

Qualification Pack



Junior Cargo Operator - Port Terminals/CFS/ICD

Options: Signalman activities/ Customs clearance

QP Code: LSC/Q3515

Version: 1.0

NSQF Level: 3

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LSC/Q3515: Junior Cargo Operator - Port Terminals/CFS/ICD

Brief Job Description

The individual performs manual cargo handling activities such as stevedoring, signaling the vessel and crane operators at ports. She/he is responsible for individual performance as well as coordinating and organizing the team to achieve the defined task at hand.

Personal Attributes

The job holder should be medically and physically fit for manual cargo handling. She/he should have problem solving skills to anticipate the task and prepare accordingly. She/he should be observant, diligent and follow instructions to complete work in a timely and effective manner.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSC/N3601: Perform cargo movement](#)
2. [LSC/N3602: Perform stevedoring activities](#)
3. [LSC/N3541: Perform Cargo Tallying](#)
4. [LSC/N9904: Maintain integrity and ethics in operation](#)
5. [LSC/N9905: Follow health, safety and security procedures.](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Options(Not mandatory):

Option 1: Signalman activities

This unit is about performing signaling activities for vessel docking and cargo movement by cranes

1. [LSC/N3604: Perform signalman activities](#)

Option 2: Customs clearance

This unit is about performing post customs inspection requirements such as packing, scanning, loading and transport arrangement, etc.

1. [LSC/N2341: Perform customs clearance field activities](#)

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Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Port Operations Coordination
Country	India
NSQF Level	3
Credits	15
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9333
Minimum Educational Qualification & Experience	10th grade pass OR 8th grade pass with 2 Years of experience in port operations OR 5th grade pass with 5 Years of experience in port operations OR Previous relevant Qualification of NSQF Level (2) with 3 Years of experience in port operations
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/05/2027
NSQC Approval Date	30/05/2024
Version	1.0
Reference code on NQR	QG-03-TW-02622-2024-V1-LSC
NQR Version	1.0

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LSC/N3601: Perform cargo movement

Description

This unit is about reviewing and interpreting orders and vessel information as well as coordinating within the team to ensure smooth cargo movement.

Scope

The scope covers the following :

- Plan for cargo movement
- Manual movement of cargo

Elements and Performance Criteria

Plan for cargo movement

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

- PC1.** attend shift meetings to obtain daily task schedule
- PC2.** collect information on nature and volume of cargo and vessel berthing details
- PC3.** collect appropriate equipment, devices and PPE for the activity

Manual movement of cargo

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

- PC4.** coordinate between team members to jointly perform the task moving of cargo, rope work, etc.
- PC5.** identify cargo and load and unload cargo as per material handling SOP
- PC6.** perform safe rigging of containers and cargo using wires, locks, master-links, winches, etc.
- PC7.** advise and support the team members during the activity as required
- PC8.** clean the vessel hold and the port cargo drop zones post discharge and collect spillage
- PC9.** provide a daily activity report to the supervisor including damages and injuries

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses
- KU2.** security and safety procedures to be followed
- KU3.** reporting structure of the organization for escalation of issues
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** coding system followed to label cargo
- KU6.** different type of vessels and their cargo layout
- KU7.** different type of cargo and containers and their handling procedures and SOPs
- KU8.** use of various cargo handling equipment and devices

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- KU9.** use of hand signals, rope, mooring lines, flags, VHF radios and other relevant equipment
- KU10.** SOPs for assisting in bulk cargo excavation and hold cleaning
- KU11.** handling procedures for hazardous cargo
- KU12.** special characteristics and handling requirements of shipments, if any

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** shipping manifest, bill of lading, shipping bills and related documents
- GS3.** damage reports and checklists
- GS4.** work orders and instructions
- GS5.** checklist of activities, delays, , etc
- GS6.** daily reports
- GS7.** communicate with on ground staff and equipment handlers
- GS8.** communicate with supervisors
- GS9.** decide regarding sequence of activities to perform a task
- GS10.** decide on allocation of work within a team to complete a task
- GS11.** decide when to escalate issues
- GS12.** identify damages to packages and containers while cargo handling
- GS13.** plan and coordinate between teams to achieve joint goals.
- GS14.** maintain punctuality
- GS15.** respond to the request in a timely manner
- GS16.** prioritize and execute tasks based on checklist and priority requirements
- GS17.** do a check of activity completion
- GS18.** adhere to the assigned timelines
- GS19.** address the urgency regarding shipments and activities
- GS20.** anticipate additional activities to successfully complete a task
- GS21.** identify and take precautions against common causes for accidents, delays and damages
- GS22.** coordinate within team to solve a problem when any team member is stuck
- GS23.** assess the resource requirement for a particular task at hand
- GS24.** assess the position and rope requirement for a vessel to dock
- GS25.** identify the vessel position for safe docking
- GS26.** handle cargo preventing damages, particularly for dangerous goods

