

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 Surveyor (Electives – Containerised Cargo / Dry Bulk Cargo/ Liquid Bulk Cargo) (Options – EXIM Documentation)

SECTOR: LOGISTICS

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

Container Depots (ICD)

OCCUPATION: Surveying

REFERENCE ID: LSC/Q3801

ALIGNED TO: NCO- 2015- 3315.9900- ISCO-08-3315

Brief Job Description: The individual surveys safe loading, unloading and secured carriage of cargo and also values the cargo

Electives

Elective 1: Containerised Cargo

This unit is about survey of containerized cargo at the time of stuffing and de-stuffing based on the shipping bill and the shipping manifest respectively

Elective 2: Dry Bulk Cargo

This unit is about survey and measurement of the liquid bulk cargo prior to loading and on unloading based on the shipping bill and the shipping manifest respectively

Elective 3: Liquid Bulk Cargo

This unit is about survey of liquid cargo and its volumetric measures prior to loading and at unloading based on the shipping bill and the shipping manifest respectively

Options

Option 1: EXIM Documentation

This unit is about verifying, checking and approving EXIM documentation to enable smooth and error free transportation of goods

Personal Attributes:

The job holder should be observant, diligent and have an eye of detail with respect to different external factors. S/He should have analytical and mathematical approach and should complete activities on time and with accuracy.

Qualifications Pack Code	LSC/Q3801		
Job Role	Cargo surveyor		
Credits(NSQF)	TBD	Version number	1.0
Sector	Logistics	Drafted on	30/06/2018
Sub-sector	Port terminals, CFS and ICDs	Last reviewed on	04/05/2019
Occupation		Next review date	04/05/2022
NSQC Clearance on	DD/MM/YYYY		
Effective from	DD/MM/YYYY		

Job Role	Cargo surveyor
Role Description	The individual surveys safe loading, unloading and secured carriage of cargo and also values the cargo
NSQF	4
Minimum Educational Qualifications	Graduate (or) Diploma in engineering/ Class XII with relevant experience
Maximum Educational Qualifications	-
Prerequisite License or Training	Not Applicable for License.
Minimum Job Entry Age	19 years
Experience	Diploma in engineering/Class XII with 1 year of experience in cargo handling and storage operations in Port, ICD & CFS
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1 LSC/N3801 Verify cargo and vessel information 2 LSC/N3802 Perform cargo valuation and certify 3 LSC/N9904 Maintain and monitor integrity and ethics in operations 4 LSC/N9905 Follow and monitor health, safety and security procedures <p>Electives (mandatory to select one):</p> <p>Elective 1: Containerised cargo</p> <ol style="list-style-type: none"> 1.1 LSC/N3803 Survey containerized cargo and certify <p>Elective 2: Liquid bulk cargo</p> <ol style="list-style-type: none"> 2.1 LSC/N3804 Survey liquid bulk cargo and certify <p>Elective 3: Dry bulk cargo</p> <ol style="list-style-type: none"> 3.1 LSC/N3805 Survey dry bulk cargo and certify

Qualifications Pack for Cargo surveyor

	<p>Options (Not mandatory):</p> <p>Option 1: EXIM Documentation</p> <p><u>1.1 LSC/N2307 Verify EXIM documentation</u></p>
Performance Criteria	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

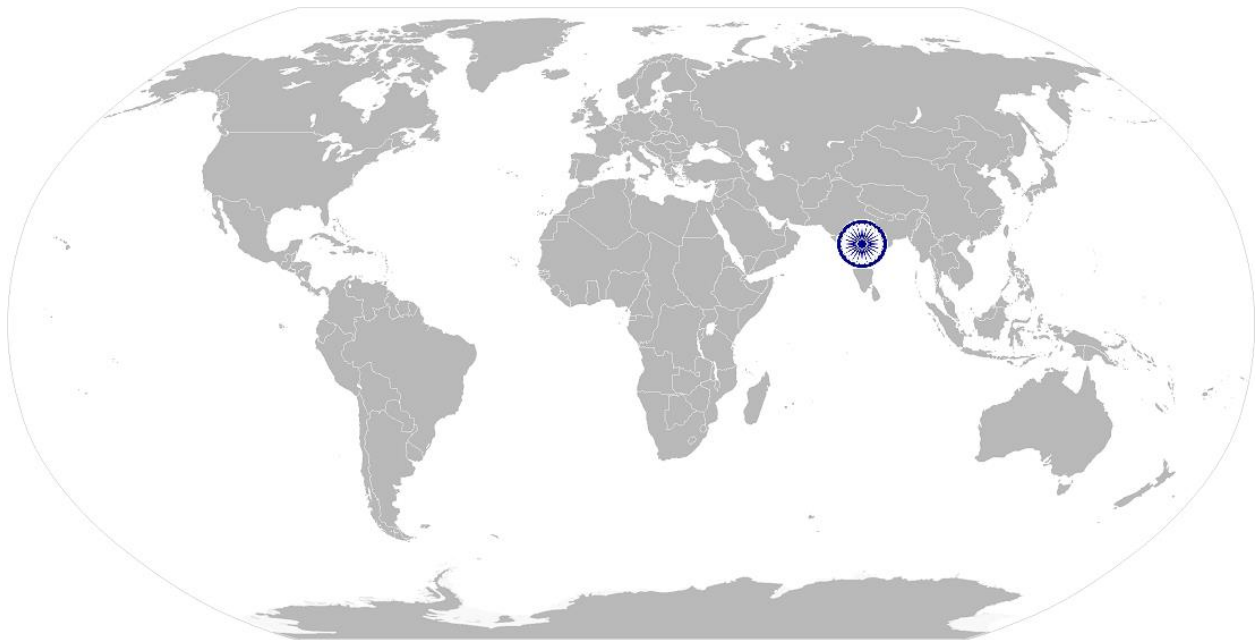
Qualifications Pack for Cargo surveyor

	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.

Acronyms

Keywords /Terms	Description
CFS	Container Freight Stations
CIF	Cost Insurance and Freight
DGFT	Directorate General of Foreign Trade
EDI	Electronic Data Interchange
ERP	Enterprise Resource Planning
FOB	Freight on Board
HAZCHEM	Hazardous Chemicals
HR	Human Resources
HSN	Harmonized System of Nomenclature
ICD	Inland Container Depot
ICEGATE	Indian Customs Electronic Commerce/ Electronic Data Gateway
ICES	Indian Customs EDI System
IMDG	International Maritime Dangerous Goods
INCOTERMS	International Commerce Terminology
ISCO	International Standard Classification of Occupations
LEO	Let Export Order
MHE	Material Handling Equipment
MSDS	Material Safety Data Sheets
NCO	National Classification of Occupations
NOS	National Occupational Standards
NSQC	National Skills Qualifications Committee
NSQF	National Skills Qualifications Framework
OCC	Out of Customs Charge
OH&S	Occupational Health and Safety
OS	Occupational Standards
PGA	Participative Government Agencies
PPE	Personal Protective Equipment
QP	Qualifications Pack
RES	Remote EDI System
SDF	Statutory Declaration Form
SDS	Safety Data Sheets
SOP	Standard Operating Procedures

National Occupational Standard



Overview

This unit is about reviewing documentation with respect to outgoing and incoming cargo and vessel

LSC/N3801

Verify cargo and vessel information

National Occupational Standard

Unit Code	LSC/N3801
Unit Title (Task)	Verify cargo and vessel information
Description	This unit is about reviewing documentation with respect to outgoing and incoming cargo and vessel
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Review vessel documents prior to berthing • Review export related documentation for cargo • Review import related documentation for cargo <p>Range: Standard Operating Procedures (SOP), handbook, computer, projector, worksheet, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Review vessel documents prior to berthing	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive documents from the vessel prior to its arrival at port</p> <p>PC2. check that vessel information is correct and verify as per manifest</p> <p>PC3. check the bill of lading against manifest for cargo</p> <p>PC4. endorse the request for docking of the vessel</p>
Review export related documentation for cargo	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. receive let-out export documents from the shipper or freight forwarder</p> <p>PC6. review shipping bill for classification of items and check for mandatory clearances from customs and Participative Government Agencies (PGAs) etc.</p> <p>PC7. coordinate with backend officials of consolidators, shippers and freight forwarders to resolve queries regarding cargo documentation</p> <p>PC8. endorse the bill of lading post verification for unloading and stuffing of cargo and loading of containers/ cargo onto the vessel</p>
Review import related documentation for cargo	<p>To be competent, the user/ individual must be able to:</p> <p>PC9. receive shipping manifest and the bill of entry from the shipper or freight forwarder and check that necessary approvals related to customs and other PGAs are taken prior to import</p> <p>PC10. check that the cargo and containers match as per the manifest and the bill of entry</p> <p>PC11. coordinate with backend officials of consolidators, shippers and freight forwarders to resolve queries regarding cargo documentation</p> <p>PC12. endorse the shipping manifest post verification for unloading and de- stuffing of cargo</p>
Knowledge and understanding (K)	

LSC/N3801

Verify cargo and vessel information

<p>A. Organizational context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures KA2. different hubs and service stations of the organization KA3. documentation and reporting as per organization's mandate KA4. security procedures to be followed KA5. escalation matrix for reporting identified problems KA6. risk and impact of not following defined procedures/work instructions KA7. coding system followed to label mail KA8. IT system and Enterprise Resource Planning (ERP) system of the organization</p>
<p>B. Technical knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. use of various cargo handling equipment KB2. basic mathematics and engineering KB3. measurement of vessel draughts KB4. procedures of tank cleaning KB5. requirements regarding handling of cargo KB6. various clearances required for different type of cargo KB7. geographical locations and route maps across the globe KB8. different type of vessels and cargo and container sizes KB9. handling of hazardous and non-hazardous cargo KB10. stuffing and de-stuffing norms with respect to different cargo KB11. special characteristics and handling requirements of shipments, if any</p>
<p>Skills (S)</p>	
<p>A. Core skills/ generic skills</p>	<p>Reading skills</p> <p>The user/individual on the job needs to know how to read:</p> <p>SA1. written instructions SA2. shipping manifest, Bill of lading shipping bills and related documents SA3. ERP and computer generated reports</p> <p>Writing skills</p> <p>The user/individual on the job needs to know how to write:</p> <p>SA4. work-orders and instructions SA5. checklist of activities, delays, , etc SA6. daily reports</p> <p>Oral communication (listening and speaking skills)</p> <p>The user/individual on the job needs to know how to:</p> <p>SA7. communicate with on ground staff performing stuffing and de-stuffing of cargo SA8. communicate and collect information from different departments SA9. communicate with shippers and freight forwarders when required</p>
<p>B. Professional skills</p>	<p>Decision making</p> <p>The user/individual on the job needs to know how to:</p> <p>SB1. identify damages to packages and containers</p>

