

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LOGISTICS SECTOR



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### What are Occupational Standards(OS)?

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

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### Introduction

## Qualifications Pack: Cargo Handler - Manual (Options – Vessel Deck Operations/ Customs Clearance)

**SECTOR: LOGISTICS**

**SUB-SECTOR:** Port Terminals, Container Freight Stations (CFS) and Inland

Container Depots (ICD)

**OCCUPATION:** Mooring and Stevedoring

**REFERENCE ID:** LSC/Q3601

**ALIGNED TO:** NCO – 2015 – 9333.01, ISCO – 08 - 9333

**Brief Job Description:** The individual performs manual cargo handling activities such as stevedoring, mooring and signalling the vessel and crane operators at ports. S/He is responsible for individual performance as well as coordinating and organising the team to achieve the defined task at hand

## **Options**

### **Option 1: Vessel deck operations**

#### **Option 1.1: Perform basic navigation**

*This unit is about performing deck operations involving positioning of vessels, usage of flags and signs, and basic navigation*

#### **Option 1.2: Perform mooring and rope work in vessel**

*This unit is about undertaking mooring and rope work in the vessel*

### **Option 2: Customs clearance**

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

## **Personal Attributes:**

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

Job Details

<b>Qualifications Pack Code</b>	<b>LSC/Q3601</b>		
<b>Job Role</b>	<b>Cargo handler- manual</b>		
<b>Credits(NSQF)</b>		<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>30/06/2018</b>
<b>Sub-sector</b>	<b>Port terminals, CFS and ICDs</b>	<b>Last reviewed on</b>	<b>04/05/2019</b>
<b>Occupation</b>	<b>Mooring and Stevedoring</b>	<b>Next review date</b>	<b>04/05/2022</b>
<b>NSQC Clearance on</b>	<b>DD/MM/YYYY</b>		
<b>Effective from</b>	<b>DD/MM/YYYY</b>		

<b>Job Role</b>	<b>Cargo handler- manual</b>
<b>Role Description</b>	The individual performs manual cargo handling activities such as stevedoring, mooring and signalling the vessel and crane operators at ports. S/He is responsible for individual performance as well as coordinating and organising the team to achieve the defined task at hand
<b>NSQF</b>	4
<b>Minimum Educational Qualifications</b>	Class X; candidate should have completed 18 years of age
<b>Maximum Educational Qualifications</b>	
<b>Prerequisite License or Training</b>	Not Applicable for License.
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	Nil
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">LSC/N3601 Collect vessel and cargo details and coordinate for smooth cargo movement</a></li> <li><a href="#">LSC/N3602 Perform stevedoring activities</a></li> <li><a href="#">LSC/N3603 Perform mooring activities</a></li> <li><a href="#">LSC/N3604 Perform signalman activities</a></li> <li><a href="#">LSC/N9904 Follow ethics and integrity in operations</a></li> <li><a href="#">LSC/N9905 Follow health, safety and security procedures</a></li> </ol> <p><b>Options (Not mandatory):</b></p> <p><b>Option 1: Vessel deck operations</b></p> <ol style="list-style-type: none"> <li><a href="#">LSC/N4101 Perform basic navigation</a></li> <li><a href="#">LSC/N4009 Perform mooring and rope work</a></li> </ol>

	<b>Option 2: Customs clearance</b> <a href="#">2.1 LSC/N2341 Perform customs clearance field activities</a>
<b>Performance Criteria</b>	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
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 atleast 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.
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.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a

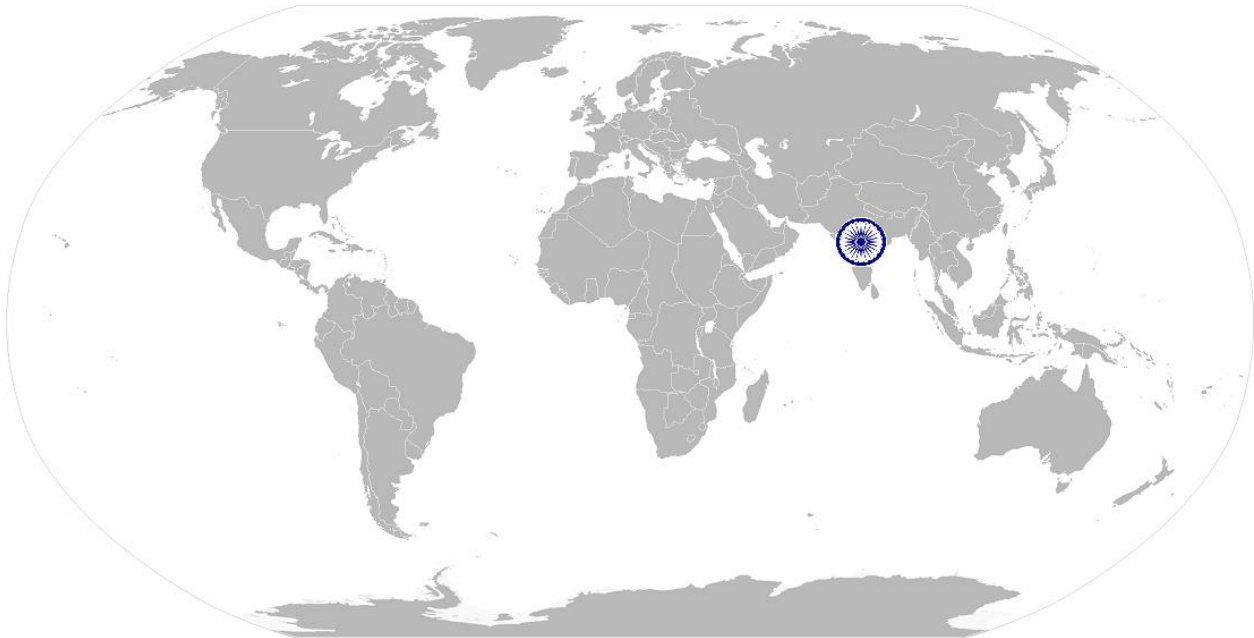
*Qualifications Pack for Cargo handler- Manual*

	critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Keywords /Terms	Description
CFS	Container Freight Station
ERP	Enterprise Resource Planning
EXIM	Export Import
ETA	Estimated Time of Arrival
GPS	Global Positioning System
HR	Human Resources
ICD	Inland Container Depot
MHE	Material Handling Equipment
NSQF	National Skills Qualifications Framework
OH&S	Occupational Health and Safety
OS	Occupational Standards
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
QP	Qualifications Pack
SOP	Standard Operating Procedures
SWL	Safe Working Load
VHF	Very High Frequency

## Acronyms

# National Occupational Standard



## **Overview**

**This unit is about receiving interpreting orders and vessel information and coordinating for smooth operations**



**LSC/N3601 Collect cargo and vessel details and coordinate for smooth cargo movement**

National Occupational Standard

<b>Unit Code</b>	<b>LSC/N3601</b>
<b>Unit Title (Task)</b>	<b>Collect cargo and vessel details and coordinate for smooth cargo movement</b>
<b>Description</b>	This unit is about reviewing and interpreting orders and vessel information as well as coordinating within the team to ensure smooth cargo movement
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Plan for cargo movement</li> <li>• Manual movement of cargo</li> <li>• Prepare for mooring</li> <li>• Prepare for signalling</li> </ul> <p>Range: Personal Protective Equipment (PPE), Standard Operating Procedures (SOP), Very High Frequency (VHF) radio, ropes, computer, projector, worksheets, stationery etc.</p>
<b>Performance Criteria(PC) w.r.t. the scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Plan for cargo movement</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. attend shift meetings to obtain daily task schedule</p> <p>PC2. collect information on nature and volume of cargo and vessel berthing details</p> <p>PC3. collect appropriate equipment, devices and PPE for the activity</p>
<b>Manual movement of cargo</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC4. coordinate between gang members to jointly perform the task – moving of cargo, rope work, etc.</p> <p>PC5. identify cargo and load and unload cargo as per material handling SOP</p> <p>PC6. perform safe rigging of containers and cargo using wires, locks, master-links, winches, etc.</p> <p>PC7. advise and support the team members during the activity as required</p> <p>PC8. clean the vessel hold and the port cargo drop zones post discharge and collect spillage</p> <p>PC9. provide a daily activity report to the supervisor including damages and injuries</p>
<b>Prepare for signalling</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC10. obtain daily task schedule from supervisor regarding signalling for vessel or crane</p> <p>PC11. obtain information on the vessel Estimated Time Of Arrival (ETA), berth allocated, on-board cargo, size and type of vessel or type of crane, cargo details and location for operations, etc.</p> <p>PC12. obtain the necessary equipment – VHF radio, flags, PPEs, guide to flag</p>

**LSC/N3601 Collect cargo and vessel details and coordinate for smooth cargo movement**

	<p>codes, etc.</p> <p>PC13. check that the equipment – VHF radio is functioning and that all flags are available and perform a pre-operation checklist</p> <p>PC14. ensure that the VHF frequency between the communicating instruments are tuned and does not overlap with others</p> <p>PC15. wear the necessary PPEs</p>
<b>Prepare for mooring</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC16. obtain instructions regarding mooring activity and position along with details of vessel arrival time, berth allocated, on-board cargo, size and type of vessel</p> <p>PC17. obtain the necessary equipment – VHF radio, slip ropes, rope tails, quick release hooks, etc.</p> <p>PC18. assemble with the mooring gang at the berth and check for availability and fitness of different mooring equipment and ropes</p> <p>PC19. obtain the mooring plan from supervisor and take charge of allocated responsibility</p> <p>PC20. check the area for any hazards and use the appropriate PPE</p>
<b>Knowledge and understanding (K)</b>	
<b>A. Organizational context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization for escalation of issues</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed to label cargo</p>
<b>B. Technical knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. different type of vessels and their cargo layout</p> <p>KB2. different type of cargo and containers and their handling procedures and SOPs</p> <p>KB3. use of various cargo handling equipment and devices</p> <p>KB4. use of hand signals, rope, mooring lines, flags, VHF radios and other relevant equipment</p> <p>KB5. SOPs for assisting in bulk cargo excavation and hold cleaning</p> <p>KB6. handling procedures for hazardous cargo</p> <p>KB7. special characteristics and handling requirements of shipments, if any</p>
<b>Skills (S)</b>	
<b>A. Core skills/ generic skills</b>	<b>Reading skills</b>
	<p>The user/individual on the job needs to know how to read:</p> <p>SA1. written instructions</p> <p>SA2. shipping manifest, Bill of lading shipping bills and related documents</p>

**LSC/N3601 Collect cargo and vessel details and coordinate for smooth cargo movement**

	SA3. damage reports and checklists
	<b>Writing skills</b>
	The user/individual on the job needs to know how to write: SA4. work-orders and instructions SA5. checklist of activities, delays, , etc SA6. daily reports
	<b>Oral communication (listening and speaking skills)</b>
	The user/individual on the job needs to know how to: SA7. communicate with on ground staff and equipment handlers SA8. communicate with supervisors
<b>B. Professional skills</b>	<b>Decision making</b>
	The user/individual on the job needs to know how to: SB1. decide regarding sequence of activities to perform a task SB2. decide on allocation of work within a team to complete a task SB3. decide when to escalate issues SB4. identify damages to packages and containers while cargo handling
	<b>Plan and organize</b>
	The user/individual on the job needs to know how to: SB5. plan and coordinate between teams to achieve joint goals. SB6. maintain punctuality SB7. respond to the request in a timely manner SB8. prioritize and execute tasks based on checklist and priority requirements SB9. do a check of activity completion
	<b>Customer centricity</b>
	The user/individual on the job needs to know how to: SB10. adhere to the assigned timelines SB11. address the urgency regarding shipments and activities
	<b>Problem solving</b>
	The user/individual on the job needs to know how to: SB12. anticipate additional activities to successfully complete a task SB13. identify and take precautions against common causes for accidents, delays and damages SB14. co-ordinate within gang to solve a problem when any gang-member is stuck
	<b>Analytical thinking</b>
	The user/individual on the job needs to know how to: SB15. assess the resource requirement for a particular task at hand SB16. assess the position and rope requirement for a vessel to dock
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to:

## LSC/N3601 Collect cargo and vessel details and coordinate for smooth cargo movement

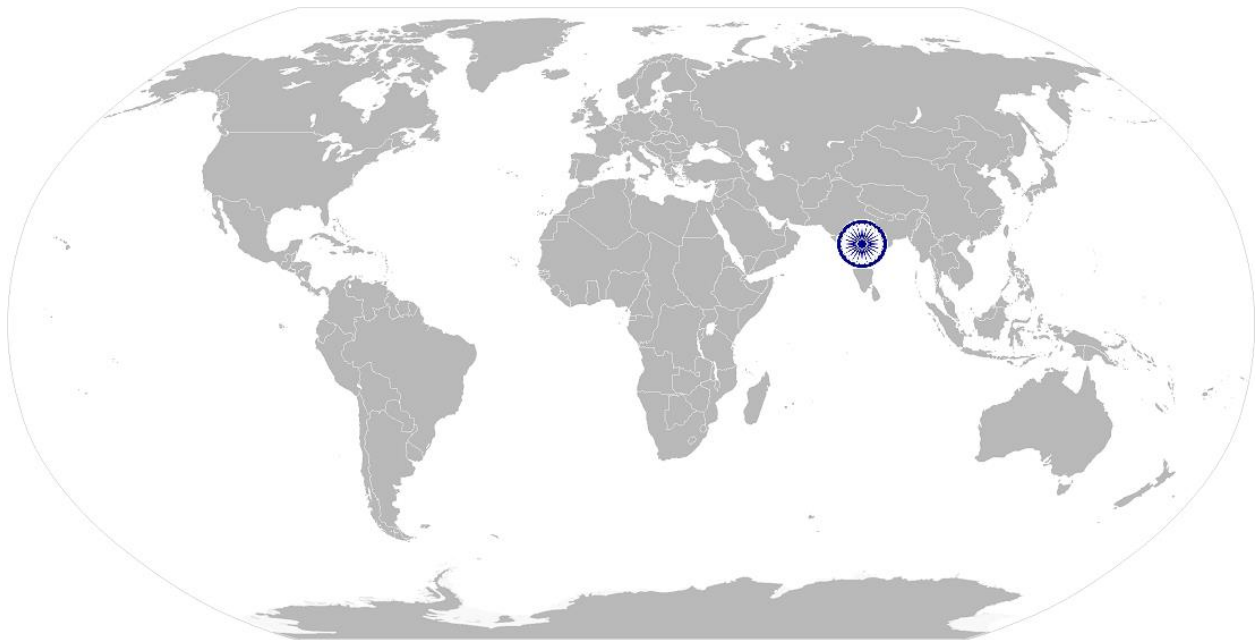
	SB17. identify the vessel position for safe docking
	SB18. Handle cargo preventing damages, particularly for dangerous goods

### NOS Version Control

NOS Code	LSC/N3601		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Port terminals / ICD and CFS	Last reviewed on	28/03/2019
Occupation	Mooring and Stevedoring	Next review date	28/03/2012



# National Occupational Standard



## Overview

This unit is about performing stevedoring activities

**LSC/N3602**

**Perform stevedoring activities**

National Occupational Standard

<b>Unit Code</b>	<b>LSC/N3602</b>
<b>Unit Title (Task)</b>	<b>Perform stevedoring activities</b>
<b>Description</b>	This unit is about conducting survey of containers pre and post stuffing and that of cargo
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Load/unload goods from vessel</li> <li>• Goods movement</li> </ul> <p>Range: Personal Protective Equipment (PPE), Standard Operating Procedures (SOP), Very High Frequency (VHF) radio, ropes, computer, projector, worksheets, stationery etc.</p>
<b>Performance Criteria(PC) w.r.t. the scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Load/Unload goods from vessel</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. identify the cargo to be loaded/unloaded, based on markings and labels</p> <p>PC2. segregate hazardous cargo</p> <p>PC3. identify damaged cargo and inform supervisor</p> <p>PC4. ensure cargo is sorted and stacked in correct location as per safety norms and site conditions</p> <p>PC5. execute lashing/unlashing of cargo and container as per lashing plan</p> <p>PC6. perform safe rigging of containers and cargo using wires, locks, master-links, winches, etc.</p> <p>PC7. block and lash the cargo on the port, vessel or transporter using wires, hooks, etc.</p> <p>PC8. assist MHE operator in collecting bulk cargo from vessel holds and port drop zones and storage</p> <p>PC9. observe loading equipment, structures and material for any defect during operations and highlight the same to supervisor</p> <p>PC10. clean the vessel hold and the port cargo drop zones post discharge and collect spillage</p>
<b>Goods movement</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. identify the location to which the cargo must be moved</p> <p>PC12. undertake manual movement of cargo to the identified location and stack it as per plan</p> <p>PC13. ensure no undue effects of moving cargo from one location to another</p> <p>PC14. undertake adequate care while moving loose, liquid, and hazardous cargo</p> <p>PC15. coordinate as per plan during team lifting activities</p> <p>PC16. follow lane discipline for people and material movement</p> <p>PC17. assist in homogenous loading of bulk cargo in the vessel holds</p>



**LSC/N3602**

**Perform stevedoring activities**

	<p>PC18. provide daily activity report to supervisor including cargo moved, spillages, accidents, injuries etc.</p> <p>PC19. identify damaged goods</p>
<b>Knowledge and understanding (K)</b>	
<b>A. Organizational context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization for escalation of issues</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed to label cargo</p>
<b>B. Technical knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. different type of vessels and their cargo layout</p> <p>KB2. various signage and markings on the port terminal and their compliance</p> <p>KB3. different type of cargo and containers and their handling procedures and SOPs</p> <p>KB4. stuffing and de-stuffing norms and procedures with respect to different cargo</p> <p>KB5. use and operation of various cargo handling equipment and devices</p> <p>KB6. use of rope, mooring lines, flags, VHF radios and other relevant equipment</p> <p>KB7. SOPs for assisting in bulk cargo excavation and hold cleaning</p> <p>KB8. handling procedures for hazardous cargo</p> <p>KB9. special characteristics and handling requirements of shipments, if any</p> <p>KB10. basic operation of small Material Handling Equipment (MHEs) – excavators and fork lifts</p> <p>KB11. basics of making knots, lifting cargo, using manual equipment for cargo handling</p> <p>KB12. type of lashing and rigging equipment and their uses – twist-locks, pelican hooks, turn handles, lashing bars, bridging clamps, etc.</p>
<b>Skills (S)</b>	
<b>C. Core skills/ generic skills</b>	<b>Reading skills</b>
	<p>The user/individual on the job needs to know how to read:</p> <p>SA1. written instructions</p> <p>SA2. cargo and container markings and labels</p> <p>SA3. shipping manifest, Bill of lading shipping bills and related documents</p> <p>SA4. damage reports and checklists</p>
	<b>Writing skills</b>
	<p>The user/individual on the job needs to know how to write:</p> <p>SA5. work-orders and instructions</p> <p>SA6. checklist of activities, delays, , etc</p> <p>SA7. daily reports</p>

**LSC/N3602**

**Perform stevedoring activities**

	<p><b>Oral communication (listening and speaking skills)</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SA8. communicate with on ground staff and equipment handlers</p> <p>SA9. communicate with supervisors</p>
<p><b>D. Professional skills</b></p>	<p><b>Decision making</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB1. decide regarding sequence of activities to perform a task</p> <p>SB2. decide the safest way to lash and rig cargo and containers</p> <p>SB3. identify if a cargo is improperly marked or damaged</p>
	<p><b>Plan and organize</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB4. plan and coordinate between gangs to achieve joint goals.</p> <p>SB5. maintain punctuality</p> <p>SB6. respond to the requests in a timely manner</p> <p>SB7. prioritize and execute tasks based on checklist and priority requirements</p> <p>SB8. do a check of activity completion</p>
	<p><b>Customer centricity</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB9. adhere to the assigned timelines</p> <p>SB10. address the urgency regarding priority requests</p>
	<p><b>Problem solving</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB11. identify obstacles in the material movement path</p> <p>SB12. identify irregularities or deformities in the loading/unloading equipment</p> <p>SB13. co-ordinate within gang to tackle on ground problems related to lifting, moving and identification of cargo</p>
	<p><b>Analytical thinking</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB14. assess the possible equipment for a particular task at hand</p> <p>SB15. assess if the rigging and hook are secured for cargo movement</p>
	<p><b>Critical thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. handle cargo preventing damages, particularly for dangerous goods</p>