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan for cargo movement</i>	9	19	-	3
PC1. attend shift meetings to obtain daily task schedule	3	6	-	1
PC2. collect information on nature and volume of cargo and vessel berthing details	3	6	-	1
PC3. collect appropriate equipment, devices and PPE for the activity	3	7	-	1
<i>Manual movement of cargo</i>	21	41	-	7
PC4. coordinate between team members to jointly perform the task moving of cargo, rope work, etc.	4	7	-	1
PC5. identify cargo and load and unload cargo as per material handling SOP	3	7	-	1
PC6. perform safe rigging of containers and cargo using wires, locks, master-links, winches, etc.	4	7	-	2
PC7. advise and support the team members during the activity as required	3	6	-	1
PC8. clean the vessel hold and the port cargo drop zones post discharge and collect spillage	4	7	-	1
PC9. provide a daily activity report to the supervisor including damages and injuries	3	7	-	1
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3601
NOS Name	Perform cargo movement
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Port Operations Coordination
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQC Clearance Date	30/05/2024

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LSC/N3602: Perform stevedoring activities

Description

This unit is about performing stevedoring activities.

Scope

The scope covers the following :

- Load/unload goods from vessel
- Goods movement

Elements and Performance Criteria

Load/Unload goods from vessel

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

- PC1.** identify the cargo to be loaded/unloaded, based on markings and labels
- PC2.** segregate hazardous cargo
- PC3.** identify damaged cargo and inform supervisor
- PC4.** ensure cargo is sorted and stacked in correct location as per safety norms and site conditions
- PC5.** execute lashing/unlashing of cargo and container as per lashing plan
- PC6.** perform safe rigging of containers and cargo using wires, locks, master-links, winches, etc.
- PC7.** block and lash the cargo on the port, vessel or transporter using wires, hooks, etc.
- PC8.** assist MHE operator in collecting bulk cargo from vessel holds and port drop zones and storage
- PC9.** observe loading equipment, structures and material for any defect during operations and highlight the same to supervisor
- PC10.** clean the vessel hold and the port cargo drop zones post discharge and collect spillage

Goods movement

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

- PC11.** identify the location to which the cargo must be moved
- PC12.** undertake manual movement of cargo to the identified location and stack it as per plan
- PC13.** ensure no undue effects of moving cargo from one location to another
- PC14.** undertake adequate care while moving loose, liquid, and hazardous cargo
- PC15.** coordinate as per plan during team lifting activities
- PC16.** follow lane discipline for people and material movement
- PC17.** assist in homogenous loading of bulk cargo in the vessel holds
- PC18.** provide daily activity report to supervisor including cargo moved, spillages, accidents, injuries etc.
- PC19.** identify damaged goods

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses
- KU2.** security and safety procedures to be followed
- KU3.** reporting structure of the organization for escalation of issues
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** coding system followed to label cargo
- KU6.** different type of vessels and their cargo layout
- KU7.** various signage and markings on the port terminal and their compliance
- KU8.** different type of cargo and containers and their handling procedures and SOPs
- KU9.** stuffing and de-stuffing norms and procedures with respect to different cargo
- KU10.** use and operation of various cargo handling equipment and devices
- KU11.** use of rope, mooring lines, flags, VHF radios and other relevant equipment
- KU12.** SOPs for assisting in bulk cargo excavation and hold cleaning
- KU13.** handling procedures for hazardous cargo
- KU14.** special characteristics and handling requirements of shipments, if any
- KU15.** basic operation of small Material Handling Equipment (MHEs) excavators and fork lifts
- KU16.** basics of making knots, lifting cargo, using manual equipment for cargo handling
- KU17.** type of lashing and rigging equipment and their uses twist-locks, pelican hooks, turn handles, lashing bars, bridging clamps, etc.

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** cargo and container markings and labels
- GS3.** shipping manifest, bill of lading, shipping bills and related documents
- GS4.** damage reports and checklists
- GS5.** work orders and instructions
- GS6.** checklist of activities, delays, etc.
- GS7.** daily reports
- GS8.** communicate with on ground staff and equipment handlers
- GS9.** communicate with supervisors
- GS10.** decide regarding sequence of activities to perform a task
- GS11.** decide the safest way to lash and rig cargo and containers
- GS12.** identify if a cargo is improperly marked or damaged
- GS13.** plan and coordinate between gangs to achieve joint goals.
- GS14.** maintain punctuality