LSC/N3801

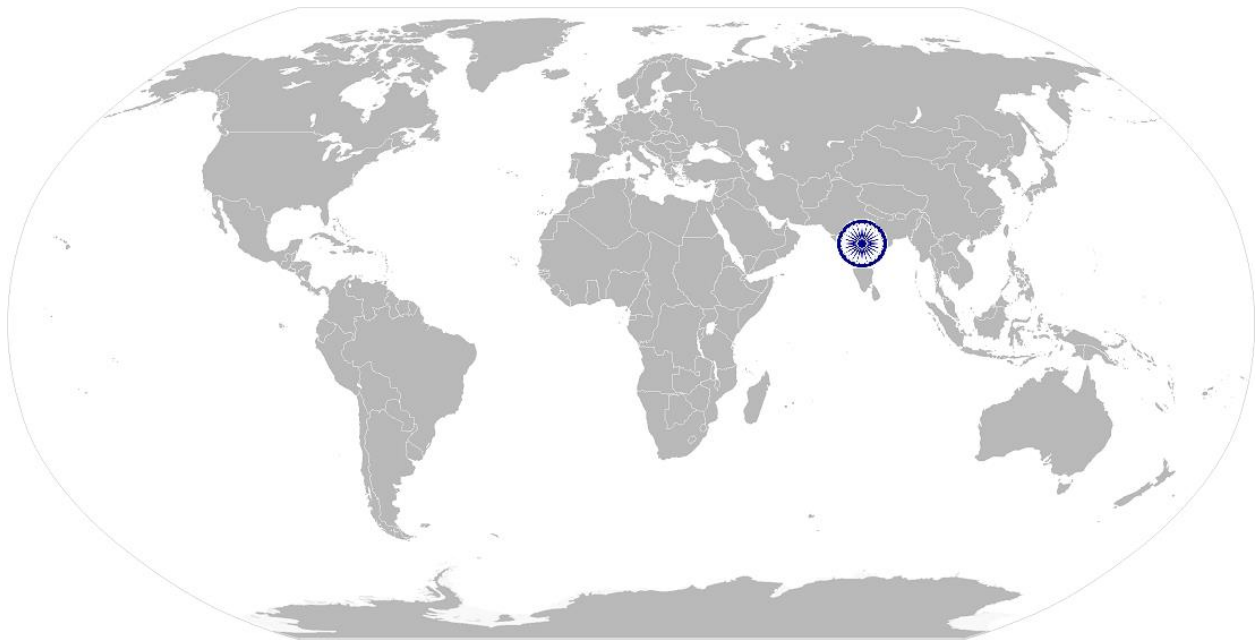
Verify cargo and vessel information

	SB2. decide when to hold an endorsement
	SB3. decide when to escalate issues with respect to stuffing and de-stuffing
	Plan and organize
	The user/individual on the job needs to know how to:
	SB4. plan and estimate the co-ordination required for resolving a query.
	SB5. maintain punctuality
	SB6. respond to the client in a timely manner
	SB7. prioritize and execute tasks based on client requirements
	SB8. make work plans and resource allocation plans
	SB9. make checks on execution of work plans
SB10. be a team player and achieve joint goals	
Customer centricity	
The user/individual on the job needs to know how to:	
SB11. adhere to the customer timelines	
SB12. address the urgency regarding shipments and activities	
Problem solving	
The user/individual on the job needs to know how to:	
SB13. identify trends/common causes for delays, issue in tracking, etc.	
SB14. co-ordinate and handle major issues with different departments	
SB15. identify bottlenecks and operational problems and suggest remedial action	
Analytical thinking	
The user/individual on the job needs to know how to:	
SB16. assess the resource requirement for a particular task at hand	
SB17. assess and prepare for backup transport in case of continuous delays	
SB18. plan for shipment movement so that the resources are optimally utilised	
Critical thinking	
The user/individual on the job needs to know and understand how to:	
SB19. resolve issues in a quick and cost effective manner	
SB20. develop work plans factoring in external factors	

NOS Version Control

NOS Code	LSC/N3801		
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	Surveying	Next review date	28/03/2022

National Occupational Standard



Overview

This unit is about valuing cargo and providing certification

LSC/N3802

Perform cargo valuation and certify

National Occupational Standard

Unit Code	LSC/N3802
Unit Title (Task)	Perform cargo valuation and certify
Description	This unit is about valuing cargo and providing certification
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Check the suitability of the vessel to carry cargo • Perform draught measurement and cargo valuation • Certify cargo is safe and secured <p>Range: Standard Operating Procedures (SOP), handbook, computer, projector, worksheet, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Check the suitability of the vessel to carry cargo	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. check if the vessel is equipped to carry the required cargo</p> <p>PC2. inspect the hatch prior to loading and unloading for any damages and check if the alternate unused valves are sealed</p> <p>PC3. check if the tank/hold for breakage, fractures, corrosion, coating, hull damage, etc.</p> <p>PC4. check if the cargo pumps, stripping equipment, conveyor and loading/unloading equipment are fully operational with emergency controls</p> <p>PC5. check that all closing appliances such as gaskets, high level alarms, vapour locks, air locks are calibrated and operational</p>
Perform draught measurement and valuation	<p>To be competent, the user/ individual must be able to:</p> <p>PC6. verify that the vessel is upright in still and calm waters with minimum trim, and correct computation based on tidal conditions, currents, etc.</p> <p>PC7. check the ballast tanks and take measurement of weight and density of water present</p> <p>PC8. factor in adjustments regarding existing cargo weight and residual weight of the vessel due to ballast water, oils, etc.</p> <p>PC9. measure the vessel's forward, aft, mid-ship, port-side and starboard draughts</p> <p>PC10. take measurements at the start and close of loading/ unloading of each tank/ hold</p> <p>PC11. calculate deductibles, mean of all observed draughts, mean of means draught, and estimate the trim corrections</p> <p>PC12. calculate the value of water displacement based on true mean draught applying density correction</p> <p>PC13. estimate the weight of cargo on board deducting weight of ship and other deductibles</p>
Certify that the cargo is safe and	<p>To be competent, the user/ individual must be able to:</p> <p>PC14. certify the weight, volume and value of cargo loaded in the vessel</p>

LSC/N3802

Perform cargo valuation and certify

secured	<p>PC15. certify that the cargo is uniformly loaded and is safe and secure for carriage</p> <p>PC16. certify that the cargo is suitably labelled</p>
Knowledge and understanding (K)	
Organizational context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures</p> <p>KA2. different hubs and service stations of the organization</p> <p>KA3. documentation and reporting as per organization's mandate</p> <p>KA4. security procedures to be followed</p> <p>KA5. escalation matrix for reporting identified problems</p> <p>KA6. risk and impact of not following defined procedures/work instructions</p> <p>KA7. coding system followed to label cargo</p> <p>KA8. IT system and ERP system of the organization</p>
Technical knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. use of various cargo handling equipment</p> <p>KB2. working of control systems, pumps and excavators</p> <p>KB3. basic mathematics and engineering</p> <p>KB4. measurement of vessel draughts</p> <p>KB5. procedures of tank cleaning</p> <p>KB6. requirements regarding handling of cargo</p> <p>KB7. various clearances required for different type of cargo</p> <p>KB8. geographical locations and route maps across the globe</p> <p>KB9. different type of vessels and cargo and container sizes</p> <p>KB10. cargo and container securing methodologies and its inspection methods</p> <p>KB11. handling of hazardous and non-hazardous cargo</p> <p>KB12. stuffing and de-stuffing norms with respect to different cargo</p> <p>KB13. special characteristics and handling requirements of shipments, if any</p>
Skills (S)	
Core skills/ generic skills	Reading skills
	<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. Enterprise Resource Planning (ERP) and computer generated reports</p>
	Writing skills
	<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>
Oral communication (listening and speaking skills)	
<p>The user/individual on the job needs to know how to:</p>	

LSC/N3802

Perform cargo valuation and certify

	<p>SA7. communicate with on ground staff performing stuffing and de-stuffing of cargo</p> <p>SA8. communicate and collect information from different departments</p> <p>SA9. communicate with shippers and freight forwarders when required</p>
Professional skills	<p>Decision making</p> <p>The user/individual on the job needs to know how to:</p> <p>SB1. identify damages to packages and containers</p> <p>SB2. decide when to hold an endorsement</p> <p>SB3. decide when to escalate issues with respect to stuffing and de-stuffing</p>
	<p>Plan and organize</p> <p>The user/individual on the job needs to know how to:</p> <p>SB4. plan and estimate the co-ordination required for resolving a query.</p> <p>SB5. maintain punctuality</p> <p>SB6. respond to the client in a timely manner</p> <p>SB7. prioritize and execute tasks based on client requirements</p> <p>SB8. make work plans and resource allocation plans</p> <p>SB9. make checks on execution of work plans</p> <p>SB10. be a team player and achieve joint goals</p>
	<p>Customer centricity</p> <p>The user/individual on the job needs to know how to:</p> <p>SB11. adhere to the customer timelines</p> <p>SB12. address the urgency regarding shipments and activities</p>
	<p>Problem solving</p> <p>The user/individual on the job needs to know how to:</p> <p>SB13. identify trends/common causes for delays, issue in tracking, etc.</p> <p>SB14. co-ordinate and handle major issues with different departments</p> <p>SB15. identify bottlenecks and operational problems and suggest remedial action</p>
	<p>Analytical thinking</p> <p>The user/individual on the job needs to know how to:</p> <p>SB16. assess the resource requirement for a particular task at hand</p> <p>SB17. assess and prepare for backup transport in case of continuous delays</p> <p>SB18. plan for shipment movement so that the resources are optimally utilised</p>
	<p>Critical thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB19. resolve issues in a quick and cost effective manner</p> <p>SB20. develop work plans factoring in external factors</p>

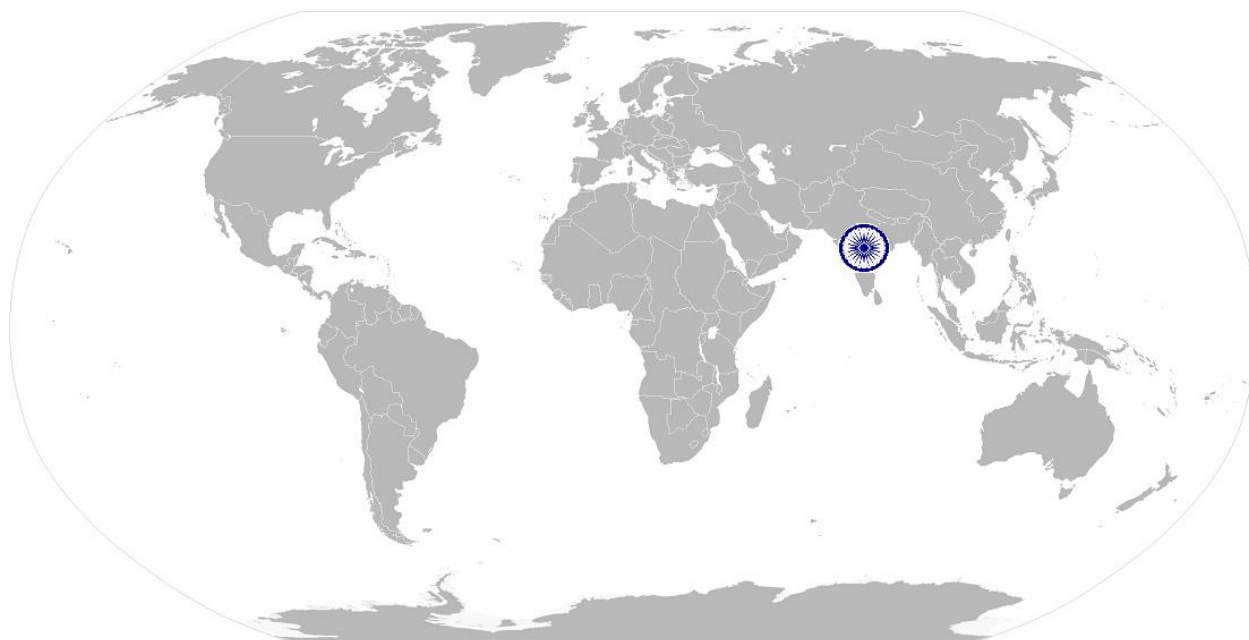
LSC/N3802
Perform cargo valuation and certify

