elective: 3 Medium Commercial Vehicle

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N1305.Medium Commercial Vehicle	30	60	0	10	100	10
<b>Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>	<b>100</b>	<b>10</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.