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- GS15.** respond to the requests in a timely manner
- GS16.** prioritize and execute tasks based on checklist and priority requirements
- GS17.** do a check of activity completion
- GS18.** adhere to the assigned timelines
- GS19.** address the urgency regarding priority requests
- GS20.** identify obstacles in the material movement path
- GS21.** identify irregularities or deformities in the loading/unloading equipment
- GS22.** coordinate within gang to tackle on ground problems related to lifting, moving and identification of cargo
- GS23.** assess the possible equipment for a particular task at hand
- GS24.** assess if the rigging and hook are secured for cargo movement
- GS25.** handle cargo preventing damages, particularly for dangerous goods

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Load/Unload goods from vessel</i>	19	29	-	5
PC1. identify the cargo to be loaded/unloaded, based on markings and labels	2	2	-	-
PC2. segregate hazardous cargo	2	3	-	1
PC3. identify damaged cargo and inform supervisor	2	3	-	-
PC4. ensure cargo is sorted and stacked in correct location as per safety norms and site conditions	2	3	-	-
PC5. execute lashing/unlashing of cargo and container as per lashing plan	2	3	-	1
PC6. perform safe rigging of containers and cargo using wires, locks, master-links, winches, etc.	2	3	-	1
PC7. block and lash the cargo on the port, vessel or transporter using wires, hooks, etc.	2	3	-	-
PC8. assist MHE operator in collecting bulk cargo from vessel holds and port drop zones and storage	2	3	-	1
PC9. observe loading equipment, structures and material for any defect during operations and highlight the same to supervisor	2	3	-	-
PC10. clean the vessel hold and the port cargo drop zones post discharge and collect spillage	1	3	-	1
<i>Goods movement</i>	11	31	-	5
PC11. identify the location to which the cargo must be moved	1	4	-	-
PC12. undertake manual movement of cargo to the identified location and stack it as per plan	2	4	-	1
PC13. ensure no undue effects of moving cargo from one location to another	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. undertake adequate care while moving loose, liquid, and hazardous cargo	1	4	-	1
PC15. coordinate as per plan during team lifting activities	1	4	-	1
PC16. follow lane discipline for people and material movement	2	3	-	-
PC17. assist in homogenous loading of bulk cargo in the vessel holds	1	3	-	1
PC18. provide daily activity report to supervisor including cargo moved, spillages, accidents, injuries etc.	1	2	-	-
PC19. identify damaged goods	1	3	-	1
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3602
NOS Name	Perform stevedoring activities
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Port Operations Coordination
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQC Clearance Date	30/05/2024

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LSC/N3541: Perform Cargo Tallying

Description

This unit involves the procedure of checking the quantity of packages as they are loaded/discharged. This also includes checking the condition of the cargo.

Scope

The scope covers the following :

- Cargo tallying

Elements and Performance Criteria

Cargo tallying

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

- PC1.** Use automated technologies such as barcodes and scanners for counting each item of cargo as it's loaded or unloaded from the ship
- PC2.** Ensure that the cargo quantity matches the specified number in the cargo documents such a bill of lading or cargo manifest
- PC3.** Record the count of cargo, as well as details regarding condition, size, and type in a tally sheet or a tally book
- PC4.** Check and record the condition of cargo for any damages or discrepancies in the tally sheet
- PC5.** Prepare a tally report that includes details of cargo handling operations, quantity and condition of the cargo, and any discrepancies that were note
- PC6.** Communicate with other parties involved in cargo handling to ensure smooth operations
- PC7.** Adhere to safety protocols during the tallying process to ensure everyone's safety
- PC8.** Comply with all relevant regulations, national and international standards for cargo handling and safety
- PC9.** Maintain the equipment used as such barcode readers, electronic tally systems, ensuring its in good working condition and troubleshooting any problems that may arise

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses
- KU2.** security and safety procedures to be followed
- KU3.** reporting structure of the organization for escalation of issues
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** coding system followed to label cargo
- KU6.** different type of vessels and their cargo layout
- KU7.** various signage and markings on the port terminal and their compliance

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- KU8.** different type of cargo and containers and their handling procedures and SOPs
- KU9.** stuffing and de-stuffing norms and procedures with respect to different cargo
- KU10.** use and operation of various cargo handling equipment and devices
- KU11.** use of rope, mooring lines, flags, VHF radios and other relevant equipment
- KU12.** SOPs for assisting in bulk cargo excavation and hold cleaning
- KU13.** handling procedures for hazardous cargo
- KU14.** special characteristics and handling requirements of shipments, if any
- KU15.** basic operation of small Material Handling Equipment (MHEs) excavators and fork lifts
- KU16.** basics of making knots, lifting cargo, using manual equipment for cargo handling
- KU17.** type of lashing and rigging equipment and their uses twist-locks, pelican hooks, turn handles, lashing bars, bridging clamps, etc.