NOS Version Control

NOS Code	LSC/N3802		
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	Surveying	Next review date	28/03/2022



National Occupational Standard



Overview

This unit is about conducting survey of the containerised cargo

LSC/N3803

Survey containerized cargo and certify

National Occupational Standard	Unit Code	LSC/N3803
	Unit Title (Task)	Survey containerised cargo and certify
	Description	This unit is about conducting survey of containers pre and post stuffing and during loading /unloading from vessel
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Survey container and cargo for exports • Survey container and cargo for imports • Survey hazardous cargo • Survey during loading/unloading onto vessel <p>Range: Standard Operating Procedures (SOP), Personal Protective Equipment (PPE), Material Handling Equipment (MHE), handbook, computer, projector, worksheet, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope		
Element	Performance Criteria	
Survey container and cargo for exports	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. inspect the container to be stuffed and provide a “inspection before” report with photos of empty container</p> <p>PC2. review bill of lading for classification of items and check that markings, labels and numbers for packages is in line with the container and geography to be shipped and highlight discrepancies</p> <p>PC3. check for damages on the packages and highlight the same to authorities, shipper or freight forwarder</p> <p>PC4. check that right cargo is stuffed as per the stuffing plan, its securely lashed and provide a ‘safe and secured’ certification</p> <p>PC5. conduct a physical count during stuffing, certify and highlight discrepancies</p> <p>PC6. provide container loading report with photos of before, during and after stuffing and verify the stuffing as per plan</p>	
Survey container and cargo for imports	<p>To be competent, the user/ individual must be able to:</p> <p>PC7. inspect the container for damages before de-stuffing, and report the same</p> <p>PC8. open the container and verify the content with respect to the manifest on both quantity and type of packages</p> <p>PC9. check for damages after de-stuffing of cargo</p> <p>PC10. cross check the packages with respect to labels, markings and identification numbers with the shipping manifest and provide certification on number count highlighting discrepancies and damages</p> <p>PC11. provide a survey report and certification stating the overall count and damages, if any</p>	

LSC/N3803

Survey containerized cargo and certify

<p>Survey hazardous cargo</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC12. ensure hazardous goods are identified from documentation provided, including class labels, manifests, safety data sheets (SDS)/material safety data sheets (MSDS) and other documentation</p> <p>PC13. check that the hazardous cargo containers are appropriately labelled on all sides</p> <p>PC14. check that the hazardous cargo is kept near the exit gates and are properly segregated</p> <p>PC15. check that the hazardous cargo packages are adequately lashed</p> <p>PC16. check that all precautions are taken while stuffing and de-stuffing</p> <p>PC17. inspect if hazardous cargo is stored with necessary precautions as per the SOP and International Maritime Dangerous Goods (IMDG) guidelines</p> <p>PC18. certify the hazardous cargo in the container loading plan report as well as the de-stuffing report</p>
<p>Survey during loading and unloading onto vessel</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC19. receive information regarding the number of containers to be loaded / unloaded</p> <p>PC20. take photographs of vessel prior to loading/ unloading and post operations</p> <p>PC21. check that all containers are appropriately labelled</p> <p>PC22. check that the right containers are loaded and unloaded by verifying the labels and marking</p> <p>PC23. check that all loaded containers are appropriately lashed and are safe and secured</p> <p>PC24. perform count and provide valuation of cargo for all containers which are loaded/ unloaded and make remark in survey report</p>
<p>Knowledge and understanding (K)</p>	
<p>A. Organizational context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures</p> <p>KA2. different hubs and service stations of the organization</p> <p>KA3. documentation and reporting as per organization's mandate</p> <p>KA4. security procedures to be followed</p> <p>KA5. escalation matrix for reporting identified problems</p> <p>KA6. risk and impact of not following defined procedures/work instructions</p> <p>KA7. coding system followed to label mail</p> <p>KA8. IT system and Enterprise Resource Planning (ERP) system of the organization</p>
<p>B. Technical knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. use of various cargo handling equipment</p>

LSC/N3803

Survey containerized cargo and certify

	<p>KB2. working of control systems, pumps and excavators</p> <p>KB3. basic mathematics and engineering</p> <p>KB4. measurement of vessel draughts</p> <p>KB5. Procedures of tank cleaning</p> <p>KB6. Requirements regarding handling of cargo</p> <p>KB7. various clearances required for different type of cargo</p> <p>KB8. geographical locations and route maps across the globe</p> <p>KB9. different type of vessels and cargo and container sizes</p> <p>KB10. handling of hazardous and non-hazardous cargo, IMDG codes and Hazardous Chemical (HAZCHEM) norms</p> <p>KB11. stuffing and de-stuffing norms with respect to different cargo</p> <p>KB12. special characteristics and handling requirements of shipments, if any</p>
Skills (S)	
B. Core skills/ generic skills	Reading skills
	<p>The user/individual on the job needs to know how to read:</p> <p>SA1. written instructions</p> <p>SA2. shiping manifest, Bill of lading shipping bills and related documents</p> <p>SA3. ERP and computer generated reports</p>
	Writing skills
	<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>
	Oral communication (listening and speaking skills)
	<p>The user/individual on the job needs to know how to:</p> <p>SA7. communicate with on ground staff performing stuffing and de-stuffing of cargo</p> <p>SA8. communicate and collect information from different departments</p> <p>SA9. communicate with shippers and freight forwarders when required</p>
C. Professional skills	Decision making
	<p>The user/individual on the job needs to know how to:</p> <p>SB1. identify damages to packages and containers</p> <p>SB2. decide when to hold an endorsement</p> <p>SB3. decide when to escalate issues with respect to stuffing and de-stuffing</p>
	Plan and organize
<p>The user/individual on the job needs to know how to:</p> <p>SB4. plan and estimate the co-ordination required for resolving a query.</p> <p>SB5. maintain punctuality</p> <p>SB6. respond to the client in a timely manner</p> <p>SB7. prioritize and execute tasks based on client requirements</p>	

LSC/N3803

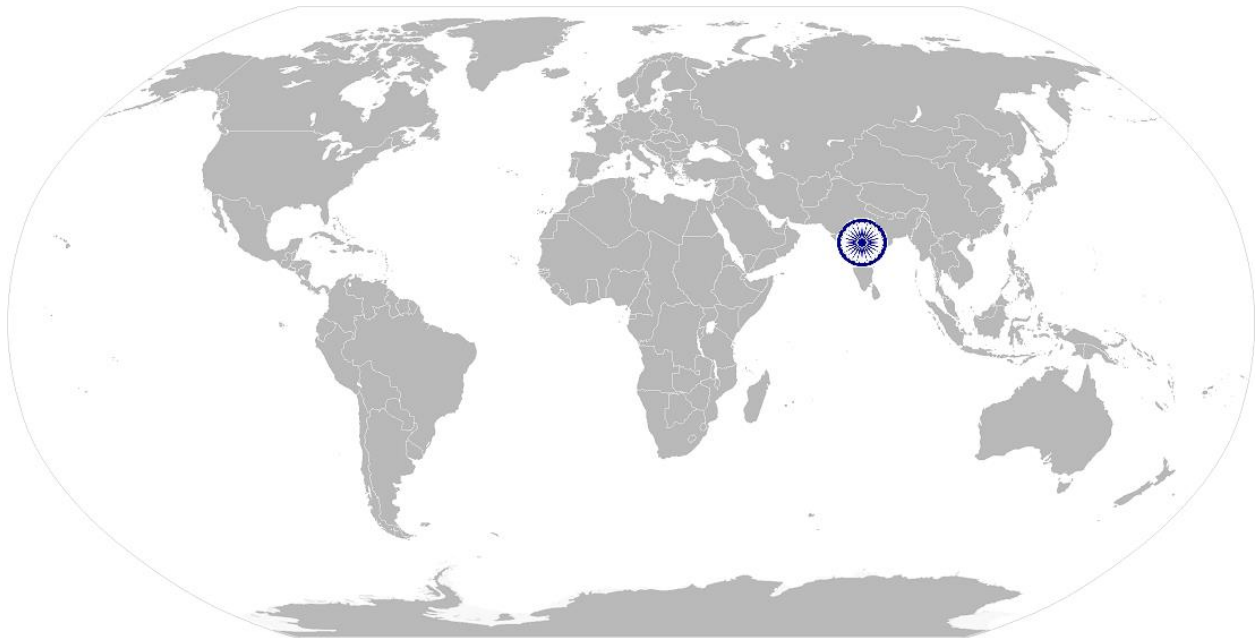
Survey containerized cargo and certify

	<p>SB8. make work plans and resource allocation plans</p> <p>SB9. make checks on execution of work plans</p> <p>SB10. be a team player and achieve joint goals</p>
	<p>Customer centricity</p> <p>The user/individual on the job needs to know how to:</p> <p>SB11. adhere to the customer timelines</p> <p>SB12. address the urgency regarding shipments and activities</p>
	<p>Problem solving</p> <p>The user/individual on the job needs to know how to:</p> <p>SB13. identify trends/common causes for delays, issue in tracking, etc.</p> <p>SB14. co-ordinate and handle major issues with different departments</p> <p>SB15. identify bottlenecks and operational problems and suggest remedial action</p>
	<p>Analytical thinking</p> <p>The user/individual on the job needs to know how to:</p> <p>SB16. assess the resource requirement for a particular task at hand</p> <p>SB17. assess and prepare for backup transport in case of continuous delays</p> <p>SB18. plan for shipment movement so that the resources are optimally utilised</p>
	<p>Critical thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB19. resolve issues in a quick and cost effective manner</p> <p>SB20. develop work plans factoring in external factors</p>

NOS Version Control

NOS Code	LSC/N3803		
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	Surveying	Next review date	28/03/2022

National Occupational Standard



Overview

This unit is about conducting survey of bulk liquid cargo

LSC/N3804

Survey liquid bulk cargo and certify

National Occupational Standard

Unit Code	LSC/N3804
Unit Title (Task)	Survey of bulk liquid cargo
Description	This unit is about survey of liquid bulk cargo and its certification
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Inspect liquid tank and loading/unloading equipment • Take draught and flow measurements during loading/unloading • Supervise closing operations • Value cargo and certify <p>Range: Standard Operating Procedures (SOP), Personal Protective Equipment (PPE), Material Handling Equipment (MHE), handbook, computer, projector, worksheet, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Inspect liquid tank and loading/unloading equipment	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. check the tank for breakage or fractures, corrosion and missing coating and ensure that the tank is clean prior to loading</p> <p>PC2. inspect the hatch prior to loading and unloading for any damages and alternate unused valves are sealed</p> <p>PC3. inspect if the cargo pumps and stripping arrangements are fully operational with emergency controls</p> <p>PC4. check if the pipework and hoses have leakages, corrosion, damages</p> <p>PC5. ensure that operational area is clean, and all emergency controls and systems are functional</p> <p>PC6. check that all closing appliances – gaskets, devices, high level alarms, vapour locks, air locks are calibrated and operational</p> <p>PC7. take photographs and provide remarks in the survey report</p>
Take draught and flow measurements during loading/unloading	<p>To be competent, the user/ individual must be able to:</p> <p>PC8. verify that the pipeline is clean and deformation free for operations after pigging process</p> <p>PC9. take measurements of liquid in the bulk tank and cross verify with the vessel measurements factoring in usual transmission losses</p> <p>PC10. measure the flow and pressure at different points in the pipeline to check for leakage and reduction in flow</p> <p>PC11. check measurement of volume of cargo transported via pipeline from the tank farm to the vessel and vice versa</p> <p>PC12. take draught measurements at the beginning, during and after loading/unloading of liquid cargo as per SOP</p>