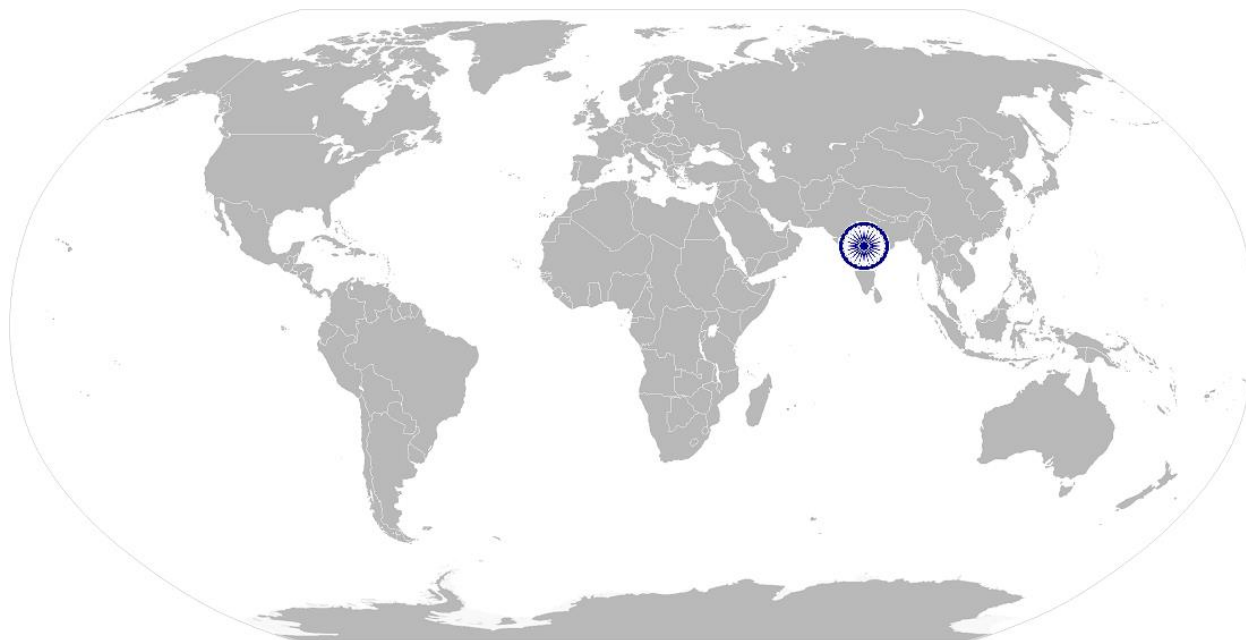


**LSC/N3602**

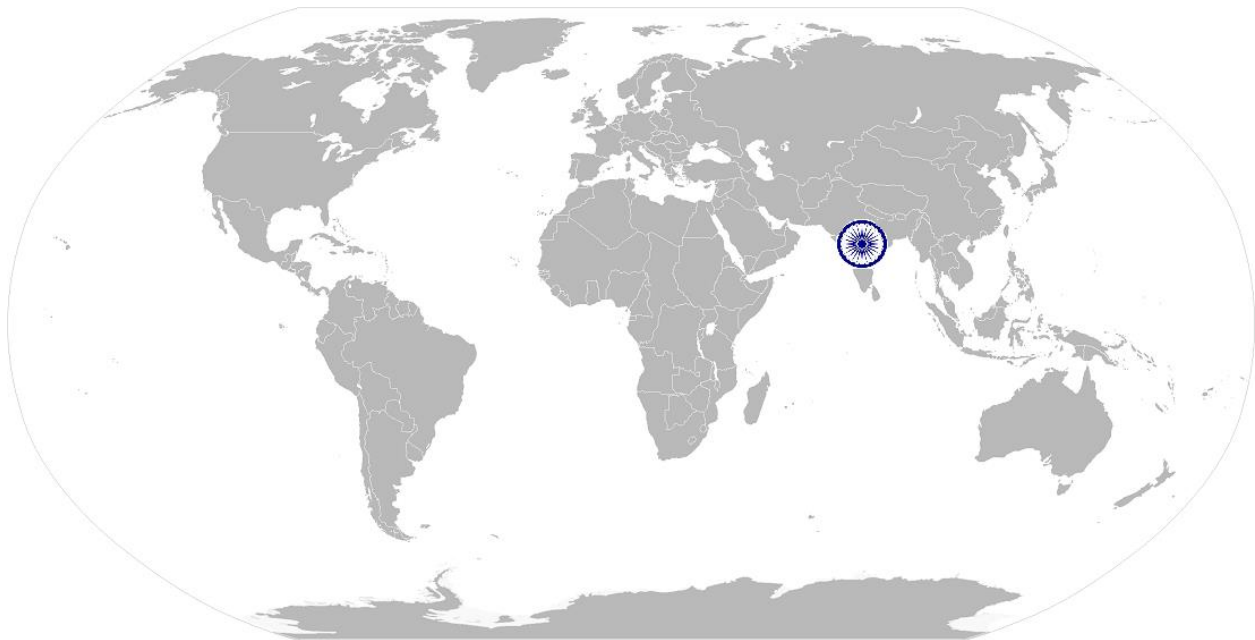
**Perform stevedoring activities**

## NOS Version Control

NOS Code	LSC/N3602		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Port terminals, CFS and ICDs	Last reviewed on	28/03/2019
Occupation	Mooring and Stevedoring	Next review date	28/03/2012



# National Occupational Standard



## Overview

This unit is about performing mooring activities

**LSC/N3603**

**Perform mooring activities**

National Occupational Standard

<b>Unit Code</b>	<b>LSC/N3603</b>
<b>Unit Title (Task)</b>	<b>Perform mooring activities</b>
<b>Description</b>	This unit is about performing mooring activities
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Perform mooring activities</li> <li>• Perform unmooring activities</li> <li>• Report to supervisor</li> </ul> <p>Range: Personal Protective Equipment (PPE), Standard Operating Procedures (SOP), Very High Frequency (VHF) radio, ropes, computer, projector, worksheets, stationery etc.</p>
<b>Performance Criteria(PC) w.r.t. the scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Perform mooring activities</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. set the communication channels to the right frequency</p> <p>PC2. clear berth conditions for mooring/unmooring</p> <p>PC3. position cranes and gantries/loaders correctly for positioning of vessel</p> <p>PC4. communicate any safety concerns to the vessel before commencement of operations</p> <p>PC5. communicate with vessel using VHF and hand signals while the vessel is docking</p> <p>PC6. communicate using common hand signals to receive the heaving and mooring lines</p> <p>PC7. receive the heaving line form the mooring launch and make it fast to applicable bollard/hook</p> <p>PC8. ensure correct method for crossing mooring lines over and between another vessel's mooring line is followed</p> <p>PC9. receive the head line, breast line (stern line) and other lines, and fix around the bollard/hook</p> <p>PC10. tie all forward and aft mooring lines to secure vessel</p> <p>PC11. ensure careful heaving line return</p> <p>PC12. coordinate between gang to jointly set up the formwork/ rope ladders for movement of cargo and load/ unload from the vessel</p>
<b>Perform unmooring activities</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC13. inform vessel crew before commencing unmooring</p> <p>PC14. remove tie and execute slinging activities as per plan</p> <p>PC15. ensure mooring lines are clear from the propeller and stand clear of the remaining lines which are under tension</p> <p>PC16. communicate to the vessel regarding go-ahead once mooring lines are dis-engaged</p>

**LSC/N3603**

**Perform mooring activities**

<b>Report to supervisor</b>	To be competent, the user/ individual must be able to: PC17. report to supervisor at the end of the task PC18. escalate any accidents, damages or issues to the supervisor
<b>Knowledge and understanding (K)</b>	
<b>A. Organizational context</b> (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses KA2. security and safety procedures to be followed KA3. reporting structure of the organization for escalation of issues KA4. risk and impact of not following defined procedures/work instructions KA5. coding system followed to label cargo
<b>B. Technical knowledge</b>	The individual on the job needs to know and understand: KB1. different type of vessels and their cargo layout KB2. various signage and markings on the port terminal and their compliance KB3. different type of cargo and containers and their handling procedures and SOPs KB4. use and operation of various cargo handling equipment and devices KB5. use of rope, mooring lines, flags, VHF radios and other relevant equipment KB6. mooring and unmooring process and the different types of equipment used KB7. handling procedures for hazardous cargo KB8. special characteristics and handling requirements of shipments, if any KB9. basics of making knots, different mooring lines and their strength and uses KB10. SOP for tying and un-tying different mooring lines KB11. hand signals for communicating with vessel deck staff
<b>Skills (S)</b>	
<b>B. Core skills/ generic skills</b>	<b>Reading skills</b>
	The user/individual on the job needs to know how to read: SA10. written instructions SA11. shipping manifest, bill of lading shipping bills and related documents SA12. damage reports and checklists
	<b>Writing skills</b>
	The user/individual on the job needs to know how to write: SA13. work-orders and instructions SA14. checklist of activities, delays, , etc SA15. daily reports
<b>C. Professional skills</b>	<b>Decision making</b>
	The user/individual on the job needs to know how to: SA16. communicate with on ground staff and vessel deck staff SA17. communicate with supervisors

**LSC/N3603**

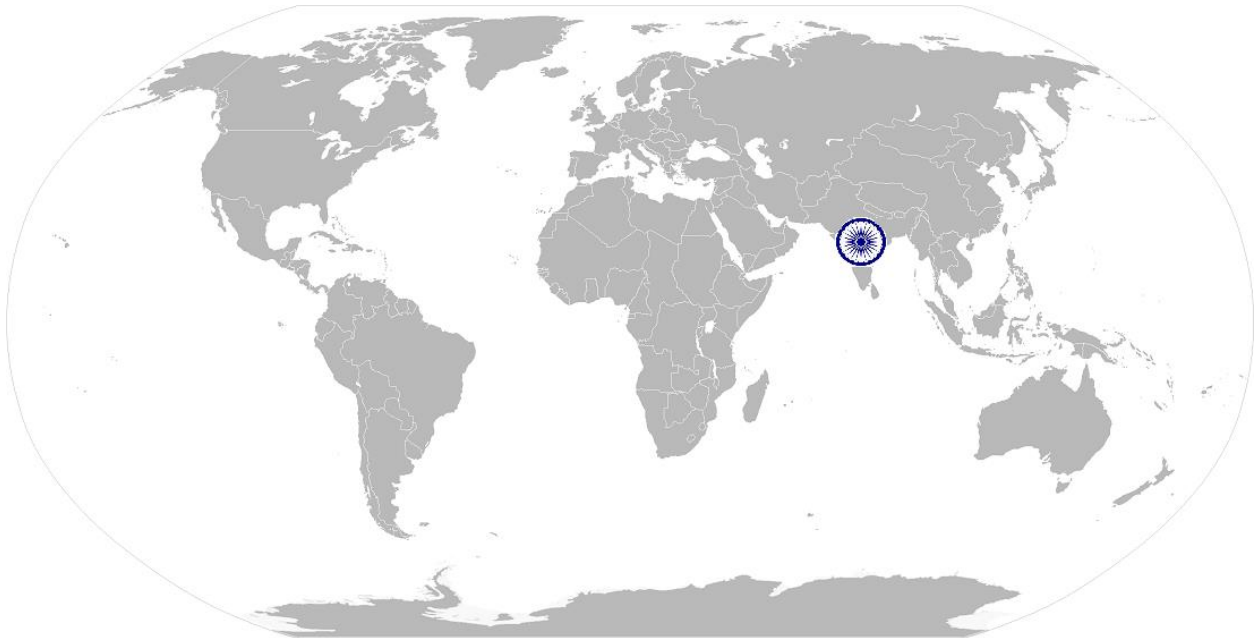
**Perform mooring activities**

	The user/individual on the job needs to know how to: SB1. decide regarding sequence of activities to perform a task SB2. decide on allocation of work within a team to complete a task SB3. identify if the mooring line is stout or there is slack in it
	<b>Plan and organize</b>
	The user/individual on the job needs to know how to: SB4. plan and coordinate between gangs to achieve joint goals. SB5. maintain punctuality SB6. respond to the requests in a timely manner SB7. prioritize and execute tasks based on SOP SB8. do a check of activity completion
	<b>Customer centricity</b>
	The user/individual on the job needs to know how to: SB9. adhere to the assigned timelines SB10. address the urgency regarding vessel docking and casting
	<b>Problem solving</b>
	The user/individual on the job needs to know how to: SB11. anticipate the effort required to tie the mooring line considering environmental factors and vessel speed SB12. Identify common causes for accidents, delays and damages and take necessary precautions SB13. co-ordinate within gang to solve a problem when any gang-member is stuck
	<b>Analytical thinking</b>
	The user/individual on the job needs to know how to: SB14. assess the resource requirement for a particular task at hand SB15. assess the position and rope requirement for a vessel to dock
	<b>Critical thinking</b>
The user/individual on the job needs to know and understand how to: SB16. identify the vessel position for safe docking SB17. check that mooring lines well-knotted stout and tension free	

**NOS Version Control**

		LSC/N3603	
		Version number	1.0
<b>NOS Code</b>			
<b>Credits(NSQF)</b>	TBD	<b>Drafted on</b>	30/06/2018
<b>Industry</b>	Logistics	<b>Last reviewed on</b>	28/03/2019
<b>Industry Sub-sector</b>	Port terminals, CFS and ICDs	<b>Next review date</b>	28/03/2012
<b>Occupation</b>	Mooring and Stevedoring		

# National Occupational Standard



## Overview

This unit is about performing signal activities for vessel docking and cargo handling by cranes



**LSC/N3604**

**Perform signalman activities**

National Occupational Standard

<b>Unit Code</b>	<b>LSC/N3604</b>
<b>Unit Title (Task)</b>	<b>Perform signalman activities</b>
<b>Description</b>	This unit is about performing signaling activities for vessel docking and cargo movement by cranes
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Signal the vessel in and out of berth</li> <li>• Signal crane operators for cargo movement</li> <li>• Report to supervisor</li> </ul> <p>Range: Personal Protective Equipment (PPE), Standard Operating Procedures (SOP), Very High Frequency (VHF) radio, ropes, computer, projector, worksheets, stationery etc.</p>
<b>Performance Criteria(PC) w.r.t. the scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Signal the vessel in and out of berth</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. confirm berthing plan with the ship and yard planning supervisor and the vessel operator</p> <p>PC2. communicate with vessel using VHF radio, flags and hand signals to guide the vessel for docking</p> <p>PC3. communicate with the outgoing vessel regarding a go-ahead using flags once mooring lines are dis-engaged</p>
<b>Signal crane operators for cargo movement</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC4. obtain the material movement plan and route for cargo and container movement from ship and yard planning supervisor</p> <p>PC5. identify cargo movement area and people movement area and follow them strictly</p> <p>PC6. coordinate with rigger and crane operator to provide signal when cargo is ready and special handling requirement if any</p> <p>PC7. coordinate with crane operators and assist in moving the cargo VHF devices and hand and flag signals</p> <p>PC8. follow the material handling procedures as per SOP and signal the Material Handling Equipment (MHE)/ crane operator</p> <p>PC9. inform the crane / MHE operator on any issues based on observation of cargo and environment</p> <p>PC10. identify impending dangers and communicate to the crane operator regarding the same</p>
<b>Report to supervisor</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. report to supervisor at the end of the task</p> <p>PC12. escalate any accidents, damages or issues to the supervisor</p>