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** cargo and container markings and labels
- GS3.** shipping manifest, bill of lading, shipping bills and related documents
- GS4.** damage reports and checklists
- GS5.** work orders and instructions
- GS6.** checklist of activities, delays, etc.
- GS7.** daily reports
- GS8.** communicate with on ground staff and equipment handlers
- GS9.** communicate with supervisors
- GS10.** decide regarding sequence of activities to perform a task
- GS11.** decide the safest way to lash and rig cargo and containers
- GS12.** identify if a cargo is improperly marked or damaged
- GS13.** plan and coordinate between gangs to achieve joint goals.
- GS14.** maintain punctuality
- GS15.** respond to the requests in a timely manner
- GS16.** prioritize and execute tasks based on checklist and priority requirements
- GS17.** do a check of activity completion
- GS18.** adhere to the assigned timelines
- GS19.** address the urgency regarding priority requests
- GS20.** identify obstacles in the material movement path
- GS21.** identify irregularities or deformities in the loading/unloading equipment
- GS22.** coordinate within gang to tackle on ground problems related to lifting, moving and identification of cargo
- GS23.** assess the possible equipment for a particular task at hand
- GS24.** assess if the rigging and hook are secured for cargo movement



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GS25. handle cargo preventing damages, particularly for dangerous goods

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Cargo tallying</i>	30	60	-	10
PC1. Use automated technologies such as barcodes and scanners for counting each item of cargo as it's loaded or unloaded from the ship	3	7	-	1
PC2. Ensure that the cargo quantity matches the specified number in the cargo documents such a bill of lading or cargo manifest	3	6	-	1
PC3. Record the count of cargo, as well as details regarding condition, size, and type in a tally sheet or a tally book	4	7	-	1
PC4. Check and record the condition of cargo for any damages or discrepancies in the tally sheet	3	6	-	1
PC5. Prepare a tally report that includes details of cargo handling operations, quantity and condition of the cargo, and any discrepancies that were note	3	7	-	2
PC6. Communicate with other parties involved in cargo handling to ensure smooth operations	4	6	-	1
PC7. Adhere to safety protocols during the tallying process to ensure everyone's safety	3	7	-	1
PC8. Comply with all relevant regulations, national and international standards for cargo handling and safety	3	7	-	1
PC9. Maintain the equipment used as such barcode readers, electronic tally systems, ensuring its in good working condition and troubleshooting any problems that may arise	4	7	-	1
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3541
NOS Name	Perform Cargo Tallying
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Port Operations Coordination
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQC Clearance Date	30/05/2024

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LSC/N9904: Maintain integrity and ethics in operation

Description

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

Scope

The scope covers the following :

- Maintain integrity and ensure data security
- Professional and ethical practices
- 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.** avoid using company's funds, property or resources for undertaking personal activities
- PC3.** protect customer's information and ensure it is not misused
- PC4.** protect data and information related to business or commercial decisions
- PC5.** avoid acceptance of cash or kind from vendors for support or contract negotiations
- PC6.** demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues
- PC7.** avoid nepotism
- PC8.** consult supervisor or senior management when in situations that may require differentiating between ethical and unethical
- PC9.** report promptly all violations of code of ethics
- PC10.** dress up and conduct in a professional manner
- PC11.** communicate with clients and stakeholders in a soft and polite manner
- PC12.** follow etiquettes in accordance to the place
- PC13.** check for regulatory documentation and compliances for the shop floor as per information from the supervisor
- PC14.** perform activities considering the regulatory requirements
- PC15.** use Personal Protective Equipment (PPEs) in accordance to regulatory requirements
- PC16.** identify the different types of dangerous goods and handling methodologies
- PC17.** follow the SOP for handling of different types of dangerous goods
- PC18.** consult supervisor or senior management when in situations that may require differentiating between ethical and unethical
- PC19.** promptly report all regulatory violations

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** company's policies on use of language
- KU2.** company's Human Resources policies
- KU3.** company's code of ethics
- KU4.** company's whistle blower policy
- KU5.** company's rules related to sexual harassment
- KU6.** company's reporting structure
- KU7.** company's documentation policy
- KU8.** principles of code of ethics and business ethics
- KU9.** various regulatory requirements
- KU10.** documentary compliance for various regulations
- KU11.** different dangerous shipment
- KU12.** regulations with regard to w.r.t dangerous shipment

Generic Skills (GS)

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

- GS1.** read company policy documents and work related documents
- GS2.** read emails and written instructions
- GS3.** fill documentation pertaining to ethics and regulatory requirement
- GS4.** communicate with team members to work efficiently
- GS5.** communicate with peers and subordinates about information security and building trust
- GS6.** identify a shipment as dangerous goods
- GS7.** assess if the situation needs to be reported regarding regulations
- GS8.** plan and organise actions as per companys guidelines
- GS9.** prevent company and customer information leakage
- GS10.** advise colleagues regarding sensitive issues pertaining to conduct and regulations
- GS11.** provide professional services diligently and with integrity
- GS12.** avoid defaming companys name by indulging into pilferage or fiddling with quality or quantity of shipment
- GS13.** be fair and reasonable in profession and disclose conflict of interests

