

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LOGISTICS SECTOR

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: Liquid Transport Operator (Electives – Gaseous Product Transport / Chemical and POL Transport/ Edible Oil Transport) (Options – Transport Coordination)

SECTOR: LOGISTICS

SUB-SECTOR: Liquid Logistics

OCCUPATION: - Liquid transport operations

REFERENCE ID: LSC/Q4301

ALIGNED TO: NCO – 2015 – 8332.01 – ISCO-08-9333, 8332

Brief Job Description: The individual operates liquid cargo trucks and is responsible for safe carriage and delivery of the liquid cargo. S/he should be able to maintain the vehicle and its documentation as required and assist in loading/unloading process.

Electives

Elective 1: Gaseous Product Transport

The unit is about operating tankers for gaseous products like Liquefied petroleum gas (LPG), Compressed natural gas (CNG), Propane, etc. S/he would be responsible for maintaining the vehicle, required licenses, its fitness and safe carriage of the cargo

Elective 2: Chemical and POL Transport

The unit is about operating tankers for liquid Petroleum, Oil, & Lubricants (POL) and chemical products like petrol, diesel etc. S/he would be responsible for maintaining the vehicle, required licenses, its fitness and safe carriage of the cargo

Elective 3: Edible Oil Transport

The unit is about operating tankers for edible oils. S/he would be responsible for maintaining the vehicle, required licenses, hygiene certifications and its fitness and safe carriage of the cargo

Options

Option 1: Transport Coordination

The individual is responsible for transport coordination, consignment tracking and assist in transport consolidation

Personal Attributes:

The job holder should be medically and physically fit to operate liquid transport vehicles. S/he should be observant and diligent in safe transportation and delivery of cargo.

Job Details

Qualifications Pack Code	LSC/Q4301		
Job Role	Liquid transport operator		
Credits(NSQF)	TBD	Version number	1.0
Sector	Logistics	Drafted on	30/06/2018
Sub-sector	Liquid logistics	Last reviewed on	04/05/2019
Occupation	Liquid transport operations	Next review date	04/05/2022
NSQC Clearance on	DD/MM/YYYY		
Effective from	DD/MM/YYYY		

Job Role	Liquid transport operator
Role Description	The individual operates liquid cargo trucks and is responsible for safe carriage and delivery of the liquid cargo. S/he should be able to maintain the vehicle and its documentation as required and assist in loading/unloading process.
NSQF	4
Minimum Educational Qualifications	Class X with relevant experience ; candidate should have completed 18 years of age
Maximum Educational Qualifications	-
Prerequisite License or Training	Commercial driving license for HMV required.
Minimum Job Entry Age	18 years
Experience	Class X, should have driven HMV for 1 year
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> LSC/N4301 Operate and maintain the liquid transport vehicle LSC/N4302 Assist in loading/unloading of cargo LSC/N9904 Follow ethics and integrity in operations LSC/N9905 Follow health, safety and security procedures <p>Electives (mandatory to select one):</p> <p>Elective 1: Gaseous product transport 1.1 LSC/N4304 Transportation of gaseous products</p> <p>Elective 2: Chemical and POL transport 2.1 LSC/N4305 Transportation of chemical and POL products</p> <p>Elective 3: Edible oil transport 3.1 LSC/N4306 Transportation of edible oil products</p> <p>Options (Not mandatory):</p>

Qualifications Pack for Liquid Transport Operator

	Option 1: Transport coordination 1.1 LSC/N1005 Transport consolidation and consignment tracking
Performance Criteria	As described in the relevant OS units