**LSC/N3604**

**Perform signalman activities**

Knowledge and understanding (K)	
<b>A. Organizational context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization for escalation of issues</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed to label cargo</p>
<b>B. Technical knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. different type of vessels and their cargo layout</p> <p>KB2. different type of cargo and containers and their handling procedures and SOPs</p> <p>KB3. use of various cargo handling equipment and devices</p> <p>KB4. use of rope, mooring lines, flags, VHF radios and other relevant equipment</p> <p>KB5. SOPs for assisting in bulk cargo excavation and hold cleaning</p> <p>KB6. handling procedures for hazardous cargo</p> <p>KB7. special characteristics and handling requirements of shipments, if any</p> <p>KB8. use of hand signals, flags VHF radio and devices and basic troubleshooting for VHF devices</p> <p>KB9. material and people movement area and precautions to be taken while moving cargo</p>
Skills (S)	
<b>C. Core skills/ generic skills</b>	<b>Reading skills</b>
	<p>The user/individual on the job needs to know how to read:</p> <p>SA1. written instructions</p> <p>SA2. shipping manifest, bill of lading shipping bills and related documents</p> <p>SA3. damage reports and checklists</p>
	<b>Writing skills</b>
	<p>The user/individual on the job needs to know how to write:</p> <p>SA4. work-orders and instructions</p> <p>SA5. checklist of activities, delays, , etc</p> <p>SA6. daily reports</p>
<b>D. Professional skills</b>	<b>Oral communication (listening and speaking skills)</b>
	<p>The user/individual on the job needs to know how to:</p> <p>SA7. communicate with on ground staff, crane operators and vessel operators</p> <p>SA8. communicate with supervisors</p>
<b>D. Professional skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know how to:</p> <p>SB1. decide on the flag and hand signal to be used during the course of vessel docking and crane movement</p> <p>SB2. decide if there is an obstruction in the path</p>



**LSC/N3604**

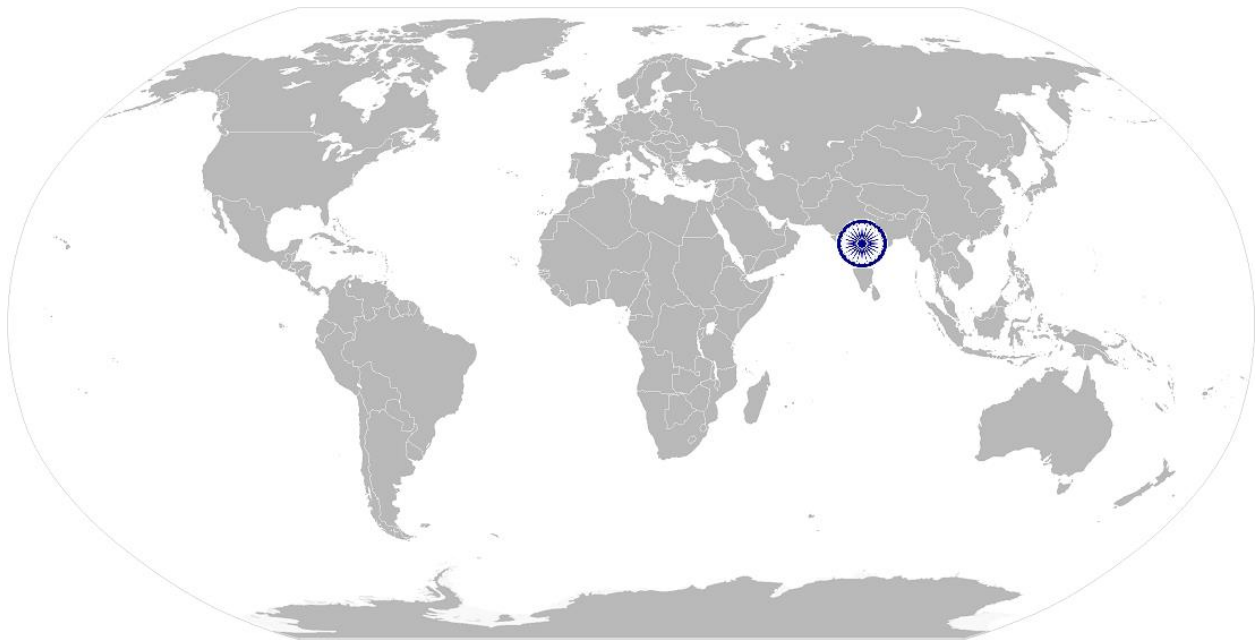
**Perform signalman activities**

	SB3. identify damages to packages and containers while cargo handling
	<b>Plan and organize</b>
	The user/individual on the job needs to know how to: SB4. plan and coordinate between different teams to achieve joint goals. SB5. maintain punctuality SB6. respond to the request in a timely manner SB7. prioritize and execute tasks based on checklist and priority requirements SB1. do a check of activity completion
	<b>Customer centricity</b>
	The user/individual on the job needs to know how to: SB8. adhere to the assigned timelines SB2. address the urgency regarding docking and cargo operations
	<b>Problem solving</b>
	The user/individual on the job needs to know how to: SB9. anticipate obstructions and hazards in the identified path for cargo and inform SB10. identify and take precautions against common causes for accidents, delays and damages
	<b>Analytical thinking</b>
	The user/individual on the job needs to know how to: SB11. assess if the speed and route is secured for vessel docking SB12. assess if the path is secured for cargo movement and speed of movement is optimal
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB13. identify the vessel position for safe and stable docking SB14. Identify obstructions, rigging errors, hazards in cargo movement path

**NOS Version Control**

<b>NOS Code</b>	<b>LSC/N3604</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>30/06/2018</b>
<b>Industry Sub-sector</b>	<b>Port terminals, CFS and ICDs</b>	<b>Last reviewed on</b>	<b>28/03/2019</b>
<b>Occupation</b>	<b>Mooring and Stevedoring</b>	<b>Next review date</b>	<b>28/03/2012</b>

# National Occupational Standard



## Overview

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

**LSC/N9904**

**Maintain integrity and ethics in operation**

National Occupational Standard

<b>Unit Code</b>	<b>LSC/N9904</b>
<b>Unit Title (Task)</b>	<b>Maintain integrity and ethics in operation</b>
<b>Description</b>	This OS unit is about maintaining integrity, ensuring data security, and professional and ethical practices
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Maintain integrity and ensure data security</li> <li>• Professional and ethical practices</li> <li>• Ensure regulatory compliance</li> </ul> <p>Range: Standard Operating Procedures (SOP), computer, projector, worksheets, stationery, etc.</p>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain integrity ensuring data security</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. refrain from indulging in corrupt practices</p> <p>PC2. avoid using company's funds, property or resources for undertaking personal activities</p> <p>PC3. protect customer's information and ensure it is not misused</p> <p>PC4. protect data and information related to business or commercial decisions</p>
<b>Practise ethical and professional behaviour</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. avoid acceptance of cash or kind from vendors for support or contract negotiations</p> <p>PC6. demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues</p> <p>PC7. avoid nepotism</p> <p>PC8. consult supervisor or senior management when in situations that may require differentiating between ethical and unethical</p> <p>PC9. report promptly all violations of code of ethics</p> <p>PC10. dress up and conduct in a professional manner</p> <p>PC11. communicate with clients and stakeholders in a soft and polite manner</p> <p>PC12. follow etiquettes in accordance to the place</p>
<b>Ensure regulatory compliance</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC13. check for regulatory documentation and compliances for the shop floor as per information from the supervisor</p> <p>PC14. perform activities considering the regulatory requirements</p> <p>PC15. use PPEs in accordance to regulatory requirements</p> <p>PC16. identify the different types of dangerous goods and handling methodologies</p> <p>PC17. follow the SOP for handling of different types of dangerous goods</p> <p>PC18. consult supervisor or senior management when in situations that may require</p>

**LSC/N9904**

**Maintain integrity and ethics in operation**

	<p>differentiating between ethical and unethical</p> <p>PC19. promptly report promptly all regulatory violations</p>
<b>Knowledge and understanding (K)</b>	
<b>A. Organizational context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on use of language</p> <p>KA2. company's Human Resources policies</p> <p>KA3. company's code of ethics</p> <p>KA4. company's whistle blower policy</p> <p>KA5. company's rules related to sexual harassment</p> <p>KA6. company's reporting structure</p> <p>KA7. company's documentation policy</p>
<b>B. Technical knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. principles of code of ethics and business ethics</p> <p>KB2. various regulatory requirements</p> <p>KB3. documentary compliance for various regulations</p> <p>KB4. different dangerous shipment</p> <p>KB5. regulations w.r.t dangerous shipment</p>
<b>Skills (S)</b>	
<b>A. Core skills/ generic skills</b>	<b>Reading Skills</b>
	<p>The individual on the job needs to know how to read:</p> <p>SA1. company policy documents and work related documents</p> <p>SA2. emails and written instructions</p>
	<b>Writing Skills</b>
	<p>The individual on the job needs to know how to fill:</p> <p>SA3. documentation pertaining to ethics and regulatory requirement</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The individual on the job needs to know how to communicate with:</p> <p>SA4. team members to work efficiently</p> <p>SA5. peers and subordinates about information security and building trust</p>
<b>B. Professional skills</b>	<b>Decision making</b>
	<p>The individual on the job needs to know how to:</p> <p>SB1. identify a shipment as dangerous goods</p> <p>SB2. assess if the situation needs to be reported regarding regulations</p>
	<b>Plan and Organize</b>
	<p>The individual on the job needs to know how to:</p> <p>SB3. plan and organise actions as per company's guidelines</p>
<b>Customer centricity</b>	<b>Customer centricity</b>
	<p>The individual on the job needs to know how to:</p> <p>SB4. prevent company and customer information leakage</p>

**LSC/N9904**

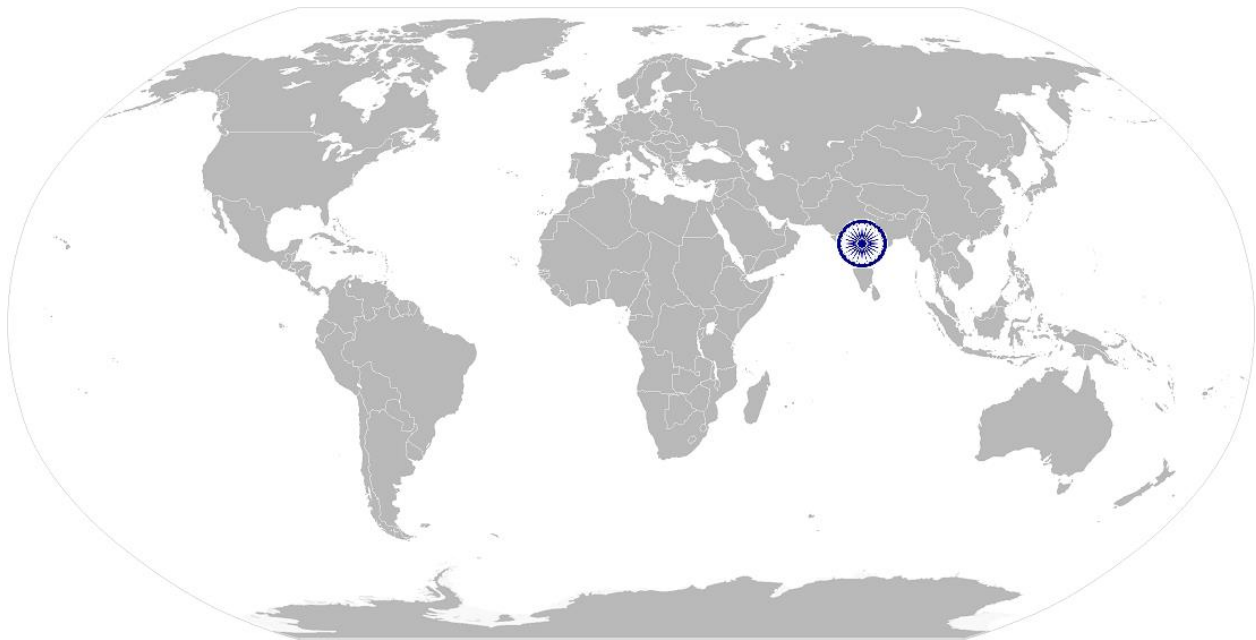
**Maintain integrity and ethics in operation**