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain integrity ensuring data security</i>	40	60	-	-
PC1. refrain from indulging in corrupt practices.	3	3	-	-
PC2. avoid using company's funds, property or resources for undertaking personal activities	3	3	-	-
PC3. protect customer's information and ensure it is not misused	2	4	-	-
PC4. protect data and information related to business or commercial decisions	2	4	-	-
PC5. avoid acceptance of cash or kind from vendors for support or contract negotiations	2	4	-	-
PC6. demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues	2	3	-	-
PC7. avoid nepotism	2	3	-	-
PC8. consult supervisor or senior management when in situations that may require differentiating between ethical and unethical	2	3	-	-
PC9. report promptly all violations of code of ethics	2	3	-	-
PC10. dress up and conduct in a professional manner	2	3	-	-
PC11. communicate with clients and stakeholders in a soft and polite manner	2	3	-	-
PC12. follow etiquettes in accordance to the place	2	3	-	-
PC13. check for regulatory documentation and compliances for the shop floor as per information from the supervisor	2	3	-	-
PC14. perform activities considering the regulatory requirements	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. use Personal Protective Equipment (PPEs) in accordance to regulatory requirements	2	3	-	-
PC16. identify the different types of dangerous goods and handling methodologies	2	3	-	-
PC17. follow the SOP for handling of different types of dangerous goods	2	3	-	-
PC18. consult supervisor or senior management when in situations that may require differentiating between ethical and unethical	2	3	-	-
PC19. promptly report all regulatory violations	2	3	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N9904
NOS Name	Maintain integrity and ethics in operation
Sector	Logistics
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQC Clearance Date	30/05/2024

Qualification Pack

LSC/N9905: Follow health, safety and security procedures.

Description

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

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
- PC6.** follow necessary Standard Operating Procedure (SOP) and precautions while handling dangerous and hazardous goods
- 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 while handling hazardous / fragile cargo and walk only on the designated pathway

Ensure compliance to health, 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 workplace and report it to concerned authority
- PC11.** inspect the activity area and equipment for appropriate and safe condition
- PC12.** check if stacking is done at defined height and is not on the walk way
- PC13.** check if walk way is free from grease/ oil
- PC14.** check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places
- PC15.** participate in fire drills
- PC16.** check if standard material handling procedure are being followed
- PC17.** check if hold ladders, platforms and hand rails to be in a sound and safe condition
- PC18.** check if all the safety and security related tags, labels and signage are placed in the cargo

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- PC19.** check if loading instrument is certified and operational
- PC20.** implement 5S at workplace
- PC21.** check if cargo has passed security checks and report in case of any violation

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.** 5S implementation and practice
- 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.** read SOP's and safety precautions for different ground operations and handling cargo
- GS2.** read different documents related to security and movement of cargo
- GS3.** fill forms related to health, safety and security procedures
- GS4.** communicate clearly with colleagues regarding safety procedures
- GS5.** share experience and guide peers
- GS6.** decide how to avoid any damage / accident to personal health / cargo handled, whenever required
- GS7.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS8.** plan clearance of cargo in manner that it does hamper the safety of the cargo and the loader/unloader
- GS9.** prioritize and execute tasks within the schedule time limits



Qualification Pack

- GS10.** plan and drive based on traffic and road condition using radio links/navigation aids wherever available
- GS11.** ensure safe and secure movement of shipments, cargos etc.
- GS12.** identify any threats on personal health, safety, security, etc. and take appropriate actions
- GS13.** identify risks at the workplace and address them
- GS14.** analyse past mistakes and address them to avoid mishap in the future
- GS15.** check that right safety measures and procedures are in place

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow health, safety and security procedures</i>	19	33	-	-
PC1. make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation	3	4	-	-
PC2. wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area	3	4	-	-
PC3. follow standard driving practice to ensure safety of life and material	3	4	-	-
PC4. follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety	2	4	-	-
PC5. undertake periodical preventive health check ups	2	4	-	-
PC6. follow necessary Standard Operating Procedure (SOP) and precautions while handling dangerous and hazardous goods	2	4	-	-
PC7. follow security procedures like green gate in port, customs area, factory security, etc.	2	3	-	-
PC8. comply with data safety regulations of the organisation	1	3	-	-
PC9. follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway	1	3	-	-
<i>Ensure compliance to health, safety and security</i>	21	27	-	-
PC10. recognise unsafe conditions and safety practices at the workplace and report it to concerned authority	1	3	-	-
PC11. inspect the activity area and equipment for appropriate and safe condition	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. check if stacking is done at defined height and is not on the walk way	1	3	-	-
PC13. check if walk way is free from grease/ oil	2	2	-	-
PC14. check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places	2	2	-	-
PC15. participate in fire drills	2	2	-	-
PC16. check if standard material handling procedure are being followed	2	2	-	-
PC17. check if hold ladders, platforms and hand rails to be in a sound and safe condition	2	2	-	-
PC18. check if all the safety and security related tags, labels and signage are placed in the cargo	2	2	-	-
PC19. check if loading instrument is certified and operational	2	2	-	-
PC20. implement 5S at workplace	2	2	-	-
PC21. check if cargo has passed security checks and report in case of any violation	2	2	-	-
NOS Total	40	60	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N9905
NOS Name	Follow health, safety and security procedures.
Sector	Logistics
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQF Clearance Date	30/05/2024