Definitions

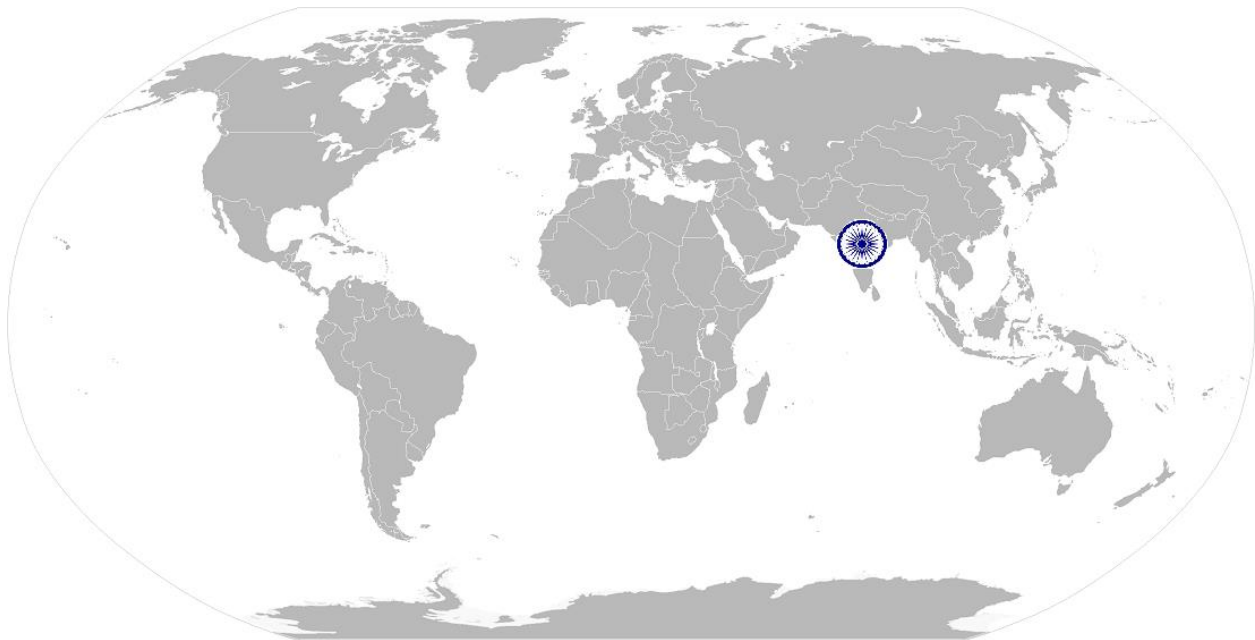
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable 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 Liquid Transport Operator

	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
	CNG	Compressed natural gas
ERP	Enterprise resource planning	
FTL	Full Truckload	
GPS	Global Positioning System	
HMV	Heavy Motor Vehicle	
ISCO	International Standard Classification of Occupations	
LPG	Liquefied petroleum gas	
LTL	Less Than Truckload	
NCO	National Classification Of Occupations	
NHAI	National Highways Authority of India	
NOS	National Occupational Standards	
NSQC	National Skills Qualifications Committee	
NSQF	National Skills Qualifications Framework	
OS	Occupational Standards	
OSHA	Occupational Safety and Health Administration	
PC	Performance Criteria	
PGA	Partnering Government Agencies	
POL	Petroleum, Oil, & Lubricants	
PPE	Personal Protective Equipment	
QP	Qualifications Pack	
SOPs	Standard Operating Procedures	
SSC	Sector Skill Council	

National Occupational Standard



Overview

This unit is about operating and maintaining liquid transport vehicles

LSC/N4301

Operate and maintain liquid transport vehicle

National Occupational Standard

Unit Code	LSC/N4301
Unit Title (Task)	Operate and maintain liquid transport vehicle
Description	This unit is about operating and maintaining liquid transport vehicles
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Maintain vehicle documentation • Operate and monitor transport vehicle • Coordinate in case of emergencies and accidents • Assist in tanker cleaning and maintenance <p>Range: Liquid transport vehicle, standard documentation templates, Standard Operating Procedures (SOP), worksheets, computer, projector, stationery, etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Maintain vehicle documentation	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. check the validity of commercial vehicle driving license, chemical transport license, hazardous goods transport licence and other statutory requirement for the operator</p> <p>PC2. check that vehicle registration, commercial permit, liquid cargo permit, insurance, fire extinguisher license, etc are valid and originals are present</p> <p>PC3. check that product transport authorization documents indicating nature of product, authorization for transport, pick and drop locations, certifications from Partnering Government Agencies (PGAs), etc. are valid</p> <p>PC4. coordinate with transport supervisor/ coordinator of the transporter and supply firm to resolve discrepancies if any</p>
Operate and monitor transport vehicle	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. monitor the vehicle performance in terms of Global Positioning System (GPS) functioning, tyre pressure, engine issues, leakages/pilferage from the tank during transportation</p> <p>PC6. transport cargo as per defined norms and SOP following speed limits, routes, etc.</p>
Coordinate in case of emergencies	<p>To be competent, the user/ individual must be able to:</p> <p>PC7. inform the transport company, supplier and destination on the assigned helpline numbers in case of any leakage or accidents</p> <p>PC8. follow instructions from the quick response team to fix or minimise leakage or drive the vehicle to nearest authorised centre</p> <p>PC9. wait for first response team from relevant authorities such as National Highways Authority of India (NHAI), Police, Supplier, etc. for assessment of damage or leakage</p>
Assist in tanker cleaning and maintenance	<p>To be competent, the user/ individual must be able to:</p> <p>PC10. assist in tank cleaning as per SOP</p> <p>PC11. check vehicle for fitness, repairs, damages, service requirements and inform</p>