	<b>Problem solving</b>
	The individual on the job needs to know how to: SB5. advise colleagues regarding sensitive issues pertaining to conduct and regulations
	<b>Analytical Thinking</b>
	The individual on the job needs to know how to: SB6. provide professional services diligently and with integrity
	<b>Critical Thinking</b>
The individual on the job needs to know how to: SB7. avoid defaming company's name by indulging into pilferage or fiddling with quality or quantity of shipment SB8. be fair and reasonable in profession and disclose conflict of interests	

**NOS Version Control**

<b>NOS Code</b>	LSC/N9904		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Logistics	<b>Drafted on</b>	30/06/2018
<b>Sub-Sector</b>	Generic	<b>Last reviewed on</b>	28/03/2019
<b>Occupation</b>	Generic	<b>Next review date</b>	28/03/2012

# National Occupational Standard



## **Overview**

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



**LSC/N9905**

**Follow health, safety and security procedures**

National Occupational Standard

<b>Unit Code</b>	<b>LSC/N9905</b>
<b>Unit Title (Task)</b>	<b>Follow health, safety and security procedures</b>
<b>Description</b>	This OS unit is about ensuring compliance with health, safety and security procedures at the workplace
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Follow health, safety and security procedures</li> <li>Ensure compliance to health, safety and security</li> </ul> <p>Range: Standard Operating Procedures (SOP), computer, projector, worksheets, stationery, etc.</p>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Follow health, safety and security procedures</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation</p> <p>PC2. wear all Personal Protective Equipment (PPE) such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area</p> <p>PC3. follow standard driving practice to ensure safety of life and material</p> <p>PC4. follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety</p> <p>PC5. undertake periodical preventive health check ups</p> <p>PC6. follow necessary SOP and precautions while handling dangerous and hazardous goods</p> <p>PC7. follow security procedures like green gate in port, customs area, factory security, etc.</p> <p>PC8. comply with data safety regulations of the organisation</p> <p>PC9. follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway</p>
<b>Ensure compliance to health, safety and security</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC10. recognise unsafe conditions and safety practices at the workplace and report it to concerned authority</p> <p>PC11. inspect the activity area and equipment for appropriate and safe condition</p> <p>PC12. check if stacking is done at defined height and is not on the walk way</p> <p>PC13. check if walk way is free from grease/ oil</p> <p>PC14. check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places</p> <p>PC15. participate in fire drills</p> <p>PC16. check if standard material handling procedure are being followed</p> <p>PC17. check if hold ladders, platforms and hand rails to be in a sound and safe condition</p>

**LSC/N9905**

**Follow health, safety and security procedures**

	<p>PC18. check if all the safety and security related tags, labels and signage are placed in the cargo</p> <p>PC19. check if loading instrument is certified and operational</p> <p>PC20. implement 5S at workplace</p> <p>PC21. check if cargo has passed security checks and report in case of any violation</p>
<b>Knowledge and understanding (K)</b>	
<p><b>A. Organizational context</b> (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <p>KA1. health, safety and security policies and procedures</p> <p>KA2. special instructions for hazardous cargo handling</p> <p>KA3. defined standard operating procedures</p> <p>KA4. risk and impact of not following defined procedures/work instructions with reference to health, safety and security operations</p> <p>KA5. escalation matrix for reporting identified problem</p>
<p><b>B. Technical knowledge</b></p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. basics of Occupational Safety and Health Administration (OSHA)</p> <p>KB2. 5S implementation and practice</p> <p>KB3. necessary security procedures for airport, customs area, etc.</p> <p>KB4. tools and equipment for material handling</p> <p>KB5. standard material handling procedures while handling cargo</p> <p>KB6. safety and security signage and their functions</p> <p>KB7. different security tags, labels and signage</p> <p>KB8. handling procedure for hazardous / fragile cargo</p> <p>KB9. security procedures for dangerous / hazardous shipment</p> <p>KB10. different PPE, their usage and purpose</p> <p>KB11. safe driving techniques</p>
<b>Skills (S)</b>	
<p><b>A. Core skills/ generic skills</b></p>	<p><b>Reading skills</b></p>
	<p>The user/individual on the job needs to know how to read:</p> <p>SA1. SOPs and safety precautions for different ground operations and handling cargo</p> <p>SA2. different documents related to security and movement of cargo</p>
	<p><b>Writing skills</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SA3. fill forms related to health, safety and security procedures</p>
	<p><b>Oral communication (listening and speaking skills)</b></p>
<p>The user/individual on the job needs to know how to:</p> <p>SA4. communicate clearly with colleagues regarding safety procedures</p> <p>SA5. share experience and guide peers</p>	
<p><b>B. Professional skills</b></p>	<p><b>Decision making</b></p>



**LSC/N9905**

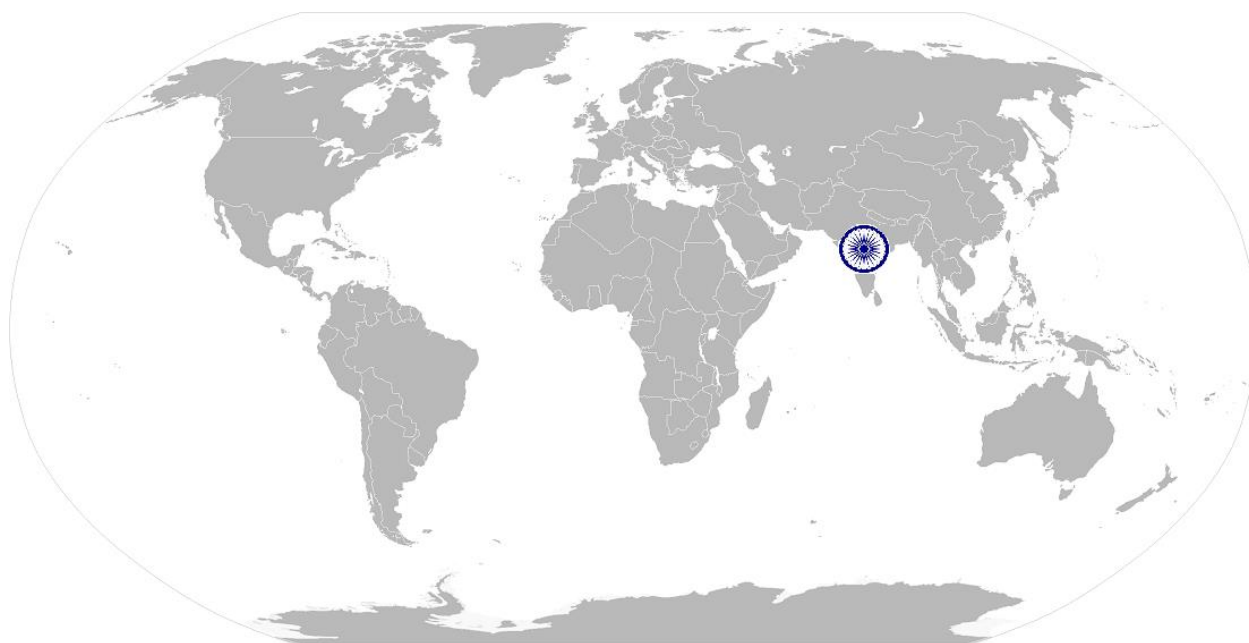
**Follow health, safety and security procedures**

	<p>The user/individual on the job needs to know how to:</p> <p>SB1. decide how to avoid any damage / accident to personal health / cargo handled, whenever required</p> <p>SB2. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p>
	<p><b>Plan and organize</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB3. plan clearance of cargo in manner that it does hamper the safety of the cargo and the loader/unloader</p> <p>SB4. prioritize and execute tasks within the schedule time limits</p> <p>SB5. plan and drive based on traffic and road condition using radio links/navigation aids wherever available</p>
	<p><b>Customer centricity</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB6. ensure safe and secure movement of shipments, cargos etc.</p>
	<p><b>Problem solving</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB7. identify any threats on personal health, safety, security, etc. and take appropriate actions</p> <p>SB8. identify risks at the workplace and address them</p>
	<p><b>Analytical thinking</b></p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB9. analyse past mistakes and address them to avoid mishap in the future</p>
	<p><b>Critical thinking</b></p>
<p>The user/individual on the job needs to know how to:</p> <p>SB10. check that right safety measures and procedures are in place</p>	

**NOS Version Control**

NOS Code	LSC/N9905		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Generic	Last reviewed on	28/03/2019
Occupation	Generic	Next review date	28/03/2012

# National Occupational Standard



## Overview

This unit is about performing basic navigation activities such as carrying out watch keeping activity, identifying vessel types, routes and locations

**LSC/N4101**

**Perform basic navigation**

National Occupational Standard

<b>Unit Code</b>	<b>LSC/N4101</b>
<b>Unit Title (Task)</b>	<b>Perform basic navigation</b>
<b>Description</b>	This unit is about performing basic navigation
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Identify vessel types, routes and locations</li> <li>Carry out watch keeping activity</li> </ul> <p>Range : Personal Protective Equipment (PPEs), Standard Operating Procedures (SOPs) and manuals, vessel models, various simulations for deck and engine operations, cargo operations, vessel navigation, different equipment for deck and engine, model cargo, etc.</p>
<b>Performance Criteria(PC) w.r.t. the scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Identify vessel types, routes and locations</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify name of other vessels and type based on the call signs and flags</p> <p>PC2. locate the position using latitude and longitude on the map and globe</p> <p>PC3. identify different geographies and location, major navigation river routes on the map</p>
<b>Carry out watch keeping activity</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC4. takeover watchkeeping from incumbent and understand the status report</p> <p>PC5. execute orders stated by superiors using various nautical terms</p> <p>PC6. maintain lookout and general surveillance of the vessel</p> <p>PC7. watch for changes in environment weather conditions, obstacles in course and possible collisions</p> <p>PC8. document and record bridge activity, observations and communicate</p> <p>PC9. handover the required details to the reliever</p>
<b>Knowledge and understanding (K)</b>	
<b>A. Organizational context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization for escalation of issues</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed to label cargo</p>
<b>B. Technical knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KA6. various nautical terms related to navigation – hulls, shipside, engine room, etc.</p> <p>KA7. various parts and components of the ship</p>

**LSC/N4101**

**Perform basic navigation**

	<p>KA8. map reading and identification of location in the globe</p> <p>KA9. different type of vessels and their functions and cargo carried and cargo handling requirements</p> <p>KA10. various flag signals, sound signals, modes of communication and related norms</p> <p>KA11. navigational charts and pressure and temperature measuring devices – barometer, thermometer</p> <p>KA12. various types of PPEs and their usage</p>
<b>Skills (S)</b>	
<b>C. Core skills/ generic skills</b>	<b>Reading skills</b>
	The user/individual on the job needs to know how to read:
	SA1. written instructions
	SA2. shipping manifest, Bill of lading shipping bills and related documents
	SA3. messages sent over internal communication systems
	<b>Writing skills</b>
The user/individual on the job needs to know how to write:	
SA4. work-orders and instructions	
SA5. checklist of activities, delays, , etc	
SA6. daily reports	
<b>Oral communication (listening and speaking skills)</b>	
The user/individual on the job needs to know how to:	
SA7. communicate with vessel operators and mooring executive and signal man	
SA8. communicate with supervisors	
<b>D. Professional skills</b>	<b>Decision making</b>
	The user/individual on the job needs to know how to:
	SB1. decide regarding sequence of activities to perform a task
	SB2. decide on allocation of work within a team to complete a task
	SB3. Identify obstructions and inform the deck
	<b>Plan and organize</b>
The user/individual on the job needs to know how to:	
SB4. plan and coordinate to perform the task at hand.	
SB5. maintain punctuality	
SB6. respond to the requests and communications in a timely manner	
SB7. make checks on completion of activities	
SB8. be a team player and achieve joint goals	
<b>Customer centricity</b>	
The user/individual on the job needs to know how to:	
SB9. adhere to the assigned timelines	
SB10. address the urgency regarding navigation and course correction	