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

Qualification Pack

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

Qualification Pack

LSC/N3604: Perform signalman activities

Description

This unit is about performing signaling activities for vessel docking and cargo movement by cranes.

Scope

The scope covers the following :

- Prepare for signaling
- Signal the vessel in and out of berth
- Signal crane operators for cargo movement
- Report to supervisor

Elements and Performance Criteria

Prepare for signaling

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

- PC1.** obtain daily task schedule from supervisor regarding signaling for vessel or crane
- PC2.** obtain information on the vessel ETA, berth allocated, on-board cargo, size and type of vessel or type of crane, cargo details and location for operations, etc.
- PC3.** obtain the necessary equipment like VHF radio, flags, PPEs, guide to flag codes, etc.
- PC4.** check that the equipment - VHF radio is functioning and that all flags are available and perform a pre-operation checklist
- PC5.** ensure that the VHF frequency between the communicating instruments are tuned and does not overlap with others
- PC6.** wear the necessary PPEs

Signal the vessel in and out of berth

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

- PC7.** confirm berthing plan with the ship and yard planning supervisor and the vessel operator
- PC8.** communicate with vessel using VHF radio, flags and hand signals to guide the vessel for docking
- PC9.** communicate with the outgoing vessel regarding a go-ahead using flags once mooring lines are dis-engaged

Signal crane operators for cargo movement

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

- PC10.** obtain the material movement plan and route for cargo and container movement from ship and yard planning supervisor
- PC11.** identify cargo movement area and people movement area and follow them strictly
- PC12.** coordinate with rigger and crane operator to provide signal when cargo is ready and special handling requirement if any
- PC13.** coordinate with crane operators and assist in moving the cargo VHF devices and hand and flag signals

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- PC14.** follow the material handling procedures as per SOP and signal the Material Handling Equipment (MHE)/ crane operator
 - PC15.** inform the crane / MHE operator on any issues based on observation of cargo and environment
 - PC16.** identify impending dangers and communicate to the crane operator regarding the same
Report to supervisor
- To be competent, the user/individual on the job must be able to:
- PC17.** report to supervisor at the end of the task
 - PC18.** escalate any accidents, damages or issues to the supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses
- KU2.** security and safety procedures to be followed
- KU3.** reporting structure of the organization for escalation of issues
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** coding system followed to label cargo
- KU6.** different type of vessels and their cargo layout
- KU7.** different type of cargo and containers and their handling procedures and SOPs
- KU8.** use of various cargo handling equipment and devices
- KU9.** use of rope, mooring lines, flags, VHF radios and other relevant equipment
- KU10.** SOPs for assisting in bulk cargo excavation and hold cleaning
- KU11.** handling procedures for hazardous cargo
- KU12.** special characteristics and handling requirements of shipments, if any
- KU13.** use of hand signals, flags VHF radio and devices and basic troubleshooting for VHF devices
- KU14.** material and people movement areas and precautions to be taken while moving cargo

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** shipping manifest, bill of lading, shipping bills and related documents
- GS3.** damage reports and checklists
- GS4.** work orders and instructions
- GS5.** checklist of activities, delays, etc.
- GS6.** daily reports
- GS7.** communicate with on ground staff, crane operators and vessel operators
- GS8.** communicate with supervisors

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- GS9.** decide on the flag and hand signal to be used during the course of vessel docking and crane movement
- GS10.** decide if there is an obstruction in the path
- GS11.** identify damages to packages and containers while cargo handling
- GS12.** plan and coordinate between different teams to achieve joint goals.
- GS13.** maintain punctuality
- GS14.** respond to the request in a timely manner
- GS15.** prioritize and execute tasks based on checklist and priority requirements
- GS16.** do a check of activity completion
- GS17.** adhere to the assigned timelines
- GS18.** address the urgency regarding docking and cargo operations
- GS19.** anticipate obstructions and hazards in the identified path for cargo and inform
- GS20.** identify and take precautions against common causes for accidents, delays and damages
- GS21.** assess if the speed and route is secured for vessel docking
- GS22.** assess if the path is secured for cargo movement and speed of movement is optimal
- GS23.** identify the vessel position for safe and stable docking
- GS24.** identify obstructions, rigging errors, hazards in cargo movement path