LSC/N4301

Operate and maintain liquid transport vehicle

	<p>the supervisor as and when required</p> <p>PC12. inform supervisor regarding renewal of fitness certification of vehicle, spare & consumable change periodically</p>
Knowledge and understanding (K)	
A. 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 and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization and the supplier for escalation of issues</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed for different type of liquids and their distress codes</p>
B. Technical knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. different type of trucks, their layout, controls, cargo tank construction and compartmentalization</p> <p>KB2. using fire extinguisher and protocols for emergencies</p> <p>KB3. driving commercial vehicles, norms with respect to liquid transports, hazardous transports</p> <p>KB4. documentation and license requirements for driver and vehicle</p> <p>KB5. procedure and SOP for checking the vehicle during transits and routine stops</p> <p>KB6. handling and emergency procedures for hazardous cargo</p>
Skills (S)	
A. Core skills/ generic skills	Reading skills
	The user/individual on the job needs to know how to read:
	SA1. written instructions
	SA2. vehicle documents, licences, transport documents
	SA3. checklists
Writing skills	
The user/individual on the job needs to know how to write:	
SA4. damage reports	
SA5. update travel logs	
Oral communication (listening and speaking skills)	
The user/individual on the job needs to know how to:	
SA6. communicate with transport coordinators at the transporter, supplier and receiver units	
SA7. communicate with NHAI, Police and other emergency response teams	
B. Professional skills	Decision making
	The user/individual on the job needs to know how to:
SB1. decide and identify leakages if any	
SB2. identify damage or abnormalities in vehicle or tanks during transit	

LSC/N4301

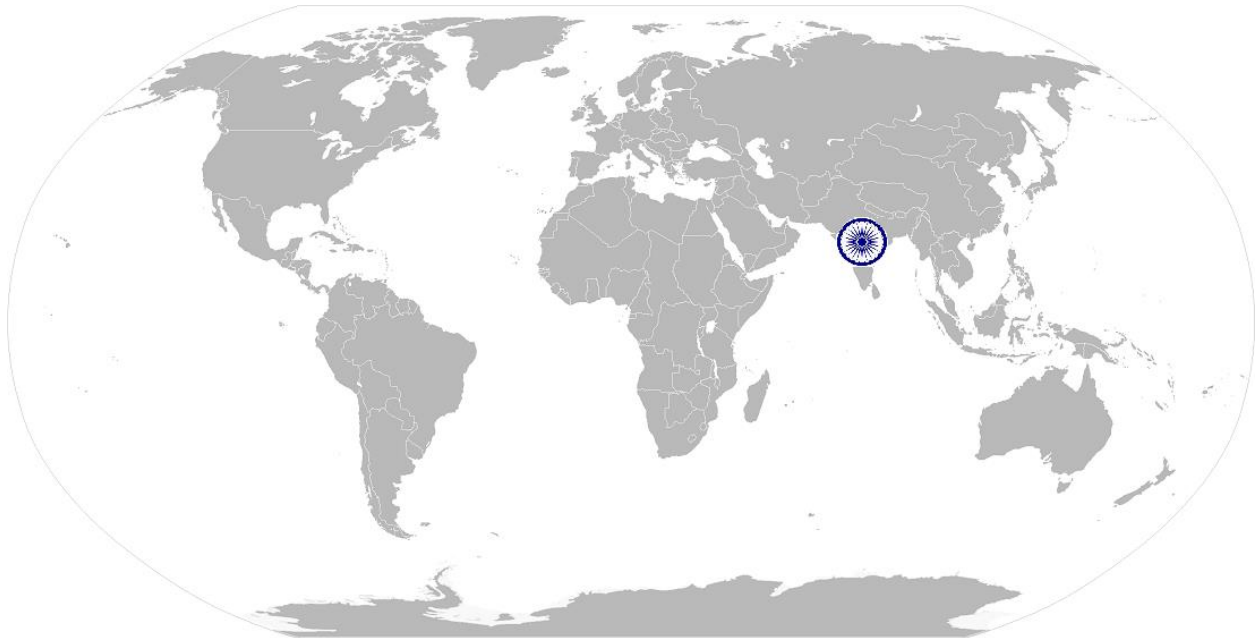
Operate and maintain liquid transport vehicle