**LSC/N4101**

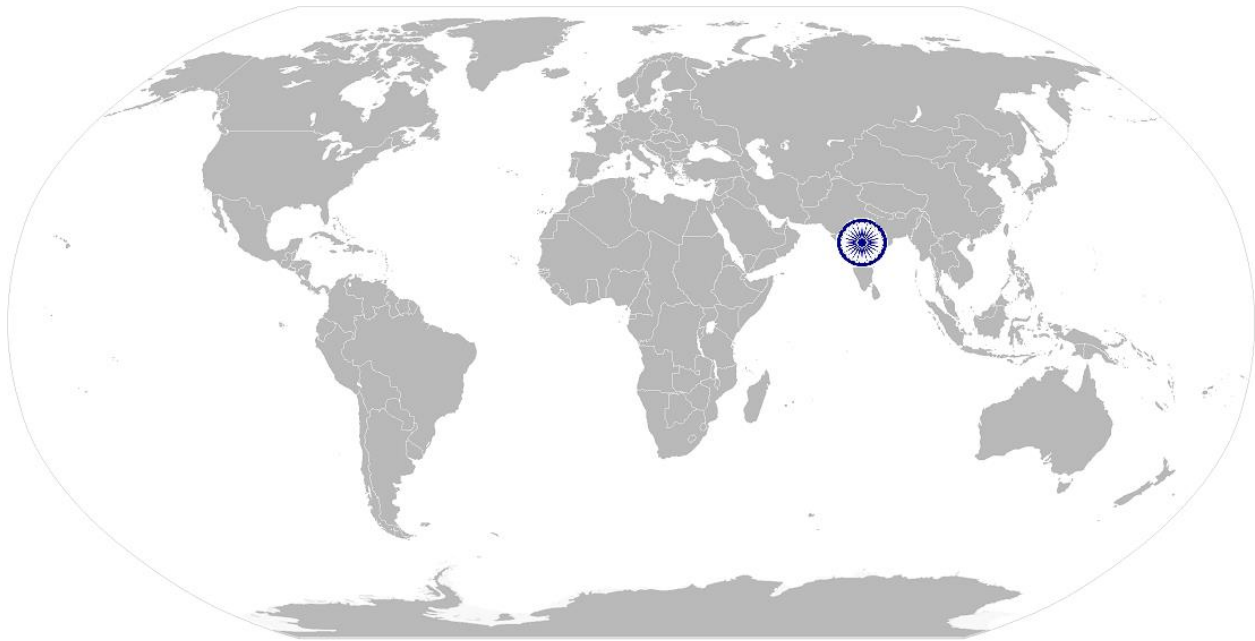
**Perform basic navigation**

	<b>Problem solving</b>
	The user/individual on the job needs to know how to: SB11. identify trends/common causes or errors in navigation, mooring and docking and take precautions SB12. estimate the effort and distance required to send ashore the mooring lines
	<b>Analytical thinking</b>
	The user/individual on the job needs to know how to: SB13. assess the route for safe movement of the vessel SB14. assess the position and rope requirement for a vessel to dock
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB15. identify the vessel route for safe maneuvering and safe docking SB16. Identify the mooring requirement for safe docking SB17. check that the lines are rigged and secured

**NOS Version Control**

<b>NOS Code</b>	<b>LSC/N4101</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>30/06/2018</b>
<b>Industry Sub-sector</b>	<b>Inland waterways</b>	<b>Last reviewed on</b>	<b>28/03/2019</b>
<b>Occupation</b>	<b>Vessel Operations (Navigation)</b>	<b>Next review date</b>	<b>28/03/2012</b>

# National Occupational Standard



## Overview

This unit is about performing mooring and basic rope work in a vessel



**LSC/N4009**

**Perform mooring and rope work**

National Occupational Standard

<b>Unit Code</b>	LSC/N4009
<b>Unit Title (Task)</b>	Perform mooring and rope work
<b>Description</b>	This unit is about performing mooring and basic rope work in a vessel
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Perform mooring</li> <li>• Perform rigging</li> </ul> <p><b>Range:</b> Personal Protective Equipment (PPEs), Standard Operating Procedures (SOPs) and manuals, vessel models, various simulations for deck and engine operations, cargo operations, different types of ropes used in vessel, different equipment for deck and engine, model cargo, etc.</p>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Perform mooring</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. obtain orders for mooring from the master</p> <p>PC2. check condition of messenger, heaving line, stopper and mooring ropes</p> <p>PC3. check condition and Safe Working Load (SWL) of winches, fairleads, chocks and bollards and maintain mooring equipment in good condition</p> <p>PC4. clean, maintain non-slip mooring deck and keep snap-back zone clear</p> <p>PC5. signal to linesman when sending heaving line ashore;</p> <p>PC6. lay out mooring rope, prepare heaving line and stopper</p> <p>PC7. arrange one standby spare heaving line; and monitor stress of mooring rope</p> <p>PC8. control mooring rope speed when paying out/heaving up</p> <p>PC9. monitoring vessel movement/clearance</p>
<b>Perform rigging</b>	<p>PC10. make various knots, bends, hitches and whipping on ends of rope, and various splices of ropes as required</p> <p>PC11. make various kinds of 'Whipping' on the ends of ropes</p> <p>PC12. make and fit building grips like the U of the grip</p> <p>PC13. use knotting, spicing and stoppers for rigging</p> <p>PC14. securely rig and unrig safety nets, rat guards, bosun's chair, pilot ladders, etc.</p> <p>PC15. place blocks and tackles on the vessel to secure cargo and equipment during handling operations</p>
<b>Knowledge and understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The individual on the job needs to know:</p> <p>KA1. organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses, internal communication over network</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization for escalation of issues</p>

**LSC/N4009**

**Perform mooring and rope work**

	<p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed to communicate using flags, hand signals and sound signals</p>
<b>B. Technical knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. various nautical terms related to navigation – hulls, shipside, engine room, etc.</p> <p>KB2. various parts and components of the ship</p> <p>KB3. map reading and identification of location in the globe</p> <p>KB4. different type of vessels and their functions and cargo</p> <p>KB5. different type of cargo and their handling requirement</p> <p>KB6. working knowledge of mooring system, anchors, rope work - making knots, whippings, spicing and making U, shorts splice, long-splice and eye splice</p> <p>KB7. how to handle winch and ropes</p> <p>KB8. communication norms including hand signs and messenger</p> <p>KB9. kind of ropes used onboard the ship</p> <p>KB10. use, maintenance and stowage of natural and synthetic fiber ropes</p> <p>KB11. how to rig and unrig ladders, hoist, rat-guards and gangways</p> <p>KB12. various types of PPEs and their usage</p> <p>KB13. concepts of mooring to buoys and to terminal</p>
<b>Skills (S)</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Reading skills</b>
	The user/individual on the job needs to know how to read:
	SA1. written instructions
	SA2. instructions over internal communication network
	SA3. maps and routes
	SA4. operating and maintenance procedures and manuals
	<b>Writing skills</b>
	The user/individual on the job needs to know how to write:
	KB14. information and communication notes based on observation
	KB15. damage reports and daily work reports
	KB16. instructions and information over internal communication network
	<b>Oral communication (listening and speaking skills)</b>
	The user/individual on the job needs to know how to:
	SA5. communicate with supervisors and co-workers
	SA6. communicate with port signal man and mooring executive
<b>D. Professional Skills</b>	<b>Decision making</b>
	The user/individual on the job needs to know how to:
	SB18. decide regarding sequence of activities to perform a task
	SB19. decide on allocation of work within a team to complete a task
	SB20. identify obstructions and inform the deck



**LSC/N4009**

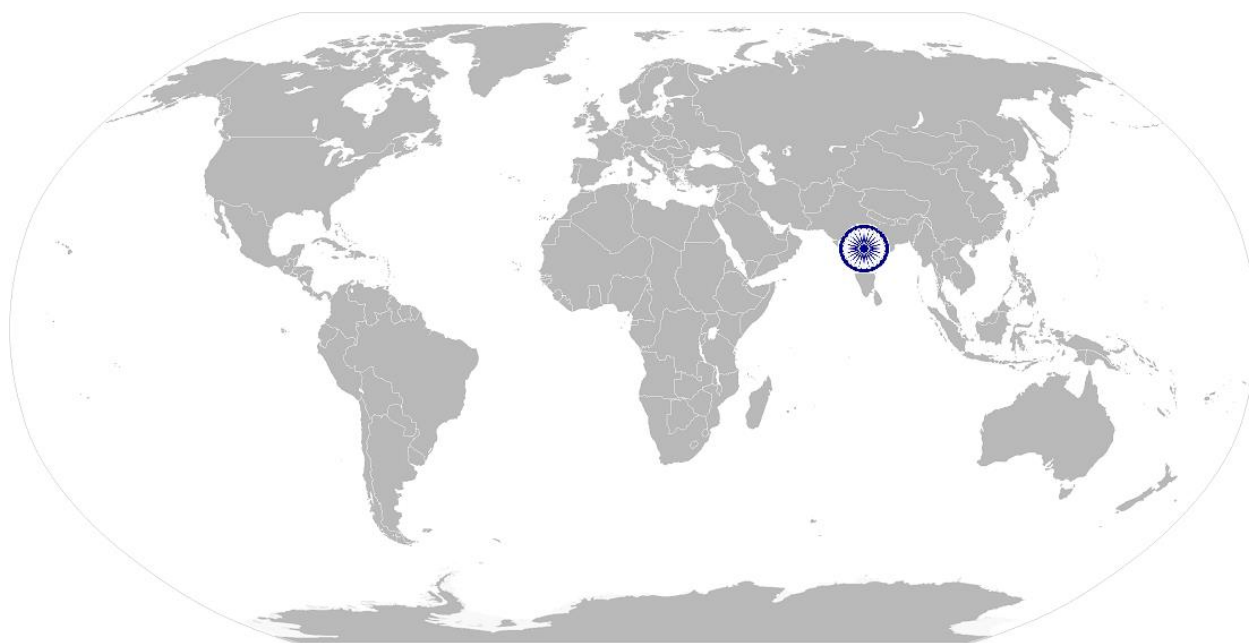
**Perform mooring and rope work**

	<b>Plan and organize</b>
	The user/individual on the job needs to know how to: SB21. plan and coordinate to perform the task at hand. SB22. maintain punctuality SB23. respond to the requests and communications in a timely manner SB24. make checks on completion of activities SB25. be a team player and achieve joint goals
	<b>Customer centricity</b>
	The user/individual on the job needs to know how to: SB26. adhere to the assigned timelines SB27. address the urgency regarding navigation and course correction
	<b>Problem solving</b>
	The user/individual on the job needs to know how to: SB28. identify trends/common causes or errors in navigation, mooring and docking and take precautions estimate the effort and distance required to send ashore the mooring lines
	<b>Analytical thinking</b>
	The user/individual on the job needs to know how to: SB29. assess the route for safe movement of the vessel SB30. assess the position and rope requirement for a vessel to dock
<b>Critical thinking</b>	
The user/individual on the job needs to know and understand how to: SB31. identify the vessel route for safe maneuvering and safe docking identify the mooring requirement for safe docking SB32. check that the lines are rigged and secured	

**NOS Version Control**

<b>NOS Code</b>	<b>LSC/N4009</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>30/06/2018</b>
<b>Industry Sub-sector</b>	<b>Inland waterways</b>	<b>Last reviewed on</b>	<b>28/03/2019</b>
<b>Occupation</b>	<b>Deck operations (cargo handling)</b>	<b>Next review date</b>	<b>28/03/2012</b>