LSC/N3804

Survey liquid bulk cargo and certify

<p>Supervise closing operations</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC13. check that the pumps and pipework are removed, and the valves are closed</p> <p>PC14. ensure that the tank is sealed post loading of cargo and verify that all alternate valves are sealed and there is no leakage</p> <p>PC15. certify that the tank is sealed and in good shape to carry the cargo</p> <p>PC16. certify that emergency controls for handling of the hazardous cargo is in place</p>
<p>Value cargo and certify</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC17. calculate the weight of cargo loaded/unloaded based on draught measurements taken</p> <p>PC18. compute volume of liquid loading/unloaded factoring in usual transmission losses</p> <p>PC19. check the computation with the input documentation and certify quantity loaded/unloaded</p> <p>PC20. compute and submit the valuation report</p>
<p>Knowledge and understanding (K)</p>	
<p>A. Organizational context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures</p> <p>KA2. different statutory and compliance documents to be verified prior to survey</p> <p>KA3. documentation and reporting as per organization's mandate</p> <p>KA4. security procedures to be followed</p> <p>KA5. escalation matrix for reporting identified problems</p> <p>KA6. risk and impact of not following defined procedures/work instructions</p> <p>KA7. coding system followed to label cargo and scenario</p> <p>KA8. IT system and ERP system of the organization</p>
<p>B. Technical knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. use of various cargo handling equipment</p> <p>KB2. working of control systems, pumps and excavators</p> <p>KB3. mathematics and engineering required to compute value</p> <p>KB4. measurement of vessel draughts</p> <p>KB5. procedures of tank cleaning</p> <p>KB6. requirements regarding handling of cargo</p> <p>KB7. various clearances required for different type of cargo</p> <p>KB8. geographical locations and route maps across the globe</p> <p>KB9. different type of vessels and cargo and container sizes</p> <p>KB10. handling of hazardous and non-hazardous cargo</p> <p>KB11. stuffing and de-stuffing norms with respect to different cargo</p> <p>KB12. special characteristics and handling requirements of shipments, if any</p>

LSC/N3804

Survey liquid bulk cargo and certify


Skills (S)	
D. Core skills/ generic skills	Reading skills
	The user/individual on the job needs to know how to read: SA10. written instructions SA11. shiping manifest, Bill of lading shipping bills and related documents SA12. Enterprise Resource Planning (ERP) and computer generated reports
	Writing skills
	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
	Oral communication (listening and speaking skills)
	The user/individual on the job needs to know how to: SA16. communicate with on ground staff performing loading/ unloading of cargo SA17. communicate and collect information from different departments SA18. communicate with shippers and freight forwarders when required
E. Professional skills	Decision making
	The user/individual on the job needs to know how to: SA19. identify damages to packages and containers SA20. decide when to hold an endorsement SA21. decide when to escalate issues with respect to stuffing and de-stuffing
	Plan and organize
	The user/individual on the job needs to know how to: SB21. plan and estimate the co-ordination required for resolving a query. SB22. maintain punctuality SB23. respond to the client in a timely manner SB24. prioritize and execute tasks based on client requirements SB25. make work plans and resource allocation plans SB26. make checks on execution of work plans SB27. be a team player and achieve joint goals
	Customer centricity
	The user/individual on the job needs to know how to: SB28. adhere to the customer timelines SB29. address the urgency regarding shipments and activities
	Problem solving
	The user/individual on the job needs to know how to: SB30. identify trends/common causes for delays, issue in tracking, etc.

LSC/N3804

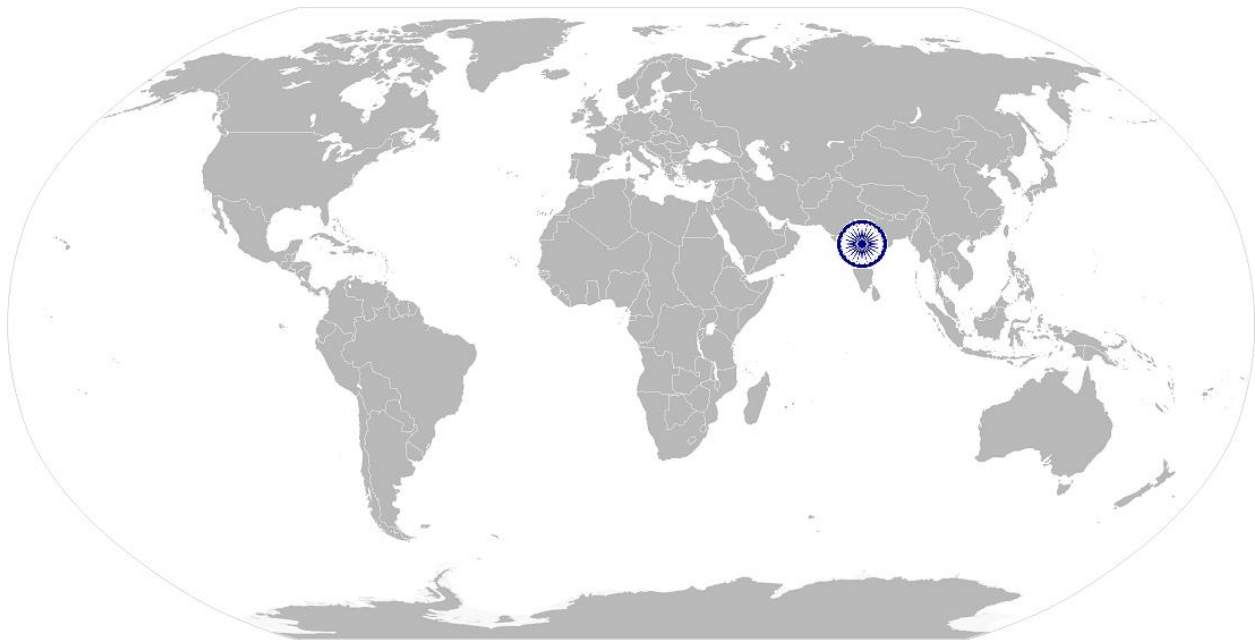
Survey liquid bulk cargo and certify

	SB31. co-ordinate and handle major issues with different departments
	SB32. identify bottlenecks and operational problems and suggest remedial action
	Analytical thinking
	The user/individual on the job needs to know how to: SB33. assess the resource requirement for a particular task at hand SB34. assess and prepare for backup transport in case of continuous delays SB35. plan for shipment movement so that the resources are optimally utilised
	Critical thinking
The user/individual on the job needs to know and understand how to: SB36. resolve issues in a quick and cost effective manner SB37. develop work plans factoring in external factors	

NOS Version Control

NOS Code	LSC/N3804 		
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	Surveying	Next review date	28/03/2022

National Occupational Standard



Overview

This unit is about conducting survey of dry bulk cargo

LSC/N3805


Survey dry bulk cargo and certify

National Occupational Standard

Unit Code	LSC/N3805
Unit Title (Task)	Survey of dry bulk cargo
Description	This unit is about survey of liquid bulk cargo and its certification
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Inspect dry bulk storage hold and loading/unloading equipment • Take draught and cargo loading/unloading measurement • Supervise closing operations • Value cargo and certify <p>Range: Standard Operating Procedures (SOP), Personal Protective Equipment (PPE), Material Handling Equipment (MHE), handbook, computer, projector, worksheet, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Inspect dry bulk storage hold and loading/unloading equipment	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. inspect the hold prior to loading, for any damages and for suitability for carriage with respect to fractures, corrosion and missing coating, vacuum locks, etc.</p> <p>PC2. check that hold covers, hold coaming, operating systems and safety devices are in good operational condition</p> <p>PC3. ensure that all emergency controls and systems are functional</p> <p>PC4. inspect that all closing appliances – temperature controls, gaskets, devices, high level alarms, vapour locks, air locks are calibrated and operational</p> <p>PC5. check that the conveyor system is cargo free prior to start of loading/unloading operations</p> <p>PC6. confirm that the storage is clean prior to taking reading in case of loading</p> <p>PC7. inspect the moisture content in the dry cargo and take note of it</p> <p>PC8. check the conveyor system for functionality of emergency controls and damages</p>
Take draught and cargo loading/unloading measurement	<p>To be competent, the user/ individual must be able to:</p> <p>PC9. check that the wagons/ trucks are clean and take measurement pre and post loading operations</p> <p>PC10. take draught measurements at the beginning, during and after loading/unloading of dry bulk cargo as per SOP</p>
Supervise closing operations	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. check that the hold is uniformly filled and with respect to balancing of the ship</p> <p>PC12. check that the cargo is safe and secured for all weather conditions</p> <p>PC13. check that the hold coaming is secured, and the hold is water tight</p> <p>PC14. certify that emergency controls for handling of the hazardous cargo is in place</p>

LSC/N3805

Survey dry bulk cargo and certify

<p>Value cargo and certify</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC15. calculate the weight of cargo loaded based on draught measurements taken</p> <p>PC16. compute the weight of cargo loaded and transported factoring in usual transmission losses</p> <p>PC17. certify the cargo loaded and unloaded based on the computations</p>
<p>Knowledge and understanding (K)</p>	
<p>A. Organizational context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures</p> <p>KA2. different statutory and compliance documents to be verified prior to survey</p> <p>KA3. documentation and reporting as per organization's mandate</p> <p>KA4. security procedures to be followed</p> <p>KA5. escalation matrix for reporting identified problems</p> <p>KA6. risk and impact of not following defined procedures/work instructions</p> <p>KA7. coding system followed to label cargo and scenario</p> <p>KA8. IT system and ERP system of the organization</p>
<p>B. Technical knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. use of various cargo handling equipment</p> <p>KB2. working of control systems, pumps and excavators</p> <p>KB3. basic mathematics and engineering </p> <p>KB4. measurement of vessel draughts</p> <p>KB5. procedures of tank cleaning</p> <p>KB6. requirements regarding handling of cargo</p> <p>KB7. various clearances required for different type of cargo</p> <p>KB8. geographical locations and route maps across the globe</p> <p>KB9. different type of vessels and cargo and container sizes</p> <p>KB10. handling of hazardous and non-hazardous cargo</p> <p>KB11. stuffing and de-stuffing norms with respect to different cargo</p> <p>KB12. special characteristics and handling requirements of shipments, if any</p>
<p>Skills (S)</p>	
<p>C. Core skills/ generic skills</p>	<p>Reading skills</p> <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. ERP and computer generated reports</p> <p>Writing skills</p> <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> <p>Oral communication (listening and speaking skills)</p>