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for signaling</i>	10	20	-	2
PC1. obtain daily task schedule from supervisor regarding signaling for vessel or crane	2	4	-	-
PC2. obtain information on the vessel ETA, berth allocated, on-board cargo, size and type of vessel or type of crane, cargo details and location for operations, etc.	2	3	-	1
PC3. obtain the necessary equipment like VHF radio, flags, PPEs, guide to flag codes, etc.	2	3	-	1
PC4. check that the equipment - VHF radio is functioning and that all flags are available and perform a pre-operation checklist	1	4	-	-
PC5. ensure that the VHF frequency between the communicating instruments are tuned and does not overlap with others	1	3	-	-
PC6. wear the necessary PPEs	2	3	-	-
<i>Signal the vessel in and out of berth</i>	4	9	-	2
PC7. confirm berthing plan with the ship and yard planning supervisor and the vessel operator	2	3	-	-
PC8. communicate with vessel using VHF radio, flags and hand signals to guide the vessel for docking	1	3	-	1
PC9. communicate with the outgoing vessel regarding a go-ahead using flags once mooring lines are dis-engaged	1	3	-	1
<i>Signal crane operators for cargo movement</i>	12	23	-	4
PC10. obtain the material movement plan and route for cargo and container movement from ship and yard planning supervisor	2	3	-	-
PC11. identify cargo movement area and people movement area and follow them strictly	2	3	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. coordinate with rigger and crane operator to provide signal when cargo is ready and special handling requirement if any	2	4	-	1
PC13. coordinate with crane operators and assist in moving the cargo VHF devices and hand and flag signals	2	4	-	1
PC14. follow the material handling procedures as per SOP and signal the Material Handling Equipment (MHE)/ crane operator	1	3	-	-
PC15. inform the crane / MHE operator on any issues based on observation of cargo and environment	1	3	-	1
PC16. identify impending dangers and communicate to the crane operator regarding the same	2	3	-	-
<i>Report to supervisor</i>	4	8	-	2
PC17. report to supervisor at the end of the task	2	4	-	1
PC18. escalate any accidents, damages or issues to the supervisor	2	4	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3604
NOS Name	Perform signalman activities
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Port Operations Coordination
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQC Clearance Date	30/05/2024

Qualification Pack

LSC/N2341: Perform customs clearance field activities

Description

This unit is about meeting post customs inspection requirements such as packing, scanning, loading and transport arrangement, etc.

Scope

The scope covers the following :

- Liaise with the officials to clear the assessment of shipment
- Check packaging and movement of customs cleared goods
- Record and document for further reference

Elements and Performance Criteria

Liaise with the officials to clear the assessment of shipment

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

- PC1.** submit documents required for customs clearance to customs officials as per requirements
- PC2.** respond to any queries and make note of any objections raised by customs officials on the cargo
- PC3.** escalate objections and remarks of customs officials to the (EXIM) supervisor and the customer as required

Check packaging and movement of customs cleared goods

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

- PC4.** check packaging and material used is as per clients requirement and regulatory compliance
- PC5.** assist customs officer in conducting inspection, and post inspection witness sealing of the container
- PC6.** coordinate with the custodian officials on receipt of goods for loading in the vessel
- PC7.** arrange for manpower and material handling equipment for movement of goods

Record and document for further reference

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

- PC8.** keep record of shipment in form of daily status report & update the same to customer & EXIM supervisor
- PC9.** collect, transmit and maintain records like photograph of seals and container number, cargo stuffing, etc. as record using data management devices
- PC10.** submit all signed hard copies and soft data for record filling
- PC11.** share a copy of the customs clearance documents with the shipper/ customs agents for further actions
- PC12.** collect feedback from customs officer and report it to supervisor
- PC13.** share a copy of the custom clearance documents with the shipper/customs agents for further actions
- PC14.** collect feedback from customs officer and report it to supervisor

Qualification Pack

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisational procedures
- KU2.** company's customer accounts
- KU3.** organization's fee and charges structure
- KU4.** paperwork required before handling cargo
- KU5.** organization's contact with customs office
- KU6.** organization's policy of data maintenance, recording and handling
- KU7.** company's material movement policy
- KU8.** reporting structure
- KU9.** department hierarchy
- KU10.** relevant safety and security procedures
- KU11.** details of the transport availability in different routes
- KU12.** charges and cost aspects of different transportation methods
- KU13.** how to provide shipment status notification to exporters, consignees, or insurers
- KU14.** usage of computer for electronic documentation of information
- KU15.** different types of cargo exported, their eligibility of duty free and documentation requirement
- KU16.** different airline/ shipping line available for different routes
- KU17.** transit rules and regulations
- KU18.** nature of the products transported and the variances in their characteristics
- KU19.** packaging methods and procedures for gate passes
- KU20.** special requirements, guidelines and operational procedures involved when handling special cargo such as livestock, food, medical supplies, etc. handling of dangerous and special goods, material handling procedure, etc.