# National Occupational Standard



## Overview

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

**LSC/N2341**

**Perform customs clearance field activities**

National Occupational Standard

<b>Unit Code</b>	<b>LSC/N2341</b>
<b>Unit Title (Task)</b>	<b>Perform customs clearance field activities</b>
<b>Description</b>	This OS unit is about meeting post custom inspection requirements such as packing, scanning, loading and transport arrangement, etc.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Arrange for packing and movement of customs cleared goods</li> <li>• Liaise with the officials to pass the assessment of shipment</li> <li>• Record and document for further reference</li> </ul> <p><b>Range:</b> MS office, Enterprise Resource Planning (ERP), computer, projector, stationery, worksheets, etc.</p>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Liaise with the officials to pass the assessment of shipment</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. submit all documents required for custom clearance to custom officials as per their satisfaction</p> <p>PC2. respond to any queries raised by the custom officials</p> <p>PC3. make note of any objection raised by custom officials on the cargo</p> <p>PC4. escalate objections and remarks of custom officials to the supervisor and the customer as required</p>
<b>Arrange for packing and movement of customs cleared goods</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. check packaging is done as per client's requirement and regulatory compliance</p> <p>PC6. check if material is as per the details provided by the customer</p> <p>PC7. assist compliance officers in conducting inspections and then seal the container, etc. post inspections</p> <p>PC8. coordinate with the custodian officials on receipt of goods for loading to the vessel</p> <p>PC9. arrange for manpower and material handling equipment for movement of goods</p>
<b>Record and document for further reference</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC10. keep record of shipment in form of daily status report &amp; update the same to customers &amp; supervisor</p> <p>PC11. collect, transmit and maintain records like photograph of seals and container number, cargo stuffing, etc. as record using data management devices</p> <p>PC12. submit all signed hard copies and soft data for records and filling</p> <p>PC13. share a copy of the custom clearance documents with the shipper/ customs</p>

**LSC/N2341**

**Perform customs clearance field activities**

	agents for further actions PC11. collect feedback from custom's officer and report it to supervisor
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The individual on the job needs to know: KA1. organisational procedures KA2. company's customer accounts KA3. organization's fee and charges structure KA4. paperwork required before handling cargo KA5. organization's contact with custom office KA6. organization's policy of data maintenance, recording and handling KA7. company's material movement policy KA8. reporting structure KA9. department hierarchy KA10. relevant safety and security procedures
<b>B. Technical Knowledge</b>	The individual on the job needs to know: KB1. details of the transport availability in different routes KB2. charges and cost aspects of different transportation methods KB3. how to provide shipment status notification to exporters, consignees, or insurers KB4. usage of computer for electronic documentation of information KB5. different types of cargo exported, their eligibility of duty free and documentation requirement KB6. different airline/ shipping line available for different routes KB7. transit rules and regulations KB8. nature of the products transported and the variances in their characteristics KB9. packaging methods and procedures for gate passes KB10. 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.
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	The user/individual on the job needs to know how to read: SA1. schedule and plan for cargo movement SA2. regulatory requirement for gate pass, goods handling, cargo transport, etc. SA3. instructions and conditions during cargo movement SA4. regulatory requirement associated with custom clearance
	<b>Writing Skills</b>
	The user/individual on the job needs to know how to: SA5. make daily gate passes and entry passes

**LSC/N2341**

**Perform customs clearance field activities**

	SA6. make daily reporting regarding different transports SA7. maintain the record of cargo movement as per company's policies
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know how to: SA8. listen to the requirements of the supervisor, custom officials and other related stakeholders SA9. communicate regularly with all stakeholders at every stage of the process as and when required SA10. communicate effectively with supervisory and operational staff at all levels SA11. speak politely and build relationship with the transporters, customs agents, airline agents, etc.
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know how to: SB1. make a judgment on the appropriate choice of transport, route for export of cargo SB2. identify the appropriate equipment for loading and unloading of goods from freight transport SB3. identify dangerous goods and take due precautions
	<b>Plan and Organize</b>
	The user/individual on the job needs to know how to: SB4. plan the sequence of work SB5. plan for transportation, custom clearance and other arrangement for cargo SB6. prioritize and execute tasks in within the scheduled time limits
	<b>Customer Centricity</b>
	The user/individual on the job needs to know how to: SB7. represent the customers among various stakeholders such as shipping line, airline, custom authorities, etc. SB8. communicate with customers and share all relevant information
	<b>Problem Solving</b>
	The user/individual on the job needs to know how to: SB9. identify cases where custom documentation is incomplete and highlight cases to supervisor SB10. identify transporters with inadequate information and guide them on the required documentation
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know how to: SB22. analyse on best possible solutions (cost, time, effort, etc.) suited for customer requirement
	<b>Critical Thinking</b>

**LSC/N2341**

**Perform customs clearance field activities**

	<p>The user/individual on the job needs to know how to:</p> <p>SB11. identify strengths and weaknesses of alternative route for transportation</p> <p>SB12. 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</p> <p>SB23. assess if all the required precaution and documentation is present with respect to the transporter</p>
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**NOS Version Control**

<b>NOS Code</b>	<b>LSC/N2346</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>18/12/2017</b>
<b>Industry Sub-sector</b>	<b>EXIM/CC/FF</b>	<b>Last reviewed on</b>	<b>16/02/2018</b>
<b>Occupation</b>	<b>Customs Clearance Operation</b>	<b>Next review date</b>	<b>17/02/2021</b>

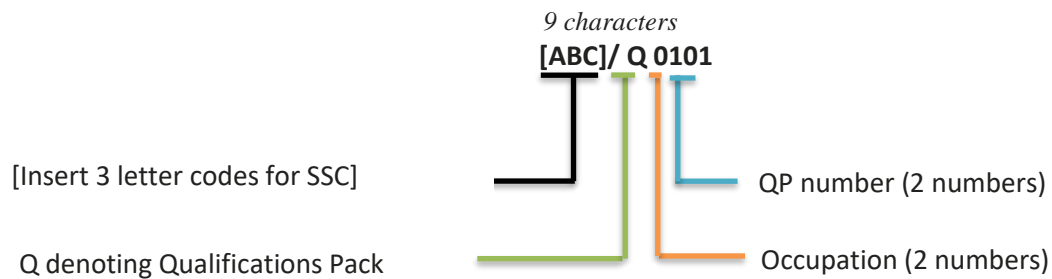




## Annexure

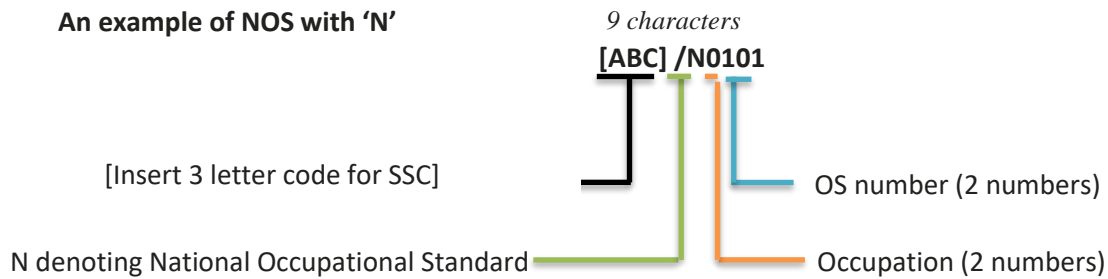
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



*Qualification pack for cargo handler - manual*

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

Sub-sector	Range of Occupation numbers
Warehousing	1 to 9
Land Transportation	10 to 14
EXIM/ Freight Forwarding/ Customs Clearance	21 to 23
Courier/Express	15 to 20
E-Commerce	24 to 30
Supply Chain	31 to 34
Port Terminals, ICD and CFS	35 to 41
Inland Waterways	42 to 46
Liquid Logistics	47 to 49
Air Cargo Operations	61 to 62
Rail Logistics	50 to 55
Cold Chain Logistics	86 to 94
Generic Occupations	95 to 99

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

## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Cargo handler manual

**Qualification Pack** LSC/Q3601

**Sector Skill Council** Logistics

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory 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% in every NOS
6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack

<b>Compulsory NOS</b>					
<b>Total Marks: 600</b>				<b>Marks Allocation</b>	
<b>Assessment Outcomes</b>	<b>Assessment Criteria for Outcomes</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>LSC/N3601 Collect cargo and vessel details and coordinate for smooth cargo movement</b>	PC1. attend shift meetings to obtain daily task schedule	<b>100</b>	7	2	5
	PC2. collect information on nature and volume of cargo and vessel berthing details		7	2	5
	PC3. collect appropriate equipment, devices and PPE for the activity		5	1	4
	PC4. coordinate between gang members to jointly perform the task – moving of cargo, rope work, etc.		5	1	4
	PC5. identify cargo and load and unload cargo as per material handling SOP		5	1	4
	PC6. perform safe rigging of containers and cargo using wires, locks, master-links, winches, etc.		5	1	4
	PC7. advise and support the team members during the activity as required		5	2	3
	PC8. clean the vessel hold and the port cargo drop zones post discharge and collect spillage		5	2	3

*Qualification pack for cargo handler - manual*

	PC9. provide a daily activity report to the supervisor including damages and injuries		5	1	4
	PC10. obtain daily task schedule from supervisor regarding signaling for vessel or crane		5	1	4
	PC11. 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.		5	1	4
	PC12. obtain the necessary equipment – VHF radio, flags, PPEs, guide to flag codes, etc.		5	1	4
	PC13. check that the equipment – VHF radio is functioning and that all flags are available and perform a pre-operation checklist		5	2	3
	PC14. ensure that the VHF frequency between the communicating instruments are tuned and does not overlap with others		5	2	3
	PC15. wear the necessary PPEs		5	2	3
	PC16. obtain instructions regarding mooring activity and position along with details of vessel arrival time, berth allocated, on-board cargo, size and type of vessel		5	2	3
	PC17. obtain the necessary equipment – VHF radio, slip ropes, rope tails, quick release hooks, etc.		5	2	3
	PC18. assemble with the mooring gang at the berth and check for availability and fitness of different mooring equipment and ropes		5	2	3
	PC19. obtain the mooring plan from supervisor and take charge of allocated responsibility		3	1	2
	PC20. check the area for any hazards and use the appropriate PPE		3	1	2
			<b>100</b>	<b>30</b>	<b>70</b>
<b>LSC/N3602 Perform stevedoring activities</b>	PC1. identify the cargo to be loaded/unloaded, based on markings and labels	<b>100</b>	7	2	5
	PC2. segregate hazardous cargo		7	2	5
	PC3. identify damaged cargo and inform supervisor		5	2	3
	PC4. ensure cargo is sorted and stacked in correct location as per safety norms and site conditions		5	2	3

Qualification pack for cargo handler - manual

	PC5. execute lashing/unlashing of cargo and container as per lashing plan		7	2	5
	PC6. perform safe rigging of containers and cargo using wires, locks, master-links, winches, etc.		5	2	3
	PC7. block and lash the cargo on the port, vessel or transporter using wires, hooks, etc.		7	2	5
	PC8. assist MHE operator in collecting bulk cargo from vessel holds and port drop zones and storage		7	2	5
	PC9. observe loading equipment, structures and material for any defect during operations and highlight the same to supervisor		7	2	5
	PC10. clean the vessel hold and the port cargo drop zones post discharge and collect spillage		3	1	2
	PC11. identify the location to which the cargo must be moved		5	1	4
	PC12. undertake manual movement of cargo to the identified location and stack it as per plan		6	2	4
	PC13. ensure no undue effects of moving cargo from one location to another		5	1	4
	PC14. undertake adequate care while moving loose, liquid, and hazardous cargo		5	1	4
	PC15. coordinate as per plan during team lifting activities		5	1	4
	PC16. follow lane discipline for people and material movement		5	2	3
	PC17. assist in homogenous loading of bulk cargo in the vessel holds		3	1	2
	PC18. provide daily activity report to supervisor including cargo moved, spillages, accidents, injuries etc.		3	1	2
	PC19. identify damaged goods		3	1	2
			<b>100</b>	<b>30</b>	<b>70</b>
<b>LSC/N3603</b> <b>Perform mooring activities</b>	PC1. set the communication channels to the right frequency	<b>100</b>	6	2	4
	PC2. clear berth conditions for mooring/unmooring		6	2	4