LSC/N3805

Survey dry bulk cargo and certify

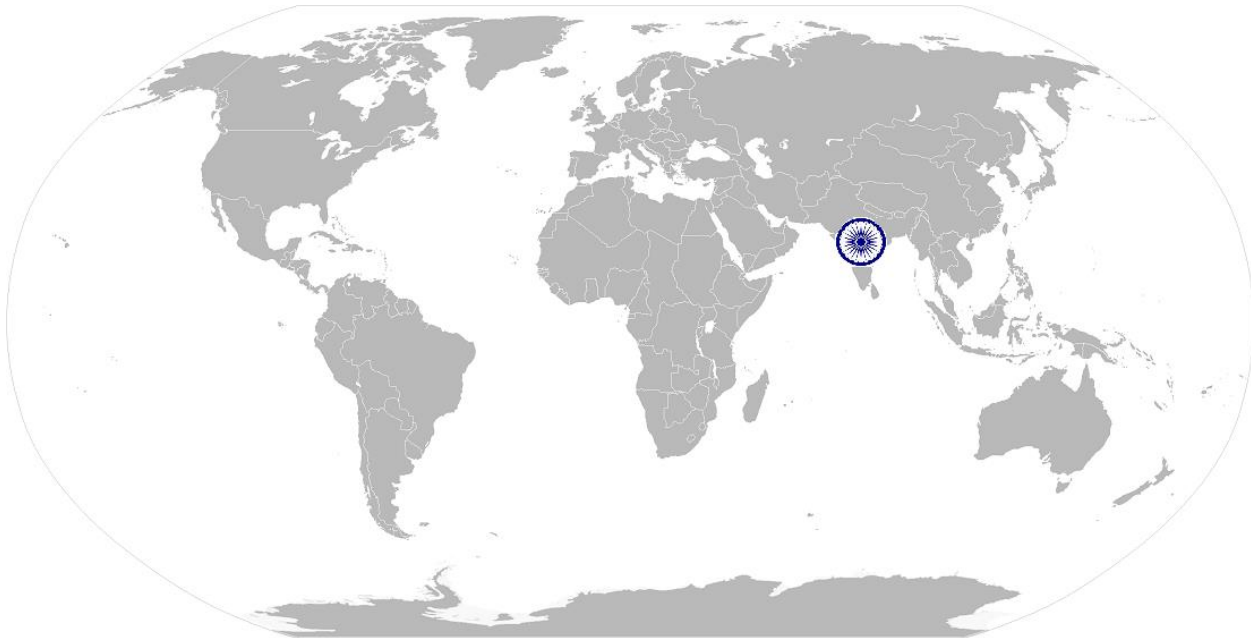
	<p>The user/individual on the job needs to know how to:</p> <p>SA7. communicate with on ground staff performing loading/ unloading of cargo</p> <p>SA8. communicate and collect information from different departments</p> <p>SA9. communicate with shippers and freight forwarders when required</p>
<p>D. Professional skills</p>	<p>Decision making</p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB1. identify damages to packages and containers</p> <p>SB2. decide when to hold an endorsement</p> <p>SB3. decide when to escalate issues with respect to stuffing and de-stuffing</p>
	<p>Plan and organize</p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB4. plan and estimate the co-ordination required for resolving a query.</p> <p>SB5. maintain punctuality</p> <p>SB6. respond to the client in a timely manner</p> <p>SB7. prioritize and execute tasks based on client requirements</p> <p>SB8. make work plans and resource allocation plans</p> <p>SB9. make checks on execution of work plans</p> <p>SB10. be a team player and achieve joint goals</p>
	<p>Customer centricity</p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB11. adhere to the customer timelines</p> <p>SB12. address the urgency regarding shipments and activities</p>
	<p>Problem solving</p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB13. identify trends/common causes for delays, issue in tracking, etc.</p> <p>SB14. co-ordinate and handle major issues with different departments</p> <p>SB15. identify bottlenecks and operational problems and suggest remedial action</p>
	<p>Analytical thinking</p>
	<p>The user/individual on the job needs to know how to:</p> <p>SB16. assess the resource requirement for a particular task at hand</p> <p>SB17. assess and prepare for backup transport in case of continuous delays</p> <p>SB18. plan for shipment movement so that the resources are optimally utilised</p>
<p>Critical thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB19. resolve issues in a quick and cost effective manner</p> <p>SB20. develop work plans factoring in external factors</p>	

LSC/N3805

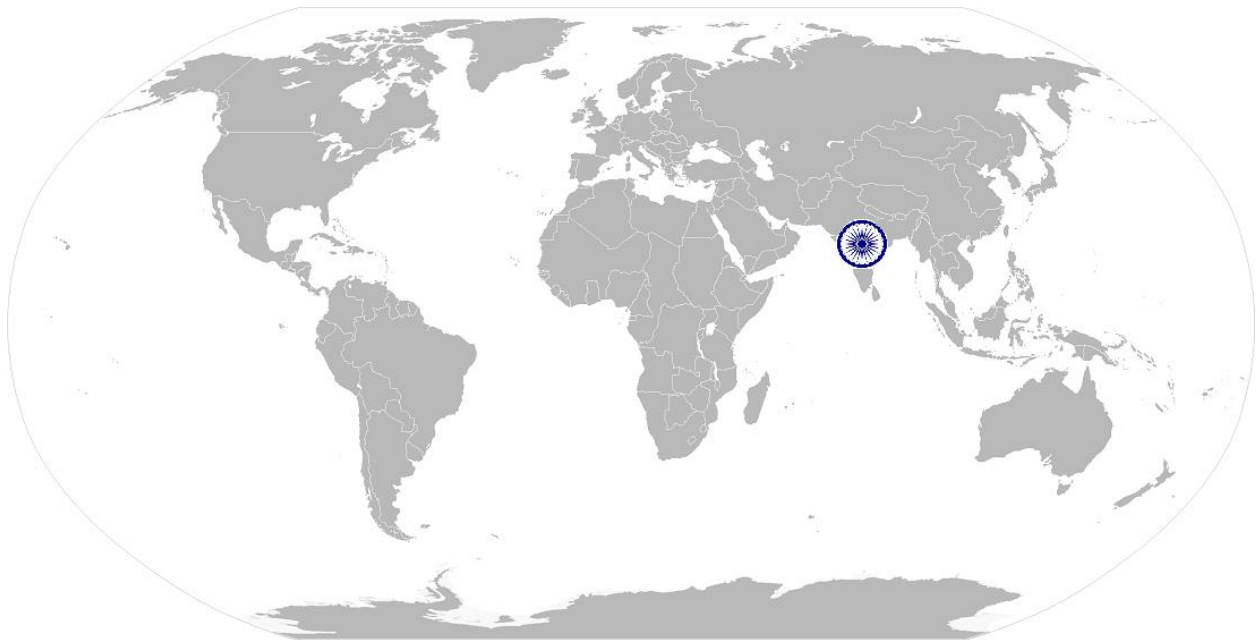
Survey dry bulk cargo and certify

NOS Version Control

NOS Code	LSC/N3805		
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	Surveying	Next review date	28/03/2022



National Occupational Standard



Overview

This unit is about verifying and approving EXIM documentation

LSC/N2307


Verify EXIM documentation

National Occupational Standard

Unit Code	LSC/N2307
Unit Title (Task)	Verify EXIM documentation
Description	This unit is about verifying and certifying EXIM documentation for compliance to regulatory and process requirements
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Verify and approve import documentation • Verify and approve export documentation • Liaise with the officials to pass the assessment of shipment • Ensure compliance with legal and regulatory framework <p>Range: Standard Operating Procedures (SOP), Indian Customs Electronic Commerce/ Electronic Data Gateway (ICEGATE), computer, IT software, projector, worksheets, stationery, etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Verify and approve import documentation	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. check the importer documentation for compliance to regulatory requirements</p> <p>PC2. check import consignment documentation including invoice, packing list, type of cargo (liquid, hazardous chemicals, perishables etc.), shipping bill/ Airway bill, Bill of lading, the quantity, value, packing, labelling, weight, size of the cargo, delivery order, certificate of origin, industrial license, insurance document, certificate of origin, letter of credit, bond etc. for completeness</p> <p>PC3. check invoice for accuracy of number of packages, quantity, unit rate, total Freight on Board (FOB) / (Cost Insurance and Freight) CIF value, etc.</p> <p>PC4. check the manifest for details of the cargo imported, quantity, details of discharge port-wise, etc. and ensure the duties are duly paid</p> <p>PC5. verify documentation for special cases such as pilferage, damage of goods, etc. as required</p> <p>PC6. confirm final clearance in the form of a LEO (Let Export Order)/ Out of Customs charge (OCC)</p>
Verify and approve export documentation	<p>To be competent, the user/ individual must be able to:</p> <p>PC7. inspect exporter documentation for compliance to regulatory requirement</p> <p>PC8. check export consignment documentation including destination country, shipment date, type of cargo, quantity, value, packing, labelling, weight, size of the cargo and nature of cargo (liquid, hazardous chemicals, perishables etc.) insurance details, etc.</p> <p>PC9. verify documents required for clearance such as contract, letter of credit, Invoice, packing list, Shipping declaration, Purchase order, Statutory</p>

LSC/N2307

Verify EXIM documentation

	<p>Declaration Form (SDF) declaration</p> <p>PC10. check for documentation compliance to custom regulation for dangerous goods, valuable items, etc.</p> <p>PC11. check for bonds to be executed with the customs official for duty exempted items</p>
<p>Liaise with the officials to pass the assessment of shipment</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC12. submit all documents required for custom clearance to custom officials as per their satisfaction</p> <p>PC13. respond to any queries raised by the custom officials</p> <p>PC14. make note of any objection raised by custom officials on the cargo</p> <p>PC15. escalate objections and remarks of custom officials to the supervisor and the customer as required</p>
<p>Ensure compliance with legal and regulatory framework</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC16. check for correctness of documentation uploaded into “Indian Customs Electronic Commerce/ Electronic Data Gateway (ICEGATE)” web portal and submission of required documents to shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs) etc.</p> <p>PC17. monitor compliance to organisational policies and procedures, local, country and international laws on a regular basis </p> <p>PC18. identify areas of non-compliance, examine reasons and make recommendations for corrections to ensure compliance</p> <p>PC19. ensure compliance to documentation related to hazardous goods complying with International Maritime Dangerous Goods (IMDG) and Hazardous Chemicals (HAZCHEM) requirements</p> <p>PC20. maintain records for clearance activities and shipment for the mandated duration as specified by regulations</p> <p>PC21. ensure all documentation is uploaded in the portal</p>
<p>Knowledge and understanding (K)</p>	
<p>A. Organizational context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures</p> <p>KA2. company’s customer accounts</p> <p>KA3. organization’s fee and charges structure</p> <p>KA4. paperwork required before handling cargo</p> <p>KA5. organization’s contact with custom office</p> <p>KA6. organization’s policy of data maintenance, recording and handling</p> <p>KA7. company’s material movement policy</p> <p>KA8. reporting structure</p> <p>KA9. certifications held by the organisation and the compliance process mandated by the certification</p> <p>KA10. relevant safety and security procedures and compliance</p>