	SB3. decide when to escalate issues
	Plan and organize
	The user/individual on the job needs to know how to: SB4. plan and coordinate between teams to achieve joint goals. SB5. maintain punctuality and respond in a timely manner SB6. prioritize and execute tasks based on checklist and priority requirements SB7. do a check of activity completion
	Customer centricity
	The user/individual on the job needs to know how to: SB8. adhere to the assigned timelines SB9. address the urgency regarding shipments and emergencies
	Problem solving
	The user/individual on the job needs to know how to: SB10. anticipate requirement for fixing small leaks SB11. anticipate documentation and license expiry in advance and coordinate for renewal
	Analytical thinking
	The user/individual on the job needs to know how to: SB12. assess when to take breaks to minimize travel times, wear and tear and fatigue SB13. assess the vehicle parts for damages, wear and tear and leakages during transit
	Critical thinking
The user/individual on the job needs to know and understand how to: SB14. identify if there is a leakage or fracture SB15. identify if there is a discrepancy in the transport documents	

NOS Version Control

OS Code	LSC/N4301		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Liquid logistics	Last reviewed on	15/10/2018
Occupation	Liquid transport operations (Transporter)	Next review date	15/10/2021

National Occupational Standard



Overview

This unit is about assisting inloading/unloading of cargo

LSC/N4302

Assist in loading/unloading of cargo

National Occupational Standard

Unit Code	LSC/N4302
Unit Title (Task)	Assist in loading/unloading of cargo
Description	This unit is about assisting in loading/unloading of cargo
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Assist in loading operations • Assist in unloading operations <p>Range: Liquid transport vehicle, loading/unloading pumps and related equipment, Standard Operating Procedures (SOP), worksheets, computer, projector, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Assist in loading operations	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. assist in physical verification of the vehicle with respect to fitness of equipment, tyres, tank, etc. prior to loading</p> <p>PC2. check the weight of the unloaded vehicle on the weigh bridge</p> <p>PC3. wear the requisite Personal Protective Equipment (PPEs) and be alert during loading operations, monitoring the volume of cargo loaded</p> <p>PC4. connect the pipes, open valves, swipe for loading the pre-set volume, monitor nozzle and valve connection, place the pipe back post filling</p> <p>PC5. check and verify the seal on the cargo tank post loading</p> <p>PC6. collect the requisite dispatch documents for transportation</p>
Assist in unloading operations	<p>To be competent, the user/ individual must be able to:</p> <p>PC7. park the vehicle in unloading queue, and coordinate for conducting the sample check on the liquid cargo</p> <p>PC8. assist in connecting the pipe to valve, operate the valves/controls and unload the cargo</p> <p>PC9. wear the requisite PPEs required for unloading operation</p> <p>PC10. check the weight of the unloaded vehicle on the weigh bridge</p> <p>PC11. collect documentation for volume of cargo unloaded</p>
Knowledge and understanding (K)	
A. 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 and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization and the supplier for escalation of issues</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed for different type of liquids and their distress codes</p>
B. Technical knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. different type of trucks, their layout, controls, cargo tank construction and</p>