Generic Skills (GS)

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

- GS1.** schedule and plan for cargo movement
- GS2.** regulatory requirement for gate pass, goods handling, cargo transport, etc.
- GS3.** instructions and conditions during cargo movement
- GS4.** regulatory requirement associated with customs clearance
- GS5.** make daily gate passes and entry passes
- GS6.** make daily reporting regarding different transports
- GS7.** maintain the record of cargo movement as per company's policies
- GS8.** listen to the requirements of the supervisor, customs officials and other related stakeholders
- GS9.** communicate regularly with all stakeholders at every stage of the process as and when required

Qualification Pack

- GS10.** communicate effectively with supervisory and operational staff at all levels
- GS11.** speak politely and build relationship with the transporters, customs agents, airline agents, etc.
- GS12.** make a judgment on the appropriate choice of transport, route for export of cargo
- GS13.** identify the appropriate equipment for loading and unloading of goods from freight transport
- GS14.** identify dangerous goods and take due precautions
- GS15.** plan the sequence of work
- GS16.** plan for transportation, customs clearance and other arrangement for cargo
- GS17.** prioritize and execute tasks in within the scheduled time limits
- GS18.** represent the customers among various stakeholders such as shipping line, airline, customs authorities, etc.
- GS19.** communicate with customers and share all relevant information
- GS20.** identify cases where customs documentation is incomplete and highlight cases to supervisor
- GS21.** identify transporters with inadequate information and guide them on the required documentation
- GS22.** analyse on best possible solutions (cost, time, effort, etc.) suited for customer requirement
- GS23.** identify strengths and weaknesses of alternative route for transportation
- GS24.** check the type of packaging, approx. weight and measurement as well as marking and labelling for different types of cargoes to assess if it is in order with the widely accepted norms
- GS25.** assess if all the required precaution and documentation is present with respect to the transporter

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Liaise with the officials to clear the assessment of shipment</i>	8	15	-	1
PC1. submit documents required for customs clearance to customs officials as per requirements	3	5	-	-
PC2. respond to any queries and make note of any objections raised by customs officials on the cargo	3	5	-	1
PC3. escalate objections and remarks of customs officials to the (EXIM) supervisor and the customer as required	2	5	-	-
<i>Check packaging and movement of customs cleared goods</i>	8	17	-	3
PC4. check packaging and material used is as per clients requirement and regulatory compliance	2	5	-	1
PC5. assist customs officer in conducting inspection, and post inspection witness sealing of the container	2	4	-	-
PC6. coordinate with the custodian officials on receipt of goods for loading in the vessel	2	4	-	2
PC7. arrange for manpower and material handling equipment for movement of goods	2	4	-	-
<i>Record and document for further reference</i>	14	28	-	6
PC8. keep record of shipment in form of daily status report & update the same to customer & EXIM supervisor	2	4	-	1
PC9. collect, transmit and maintain records like photograph of seals and container number, cargo stuffing, etc. as record using data management devices	2	4	-	1
PC10. submit all signed hard copies and soft data for record filling	2	4	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. share a copy of the customs clearance documents with the shipper/ customs agents for further actions	2	4	-	-
PC12. collect feedback from customs officer and report it to supervisor	2	4	-	1
PC13. share a copy of the custom clearance documents with the shipper/customs agents for further actions	2	4	-	1
PC14. collect feedback from customs officer and report it to supervisor	2	4	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2341
NOS Name	Perform customs clearance field activities
Sector	Logistics
Sub-Sector	EXIM Logistics - Freight Forwarding and Customs clearance
Occupation	Freight Forwarding Operations, Customs Clearance Operation
NSQF Level	4
Credits	2
Version	3.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQC Clearance Date	30/05/2024

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 reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 50

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: 50

(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/N3601.Perform cargo movement	30	60	-	10	100	20
LSC/N3602.Perform stevedoring activities	30	60	-	10	100	20
LSC/N3541.Perform Cargo Tallying	30	60	-	10	100	20
LSC/N9904.Maintain integrity and ethics in operation	40	60	-	-	100	15
LSC/N9905.Follow health, safety and security procedures.	40	60	-	-	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	190	330	-	30	550	100

Optional: 1 Signalman activities

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3604.Perform signalman activities	30	60	-	10	100	10
Total	30	60	-	10	100	10

Optional: 2 Customs clearance



Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N2341.Perform customs clearance field activities	30	60	-	10	100	10
Total	30	60	-	10	100	10



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.