LSC/N2307

Verify EXIM documentation

<p>B. Technical knowledge</p>	<p>The individual on the job needs to know:</p> <p>KB1. mandatory documents such as Bill of Lading / Airway Bill, Commercial invoice cum packing list, Bill of Entry, import license, insurance certificate, purchase order, letter of credit, test report, Harmonized System of Nomenclature (HSN) classification, GST, etc.</p> <p>KB2. usage of computer and usage of software (for e.g.; Indian Customs EDI System (ICES), ICEGATE, Remote EDI System (RES) etc.) to update documentation/reports</p> <p>KB3. operating systems related to customs such as Electronic Data Interchange (EDI) and ICEGATE and their functions</p> <p>KB4. terms and terminologies used in import and export trade</p> <p>KB5. different documents to be prepared for different type of transaction both in soft format and hard copies</p> <p>KB6. different types of cargo exported, their eligibility for duty free goods and documentation requirement</p> <p>KB7. Harmonized System of Nomenclature (HSN) Codes and International Commerce Terminology (INCOTERMS)</p> <p>KB8. information on foreign trade policy and participating Govt. agencies (PGAs) to classify the cargo imported as per regulatory requirement</p> <p>KB9. different airline/ shipping line available for different routes</p> <p>KB10. details of the transport availability in different routes</p> <p>KB11. transit rules and regulations and destination countries' requirements and fiscal regimes</p> <p>KB12. nature of the products transported and the variances in their characteristics</p> <p>KB13. type of packaging, labelling and marking required</p> <p>KB14. special requirements, guidelines and operational procedures involved when handling special cargo such as livestock, food, medical supplies, etc. handling of dangerous goods, material handling procedure, etc.</p> <p>KB15. change or updates in Acts, procedures, etc. with reference to custom clearance and applicable duties</p>
<p>Skills (S)</p>	
<p>C. Core skills/ generic skills</p>	<p>Reading skills</p> <p>The user/individual on the job needs to know how to read:</p> <p>SA1. schedule and plan for cargo movement</p> <p>SA2. details of the cargo</p> <p>SA3. foreign trade policies</p> <p>SA4. regulatory requirement associated with custom clearance</p> <p>SA5. different forms related to custom clearance</p> <p>Writing skills</p> <p>The user/individual on the job needs to know how to write:</p>

LSC/N2307

Verify EXIM documentation

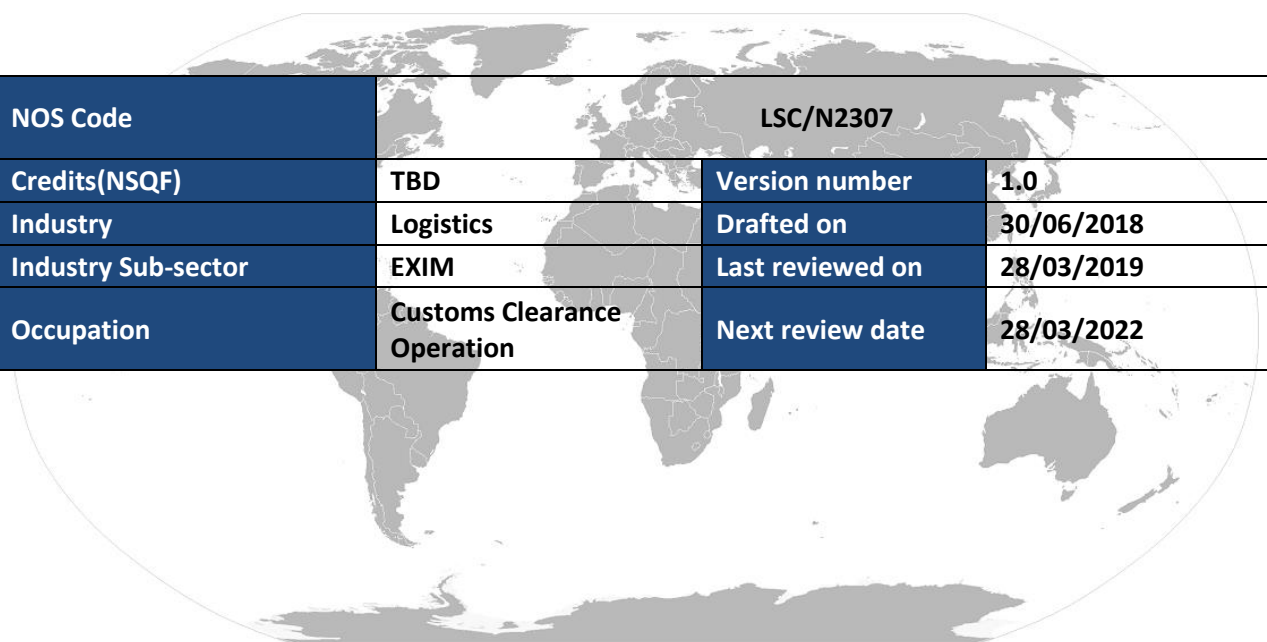
	<p>SA6. work-orders and instructions SA7. observations and survey notes SA8. fill forms related to custom clearance requirement SA9. checklist of activities, delays, etc. SA10. daily reports</p>
	<p>Oral communication (listening and speaking skills)</p>
	<p>The user/individual on the job needs to know how to: SA11. communicate with on ground staff assisting in measurements and surveys SA12. communicate and collect information from different departments SA13. speak politely and build relationship with the transporters, customs agents, airline agents, etc</p>
<p>D. Professional skills</p>	<p>Decision making</p>
	<p>The user/individual on the job needs to know how to: SB1. decide on type of documents to be prepared based on the nature of cargo, transport used, type of transaction, destination country, etc. SB2. decide if all customs and other regulatory requirement for the cargo is met SB3. verify the document and check if additional information is required for the given task</p>
	<p>Plan and organize</p>
	<p>The user/individual on the job needs to know how to: SB4. plan for transportation, custom clearance and other arrangement for cargo SB5. prioritize and execute tasks within the scheduled time limits SB6. plan and estimate the co-ordination required for resolving a query. SB7. maintain punctuality SB8. respond to the client in a timely manner SB9. prioritize and execute tasks based on requirements SB10. make checks on execution of work plans SB11. be a team player and achieve joint goals</p>
	<p>Customer centricity</p>
	<p>The user/individual on the job needs to know how to: SB12. adhere to the timelines SB13. address the urgency regarding survey and certifications</p>
	<p>Problem solving</p>
	<p>The user/individual on the job needs to know how to: SB14. identify and correct errors in documents SB15. identify which additional information is required SB16. resolve issues with custom officials regarding shipments</p>
	<p>Analytical thinking</p>
	<p>The user/individual on the job needs to know how to: SB17. organise the documents with attention to detail</p>

LSC/N2307

Verify EXIM documentation

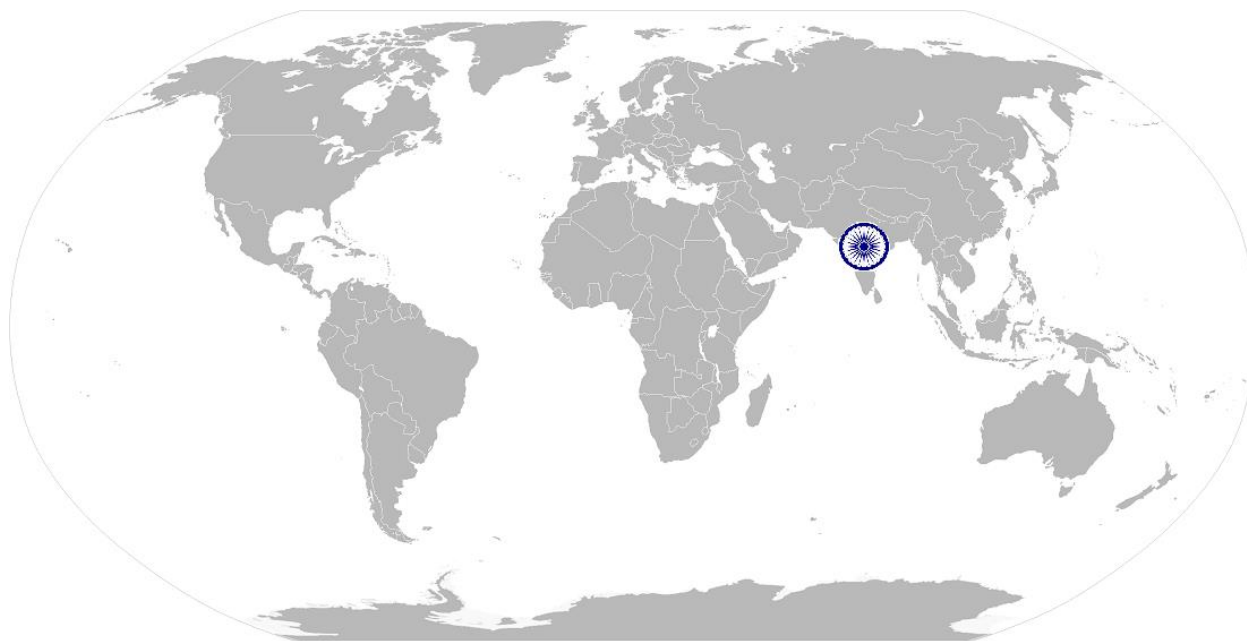
	SB18. review documentation such as commercial invoices, shipper’s export declaration, etc.
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB19. check if specific documents need to be submitted are collected SB20. identify dangerous goods and ensure that adequate precautions are taken SB21. estimate the documentation required for a certain task SB22. follow-up with all the field assistants to get timely inputs

NOS Version Control



NOS Code	LSC/N2307		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	EXIM	Last reviewed on	28/03/2019
Occupation	Customs Clearance Operation	Next review date	28/03/2022

National Occupational Standard



Overview

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

LSC/N9904

Maintain and monitor integrity and ethics in operations

National Occupational Standard

Unit Code	LSC/N9904
Unit Title (Task)	Maintain and monitor integrity and ethics in operations
Description	This OS unit is about maintaining integrity, ensuring data security, and professional and ethical practice
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Maintain integrity and ensure data security • Professional and ethical practice • Ensure regulatory compliance <p>Range: Standard Operating Procedures (SOP), worksheets, computer, projector, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Maintain integrity ensuring data security	<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>
Professional and ethical practice	<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>
Ensure regulatory compliance	<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 differentiating between ethical and unethical</p>

LSC/N9904 Maintain and monitor integrity and ethics in operations

	PC19. promptly report all regulatory violations
Knowledge and understanding (K)	
A. Organizational context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company's policies on use of language KA2. company's Human Resources policies KA3. company's code of ethics and business KA4. company's whistle blower policy KA5. company's rules related to sexual harassment KA6. company's reporting structure KA7. company's documentation policy
B. Technical knowledge	The user/individual on the job needs to know and understand: KB1. principles of code of ethics and business ethics KB2. different regulations and acts that are applicable for the sub-sector and logistics sector as a whole KB3. understand the documentary compliance required for different type of products
Skills (S)	
A. Core skills/ generic skills	Reading skills
	The individual on the job needs to know how to read: SA1. policy documents and work-related documents SA2. emails letters and communications SA3. acts and regulations
	Writing skills
	The individual on the job needs to know and understand how to write: SA4. instructions, communications to internal staff SA5. emails and letters SA6. reports
	Oral communication (listening and speaking skills)
	The individual on the job needs to know how to: SA7. interact with internal and external stakeholders SA8. communicate with peers and subordinates
B. Professional skills	Decision making
	The individual on the job needs to know how to: SB1. take appropriate action in a vulnerable situation SB2. identify breaches and take necessary actions SB3. identify documentary requirement for a specific product or regulation and take necessary action
	Plan and organize
	The individual on the job needs to know how to: SB4. plan and organise steps/ actions as per company's guidelines, if any violation