Qualification pack for cargo handler - manual

	PC3. position cranes and gantries/loaders correctly for positioning of vessel		6	2	4
	PC4. communicate any safety concerns to the vessel before commencement of operations		6	2	4
	PC5. communicate with vessel using VHF and hand signals while the vessel is docking		6	2	4
	PC6. communicate using common hand signals to receive the heaving and mooring lines		6	2	4
	PC7. receive the heaving line form the mooring launch and make it fast to applicable bollard/hook		5	1	4
	PC8. ensure correct method for crossing mooring lines over and between another vessel's mooring line is followed		5	1	4
	PC9. receive the head line, breast line (stern line) and other lines, and fix around the bollard/hook		5	1	4
	PC10. tie all forward and aft mooring lines to secure vessel		6	2	4
	PC11. ensure careful heaving line return		6	1	5
	PC12. coordinate between gang to jointly set up the formwork/ rope ladders for movement of cargo and load/ unload from the vessel		6	2	4
	PC13. inform vessel crew before commencing unmooring		6	2	4
	PC14. remove tie and execute slinging activities as per plan		6	2	4
	PC15. ensure mooring lines are clear from the propeller and stand clear of the remaining lines which are under tension		6	2	4
	PC16. communicate to the vessel regarding go-ahead once mooring lines are dis-engaged		6	2	4
	PC17. report to supervisor at the end of the task		4	1	3
	PC18. escalate any accidents, damages or issues to the supervisor		3	1	2
			<b>100</b>	<b>30</b>	<b>70</b>
<b>LSC/N3604 Signal the vessel and crane</b>	PC1. confirm berthing plan with the ship and yard planning supervisor and the vessel operator	<b>100</b>	10	4	6
	PC2. communicate with vessel using VHF radio, flags and hand signals to guide the vessel for docking		8	2	6



Qualification pack for cargo handler - manual

	PC3. communicate with the outgoing vessel regarding a go-ahead using flags once mooring lines are dis-engaged		8	2	6
	PC4. obtain the material movement plan and route for cargo and container movement from ship and yard planning supervisor		10	4	6
	PC5. identify cargo movement area and people movement area and follow them strictly		8	3	5
	PC6. coordinate with rigger and crane operator to provide signal when cargo is ready and special handling requirement if any		8	2	6
	PC7. coordinate with crane operators and assist in moving the cargo using very high frequency (VHF) devices and hand and flag signals		8	2	6
	PC8. follow the material handling procedures as per SOP and signal the MHE/ crane operator		8	3	5
	PC9. inform the crane / MHE operator on any issues based on observation of cargo and environment		8	2	6
	PC10. identify impending dangers and communicate to the crane operator regarding the same		8	2	6
	PC11. report to supervisor at the end of the task		8	2	6
	PC12. escalate any accidents, damages or issues to the supervisor		8	2	6
			<b>100</b>	<b>30</b>	<b>70</b>
<b>LSC/N9904</b> <b>Maintain and monitor</b>	PC1. refrain from indulging in corrupt practices	<b>100</b>	<b>5</b>	<b>2</b>	<b>3</b>
	PC2. avoid using company's funds, property or resources for undertaking personal activities		<b>5</b>	<b>2</b>	<b>3</b>
	PC3. protect customer's information and ensure it is not misused		<b>5</b>	<b>2</b>	<b>3</b>
	PC4. protect data and information related to business or commercial decisions		<b>5</b>	<b>2</b>	<b>3</b>
	PC5. avoid acceptance of cash or kind from vendors for support or contract negotiations		<b>5</b>	<b>2</b>	<b>3</b>
	PC6. demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues		<b>5</b>	<b>2</b>	<b>3</b>
	PC7. avoid nepotism		<b>5</b>	<b>2</b>	<b>3</b>
	PC8. consult supervisor or senior management when in situations that may require		<b>6</b>	<b>2</b>	<b>4</b>

*Qualification pack for cargo handler - manual*

<b>integrity and ethics in operations</b>	differentiating between ethical and unethical				
	PC9. report promptly all violations of code of ethics		5	2	3
	PC10. dress up and conduct in a professional manner		5	2	3
	PC11. communicate with clients and stakeholders in a soft and polite manner		5	2	3
	PC12. follow etiquettes in accordance to the place		5	2	3
	PC13. check for regulatory documentation and compliances for the shop floor as per information from the supervisor		6	2	4
	PC14. perform activities considering the regulatory requirements		5	2	3
	PC15. use PPEs in accordance to regulatory requirements		6	3	3
	PC16. identify the different types of dangerous goods and handling methodologies		6	3	3
	PC17. follow the SOP for handling of different types of dangerous goods		6	2	4
	PC18. consult supervisor or senior management when in situations that may require differentiating between ethical and unethical		5	2	3
	PC19. promptly report all regulatory violations		5	2	3
		<b>100</b>	<b>40</b>	<b>60</b>	
<b>LSC/N9905 Follow health, safety and security procedures</b>	PC1. make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation		5	2	3
	PC2. wear all personal protective equipment (PPE) such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area		5	2	3
	PC3. follow standard driving practice to ensure safety of life and material		5	2	3
	PC4. follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety		5	2	3
	PC5. undertake periodical preventive health check ups		5	2	3
	PC6. follow necessary standard operating procedures (SOP) and precautions while handling dangerous and hazardous goods	<b>100</b>	5	2	3
	PC7. follow security procedures like green gate in port, customs area, factory security, etc.		5	2	3
	PC8. comply with data safety regulations of		3	1	2

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	the organisation				
	PC9. follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway		4	2	2
	PC10. recognize unsafe conditions and safety practices at the workplace and report it to concerned authority		3	1	2
	PC11. inspect the activity area and equipment for appropriate and safe condition		5	2	3
	PC12. check if stacking is done at defined height and is not on the walk way		5	2	3
	PC13. check if walk way is free from grease/ oil		5	2	3
	PC14. check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places		5	2	3
	PC15. participate in fire drills		5	2	3
	PC16. check if standard material handling procedure are being followed		5	2	3
	PC17. check if hold ladders, platforms and hand rails to be in a sound and safe condition		5	2	3
	PC18. check if all the safety and security related tags, labels and signage are placed in the cargo		5	2	3
	PC19. check if loading instrument is certified and operational		5	2	3
	PC20. implement 5S at workplace		5	2	3
	PC21. check if cargo has passed security checks and report in case of any violation		5	2	3
			<b>100</b>	<b>40</b>	<b>60</b>

<b>Options – Vessel Deck Operations</b>					
<b>Option 1.1 - Perform basic navigation</b>					
<b>Total marks 100</b>				<b>Marks allocation</b>	
<b>Assessment outcome</b>	<b>Assessment criteria</b>	<b>Total marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Practical</b>
<b>LSC/N4101 Perform basic navigation</b>	PC1. identify name of other vessels and type based on the call signs and flags	<b>100</b>	12	4	8
	PC2. locate the position using latitude and longitude on the map and globe		12	4	8

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	PC3. identify different geographies and location, major navigation river routes on the map		12	4	8
	PC4. takeover watchkeeping from incumbent and understand the status report		11	3	8
	PC5. execute orders stated by superiors using various nautical terms		11	3	8
	PC6. maintain lookout and general surveillance of the vessel		11	3	8
	PC7. watch for changes in environment weather conditions, obstacles in course and possible collisions		11	3	8
	PC8. document and record bridge activity, observations and communicate		11	3	8
	PC9. handover the required details to the reliever		9	3	6
			<b>100</b>	<b>30</b>	<b>70</b>
<b>Option 1.2 - Perform mooring and rope work</b>					
<b>Total marks 100</b>				<b>Marks allocation</b>	
<b>Assessment outcome</b>	<b>Assessment criteria</b>	<b>Total marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Practical</b>
<b>LSC/N4009 Perform mooring and rope work in vessel</b>	PC1. obtain orders for mooring from the master	<b>100</b>	7	2	5
	PC2. check condition of messenger, heaving line, stopper and mooring ropes;		7	2	5
	PC3. check condition and SWL of winches, fairleads, chocks and bollards and maintain mooring equipment in good condition;		7	2	5
	PC4. clean, maintain non-slip mooring deck and keep snap-back zone clear		7	2	5
	PC5. signal to linesman when sending heaving line ashore;		7	2	5
	PC6. lay out mooring rope, prepare heaving line and stopper		7	2	5
	PC7. arrange one standby spare heaving line; and monitor stress of mooring rope		7	2	5
	PC8. control mooring rope speed when paying out/heaving up		7	2	5
	PC9. monitoring vessel movement/clearance		7	2	5
	PC10. make various knots, bends, hitches and whipping on ends of rope, and various splices of ropes as required		6	2	4

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	PC11. make various kinds of 'Whipping' on the ends of ropes		6	2	4
	PC12. make and fit building grips like the U of the grip		6	2	4
	PC13. use knotting, spicing and stoppers for rigging		7	2	5
	PC14. securely rig and unrig safety nets, rat guards, bosun's chair, pilot ladders, etc.		6	2	4
	PC15. place blocks and tackles on the vessel to secure cargo and equipment during handling operations		6	2	4
			<b>100</b>	<b>30</b>	<b>70</b>
<b>Option 2 – Customs Clearance</b>					
<b>Total marks 100</b>				<b>Marks allocation</b>	
<b>Assessment outcome</b>	<b>Assessment criteria</b>	<b>Total marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Practical</b>
<b>LSC/N2341 Perform customs clearance field activities</b>	PC1. submit all documents required for custom clearance to custom officials as per their satisfaction	<b>100</b>	8	3	5
	PC2. respond to any queries raised by the custom officials		8	3	5
	PC3. make note of any objection raised by custom officials on the cargo		7	2	5
	PC4. escalate objections and remarks of custom officials to the supervisor and the customer as required		7	2	5
	PC5. check packaging is done as per client's requirement and regulatory compliance		7	2	5
	PC6. check if material is as per the details provided by the customer		7	2	5
	PC7. assist compliance officers in conducting inspections and then seal the container, etc. post inspections		7	2	5
	PC8. coordinate with the custodian officials on receipt of goods for loading to the vessel		7	2	5
	PC9. arrange for manpower and material handling equipment for movement of goods		7	2	5
	PC10. keep record of shipment in form of daily status report & update the same to customers & supervisor		7	2	5
	PC11. collect, transmit and maintain records like photograph of seals and container number, cargo stuffing, etc. as record using data management devices		7	2	5

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	PC12. submit all signed hard copies and soft data for records and filling		7	2	5
	PC13. share a copy of the custom clearance documents with the shipper/ customs agents for further actions		7	2	5
	PC14. collect feedback from custom's officer and report it to supervisor		7	2	5
			<b>100</b>	<b>30</b>	<b>70</b>

**Annexure: Trainer qualification and equipment requirement**

**Trainer Qualification –**

- Class X pass with minimum 5 years of experience in stevedoring
- Experience stevedoring, mooring and signaling operations and has knowledge of documentation and signal flags, mooring and other technical activities at the port and supervisory skills
- The person should have communication skills involving reading, writing and oral in English and vernacular language

**Training equipment-** Teaching board, Computer, Projector, Video Player or TV, MIS, Inventory models, stationery, PPEs, MHEs like GSU, RMQC, RTG, Forklift, Reach stacker, pallet truck, barcode scanner, packing devices, and packing material, Ropes, VHF radio, flags, wires, locks, master-links, winches, MHEs, PPEs, SOP, Vessel, PPE, ropes, mooring equipment and tools, GPS