LSC/N9904

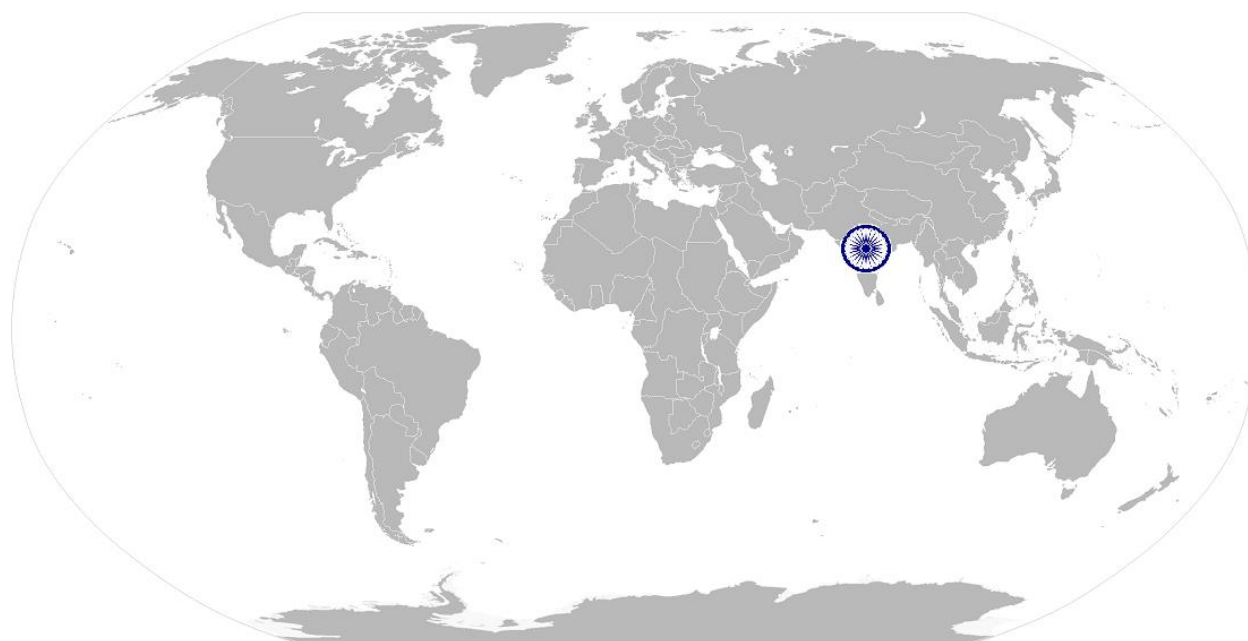
Maintain and monitor integrity and ethics in operations

	of code of ethics is noticed in the company
	SB5. plan and organise training sessions, sensitization sessions for work force
	SB6. plan review meetings to monitor compliance with ethics and regulations
	Customer centricity
	The individual on the job needs to know how to:
	SB7. prevent company and customer information leakage
	Problem Solving
	The individual on the job needs to know how to:
SB8. provide proper advice or guidance to colleagues to deal with sensitive issue	
SB9. suggest solutions to supervisors and workers when in an ethical dilemma	
SB10. identify conflict of interests and take necessary actions	
Analytical thinking	
The individual on the job needs to know how to:	
SB11. review reports to identify common trends of defaults	
SB12. conduct review to analyse the reasons for default	
Critical thinking	
The individual on the job needs to know how to:	
SB13. check that all regulatory compliances are adhered to	
SB14. check that any unethical behaviour gets captured before a damage or negative impact happens	

NOS Version Control

NOS Code	LSC/N9904		
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	28/03/2022

National Occupational Standard



Overview

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

LSC/N9905 Follow and monitor health, safety and security procedure

National Occupational Standard

Unit Code	LSC/N9905
Unit Title (Task)	Follow and monitor health, safety and security procedures
Description	This Occupational Standards (OS) unit is about ensuring compliance with health, safety and security procedures at the workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Follow health, safety and security procedures Ensure compliance to health, safety and security <p>Range: Standard Operating Procedures (SOP), worksheets, computer, projector, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Follow health, safety and security procedures	<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 standard operating procedures (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>
Ensure compliance to health, safety and security	<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 and monitor health, safety and security procedure

	<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>
Knowledge and understanding (K)	
<p>A. Organizational context (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. Technical knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. basics of 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. knowledge of security tags, labels and signage</p> <p>KB8. handling procedure for hazardous / fragile cargo</p> <p>KB9. security procedures for dangerous / hazardous goods</p> <p>KB10. different personal protective equipment (PPE), their usage and purpose</p> <p>KB11. safe driving techniques</p>
Skills (S)	
<p>A. Core skills/ generic skills</p>	<p>Reading skills</p> <p>The user/individual on the job needs to know how to read:</p> <p>SA1. various procedures and standards related to health, safety and security</p> <p>SA2. various documents related to security and movement of cargo</p> <p>Writing skills</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>Oral communication (listening and speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. communicate clearly with colleagues regarding safety procedures</p> <p>SA5. share experience and provide guidance to peers</p>
<p>B. Professional skills</p>	<p>Decision making</p>

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Follow and monitor health, safety and security procedure

	<p>The user/individual on the job needs to know how to:</p> <p>SB1. make a judgment as to what actions to be taken to avoid any damage / accident to personal health / cargo handled</p> <p>SB2. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p>
	<p>Plan and organize</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 emergency drills, fire drills and inspections</p>
	<p>Customer centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. ensure safe and secure movement of packages, cargos etc.</p>
	<p>Problem solving</p>
	<p>The user/individual on the job needs to know and understand 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>Analytical thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. analyse past mistakes and address them to avoid mishap in the future</p>
	<p>Critical thinking</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. ensure right safety measures and procedures are in place</p>	

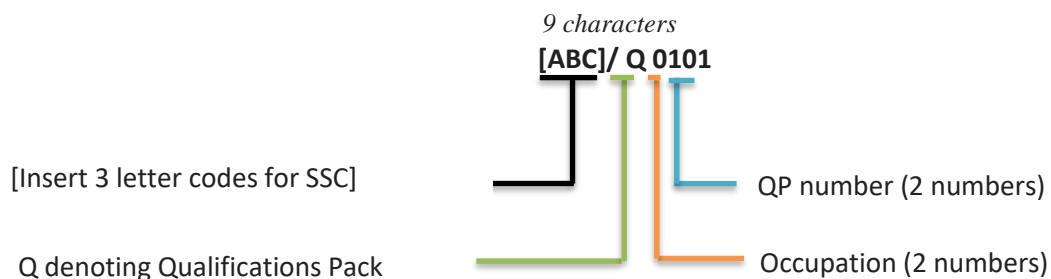
NOS Version Control

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	28/03/2022

Annexure

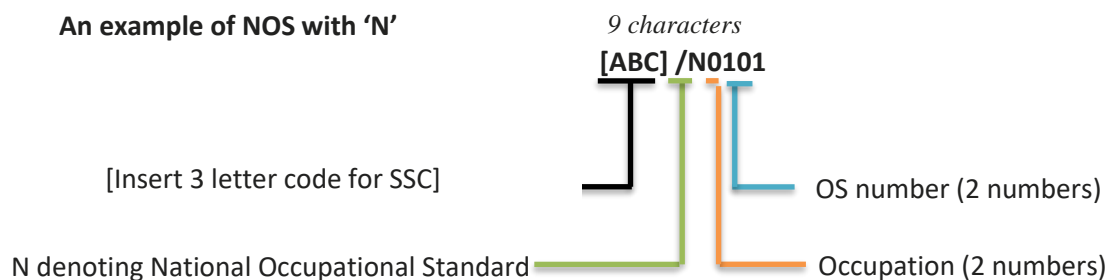
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Qualification pack for Cargo surveyor

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 surveyor

Qualification Pack LSC/Q3801

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

Compulsory NOS					
Total Marks: 400				Marks Allocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
LSC/N3801 Verify cargo and vessel information	PC1. receive documents from the vessel prior to its arrival at port	100	9	3	6
	PC2. check that vessel information is correct and verify as per manifest		9	3	6
	PC3. check the bill of lading against manifest for cargo		9	3	6
	PC4. endorse the request for docking of the vessel		9	3	6
	PC5. receive let-out export documents from the shipper or freight forwarder		9	3	6
	PC6. review shipping bill for classification of items and check for mandatory clearances from customs and PGAs etc.		8	2	6
	PC7. coordinate with backend officials of consolidators, shippers and freight forwarders to resolve queries regarding cargo documentation		9	3	6
	PC8. endorse the bill of lading post		8	2	6

Qualification pack for Cargo surveyor

	verification for unloading and stuffing of cargo and loading of containers/ cargo onto the vessel				
	PC9. receive shipping manifest and the bill of entry from the shipper or freight forwarder and check that necessary approvals related to customs and other PGAs are taken prior to import		7	2	5
	PC10. check that the cargo and containers match as per the manifest and the bill of entry		8	2	6
	PC11. coordinate with backend officials of consolidators, shippers and freight forwarders to resolve queries regarding cargo documentation		8	2	6
	PC12. endorse the shipping manifest post verification for unloading and de- stuffing of cargo		7	2	5
			100	30	70
LSC/N3802 Perform cargo valuation and certify	PC1. check if the vessel is equipped to carry the required cargo	100	7	2	5
	PC2. inspect the hatch prior to loading and unloading for any damages and check if the alternate unused valves are sealed		7	2	5
	PC3. check if the tank/hold for breakage, fractures, corrosion, coating, hull damage, etc.		7	2	5
	PC4. check if the cargo pumps, stripping equipment, conveyor and loading/unloading equipment are fully operational with emergency controls		7	2	5
	PC5. check that all closing appliances such as gaskets, high level alarms, vapour locks, air locks are calibrated and operational		7	2	5
	PC6. verify that the vessel is upright in still and calm waters with minimum trim, and correct computation based on tidal conditions, currents, etc.		7	2	5
	PC7. check the ballast tanks and take measurement of weight and density of water present		7	2	5
	PC8. factor in adjustments regarding existing cargo weight and residual weight of the vessel due to ballast water, oils, etc.		7	2	5
	PC9. measure the vessel's forward, aft, mid-ship, port-side and starboard draughts		6	2	4

Qualification pack for Cargo surveyor

	PC10. take measurements at the start and close of loading/ unloading of each tank/ hold		6	2	4
	PC11. calculate deductibles, mean of all observed draughts, mean of means draught, and estimate the trim corrections		6	2	4
	PC12. calculate the value of water displacement based on true mean draught applying density correction		6	2	4
	PC13. estimate the weight of cargo on board deducting weight of ship and other deductibles		6	2	4
	PC14. certify the weight, volume and value of cargo loaded in the vessel		6	2	4
	PC15. certify that the cargo is uniformly loaded and is safe and secure for carriage		4	1	3
	PC16. certify that the cargo is suitably labelled		4	1	3
			100	30	70
LSC/N9904 Maintain and monitor integrity and ethics in operations	PC1. refrain from indulging in corrupt practices	100	5	2	3
	PC2. avoid using company's funds, property or resources for undertaking personal activities		5	2	3
	PC3. protect customer's information and ensure it is not misused		5	2	3
	PC4. protect data and information related to business or commercial decisions		5	2	3
	PC5. avoid acceptance of cash or kind from vendors for support or contract negotiations		5	2	3
	PC6. demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues		5	2	3
	PC7. avoid nepotism		5	2	3
	PC8. consult supervisor or senior management when in situations that may require differentiating between ethical and unethical		6	2	4
	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		5	2	3

Qualification pack for Cargo surveyor

	the place				
	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
			100	40	60
LSC/N9905 Follow and monitor health, safety and security procedure	PC1. make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation	100	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		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 the organisation		3	1	2
	PC9. follow standard safety procedures		4	2	2

Qualification pack for Cargo surveyor

	while handling hazardous / fragile cargo and walk only on the designated pathway			
	PC10. recognise 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
		100	40	60

Electives					
Elective 1 - Containerised cargo					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Practical
LSC/N3803 Survey containerize d cargo and certify	PC1. inspect the container to be stuffed and provide a “inspection before” report with photos of empty container	100	5	2	3
	PC2. review bill of lading for classification of items and check that markings, labels and numbers for packages is in line with the container and geography to be shipped and highlight		5	2	3

Qualification pack for Cargo surveyor

discrepancies			
PC3. check for damages on the packages and highlight the same to authorities, shipper or freight forwarder	4	1	3
PC4. check that right cargo is stuffed as per the stuffing plan, its securely lashed and provide a 'safe and secured' certification	5	2	3
PC5. conduct a physical count during stuffing, certify and highlight discrepancies	5	2	3
PC6. provide container loading report with photos of before, during and after stuffing and verify the stuffing as per plan	4	1	3
PC7. inspect the container for damages before de-stuffing, and report the same	4	1	3
PC8. open the container and verify the content with respect to the manifest on both quantity and type of packages	4	1	3
PC9. check for damages after de-stuffing of cargo	4	1	3
PC10. cross check the packages with respect to labels, markings and identification numbers with the shipping manifest and provide certification on number count highlighting discrepancies and damages	4	1	3
PC11. provide a survey report and certification stating the overall count and damages, if any	4	1	3
PC12. ensure hazardous goods are identified from documentation provided, including class labels, manifests, safety data sheets (SDSs)/material safety data sheets (MSDSs) and other documentation	4	1	3
PC13. check that the hazardous cargo containers are appropriately labelled on all sides	4	1	3
PC14. check that the hazardous cargo is kept near the exit gates and are properly segregated	4	1	3
PC15. check that the hazardous cargo packages are adequately lashed	4	1	3
PC16. check that all precautions are taken while stuffing and de-stuffing	4	1	3
PC17. inspect if hazardous cargo is stored with necessary precautions as per	5	2	3

Qualification pack for Cargo surveyor

	the SOP and IMDG guidelines				
	PC18. certify the hazardous cargo in the container loading plan report as well as the de-stuffing report		5	2	3
	PC19. receive information regarding the number of containers to be loaded / unloaded		4	1	3
	PC20. take photographs of vessel prior to loading/ unloading and post operations		3	1	2
	PC21. check that all containers are appropriately labelled		4	1	3
	PC22. check that the right containers are loaded and unloaded by verifying the labels and marking		4	1	3
	PC23. check that all loaded containers are appropriately lashed and are safe and secured		4	1	3
	PC24. perform count and provide valuation of cargo for all containers which are loaded/ unloaded and make remark in survey report		3	1	2
			100	30	70
Elective 2 - Liquid bulk cargo					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Practical
LSC/N3804 Survey liquid bulk cargo and certify	PC1. check the tank for breakage or fractures, corrosion and missing coating and ensure that the tank is clean prior to loading	100	6	2	4
	PC2. inspect the hatch prior to loading and unloading for any damages and alternate unused valves are sealed		6	2	4
	PC3. inspect if the cargo pumps and stripping arrangements are fully operational with emergency controls		6	2	4
	PC4. check if the pipework and hoses have leakages, corrosion, damages		6	2	4
	PC5. ensure that operational area is clean, and all emergency controls and systems are functional		6	2	4
	PC6. check that all closing appliances – gaskets, devices, high level alarms, vapour locks, air locks are calibrated and operational		4	1	3
	PC7. take photographs and provide		4	1	3

Qualification pack for Cargo surveyor

	remarks in the survey report				
	PC8. verify that the pipeline is clean and deformation free for operations after pigging process		4	1	3
	PC9. take measurements of liquid in the bulk tank and cross verify with the vessel measurements factoring in usual transmission losses		6	2	4
	PC10. measure the flow and pressure at different points in the pipeline to check for leakage and reduction in flow		6	2	4
	PC11. check measurement of volume of cargo transported via pipeline from the tank farm to the vessel and vice versa		6	2	4
	PC12. take draught measurements at the beginning, during and after loading/unloading of liquid cargo as per SOP		6	2	4
	PC13. check that the pumps and pipework is removed, and the valves are closed		4	1	3
	PC14. ensure that the tank is sealed post loading of cargo and verify that all alternate valves are sealed and there is no leakage		4	1	3
	PC15. certify that the tank is sealed and in good shape to carry the cargo		4	1	3
	PC16. certify that emergency controls for handling of the hazardous cargo is in place		4	1	3
	PC17. calculate the weight of cargo loaded/unloaded based on draught measurements taken		6	2	4
	PC18. compute volume of liquid loading/unloaded factoring in usual transmission losses		4	1	3
	PC19. check the computation with the input documentation and certify quantity loaded/unloaded		4	1	3
	PC20. compute and submit the valuation report		4	1	3
			100	30	70
Elective 3 - Dry bulk cargo					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Practical

Qualification pack for Cargo surveyor

LSC/N3805 Survey dry bulk cargo and certify	PC1. inspect the hold prior to loading, for any damages and for suitability for carriage with respect to fractures, corrosion and missing coating, vacuum locks, etc.	100	7	2	5
	PC2. check that hold covers, hold coaming, operating systems and safety devices are in good operational condition		7	2	5
	PC3. ensure that all emergency controls and systems are functional		7	2	5
	PC4. inspect that all closing appliances – temperature controls, gaskets, devices, high level alarms, vapour locks, air locks are calibrated and operational		7	2	5
	PC5. confirm that the conveyor system is cargo free prior to start of loading/unloading operations		7	2	5
	PC6. inspect that the storage is clean prior to taking reading in case of loading		7	2	5
	PC7. check the moisture content in the dry cargo and take note of it		6	2	4
	PC8. check the conveyor system for functionality of emergency controls and damages		6	2	4
	PC9. check that the wagons/ trucks are clean and take measurement pre and post loading operations		6	2	4
	PC10. take draught measurements at the beginning, during and after loading/unloading of dry bulk cargo as per SOP		4	1	3
	PC11. check that the hold is uniformly filled and with respect to balancing of the ship		4	1	3
	PC12. check that the cargo is safe and secured for all weather conditions		6	2	4
	PC13. check that the hold coaming is secured, and the hold is water tight		4	1	3
	PC14. certify that emergency controls for handling of the hazardous cargo is in place		4	1	3
	PC15. calculate the weight of cargo loaded based on draught measurements taken		6	2	4
	PC16. compute the weight of cargo loaded and transported factoring in usual transmission losses		6	2	4

Qualification pack for Cargo surveyor

	PC17. certify the cargo loaded and unloaded based on the computations		6	2	4
			100	30	70

Options					
Option 1 - EXIM Documentation					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Practical
LSC/N2307 Verify EXIM documentation	PC1. check the importer documentation for compliance to regulatory requirements	100	6	2	4
	PC2. check import consignment documentation including invoice, packing list, type of cargo (liquid, hazardous chemicals, perishables etc.), shipping bill/ Airway bill, Bill of lading, the quantity, value, packing, labelling, weight, size of the cargo, delivery order, certificate of origin, industrial license, insurance document, certificate of origin, letter of credit, bond etc. for completeness		6	2	4
	PC3. check invoice for accuracy of number of packages, quantity, unit rate, total FOB / CIF value, etc.		6	2	4
	PC4. check the manifest for details of the cargo imported, quantity, details of discharge port-wise, etc. and ensure the duties are duly paid		6	2	4
	PC5. verify documentation for special cases such as pilferage, damage of goods, etc. as required		5	2	3
	PC6. confirm final clearance in the form of a LEO (Let Export Order)/ Out of Customs charge (OCC)		6	2	4
	PC7. inspect exporter documentation for compliance to regulatory requirement		6	2	4
	PC8. check export consignment documentation including destination country, shipment date, type of cargo, quantity, value, packing, labelling, weight, size of the cargo and nature of cargo (liquid, hazardous chemicals,		6	2	4

Qualification pack for Cargo surveyor

perishables etc.) insurance details, etc.			
PC9. verify documents required for clearance such as contract, letter of credit, Invoice, packing list, Shipping declaration, Purchase order, SDF (Statutory Declaration Form) declaration	4	1	3
PC10. check for documentation compliance to custom regulation for dangerous goods, valuable items, etc.	4	1	3
PC11. check for bonds to be executed with the customs official for duty exempted items	4	1	3
PC12. submit all documents required for custom clearance to custom officials as per their satisfaction	5	2	3
PC13. respond to any queries raised by the custom officials	4	1	3
PC14. make note of any objection raised by custom officials on the cargo	4	1	3
PC15. escalate objections and remarks of custom officials to the supervisor and the customer as required	4	1	3
PC16. check for correctness of documentation uploaded into “Indian Customs Electronic Commerce/ Electronic Data Gateway (ICEGATE)” web portal and submission of required documents to shipping lines, DGFT, PGAs etc.	4	1	3
PC17. monitor compliance to organisational policies and procedures, local, country and international laws on a regular basis	4	1	3
PC18. identify areas of non-compliance, examine reasons and make recommendations for corrections to ensure compliance	4	1	3
PC19. ensure compliance to documentation related to hazardous goods complying with IMDG and HAZCHEM requirements	4	1	3
PC20. maintain records for clearance activities and shipment for the mandated duration as specified by regulations	4	1	3
PC21. ensure all documentation is uploaded in the portal	4	1	3

		100	30	70
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Annexure: Trainer qualification and equipment requirement

Trainer Qualification –

- Graduate in Engineering with minimum 5 years of experience as cargo surveyor
- Diploma in Engineering/ Class XII with minimum 7 years of experience as cargo surveyor
- Detailed knowledge of port operations, vessel controls, port tower controls, draught measurements and displacements, etc., and has knowledge of documentation and valuation,
- Has ERP related reporting and data management activities and supervisory skills
- The trainer should have the ability to read write and communicate in vernacular language and English

Training equipment- PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packing devices, packing material, markers and stationery, vessel, loading/ unloading equipment, safety and security equipments, measuring equipments, IMDG, HAZCHEM guidelines, ICEGATE training portal, EXIM documentation, computers, MIS, ERP, SOP, teaching board, computer, projector, video player and TV