LSC/N4302

Assist in loading/unloading of cargo

	<p>compartmentalization</p> <p>KB2. using fire extinguisher and protocols for emergencies</p> <p>KB3. driving commercial vehicles, norms with respect to liquid transports, hazardous transports</p> <p>KB4. documentation and license requirements for driver and vehicle</p> <p>KB5. procedure and SOP for checking the vehicle during transits and routine stops</p> <p>KB6. handling and emergency procedures for hazardous cargo</p>
Skills (S)	
C. 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. vehicle documents, licences, transport documents</p> <p>SA3. checklists</p>
	Writing skills
	<p>The user/individual on the job needs to know how to write:</p> <p>SA4. damage reports</p> <p>SA5. update travel logs</p>
	Oral communication (listening and speaking skills)
<p>The user/individual on the job needs to know how to:</p> <p>SA6. communicate with transport coordinators at the transporter, supplier and receiver units</p> <p>SA7. communicate with National Highways Authority of India (NHAI), Police and other emergency response teams</p>	
D. Professional skills	Decision making
	<p>The user/individual on the job needs to know how to:</p> <p>SB1. identify leakages from valve and nozzle during loading/unloading</p> <p>SB2. Identify residual cargo in the tanker</p> <p>SB3. Identify emergency situations during loading/unloading</p>
	Plan and organize
	<p>The user/individual on the job needs to know how to:</p> <p>SB4. plan and coordinate between teams to achieve joint goals.</p> <p>SB5. maintain punctuality and respond in a timely manner</p> <p>SB6. prioritize and execute tasks based on checklist and priority requirements</p> <p>SB7. do a check of activity completion</p>
	Customer centricity
	<p>The user/individual on the job needs to know how to:</p> <p>SB8. adhere to the assigned timelines</p> <p>SB9. address the urgency regarding shipments and emergencies</p>
	Problem solving
<p>The user/individual on the job needs to know how to:</p>	

LSC/N4302

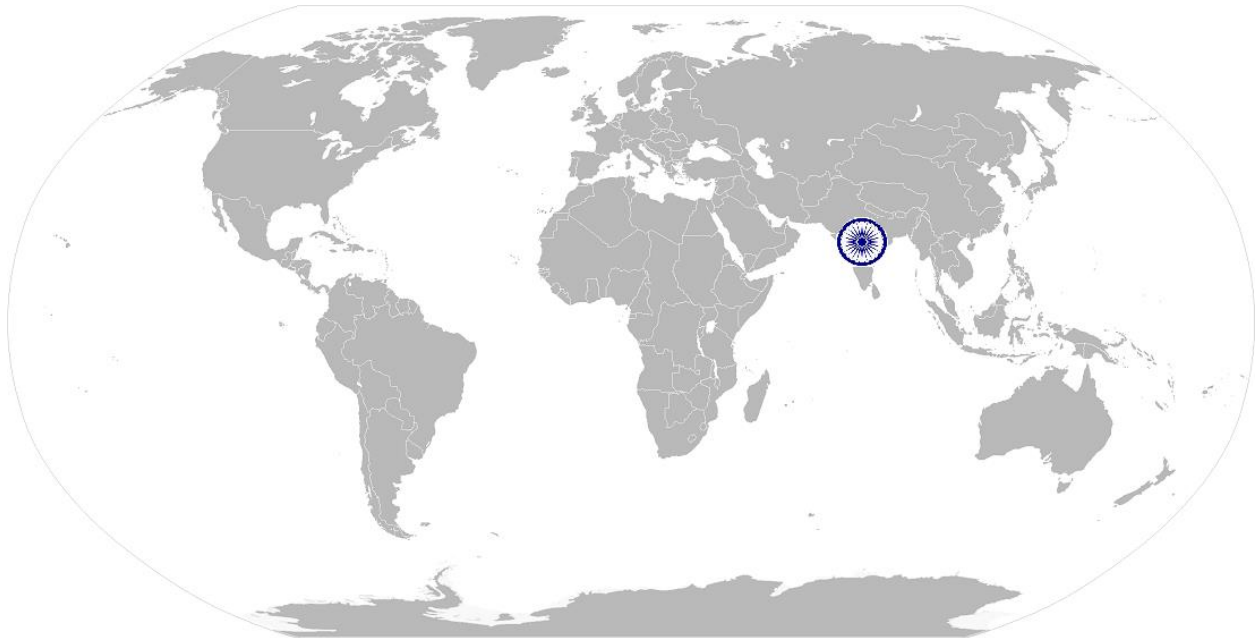
Assist in loading/unloading of cargo

	SB10. anticipate requirement for fixing small leaks
	SB11. anticipate residual cargo in tanker and ways to extract it
	Analytical thinking
	The user/individual on the job needs to know how to: SB12. assess the unloaded and load vehicle weights to estimate loaded cargo
	Critical thinking
The user/individual on the job needs to know and understand how to: SB13. identify if there is a leakage or fracture SB14. identify emergency situations during loading/unloading	

NOS Version Control

NOS Code	LSC/N4302		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Liquid logistics	Last reviewed on	15/10/2018
Occupation	Liquid transport operations (loading/unloading)	Next review date	15/10/2021

National Occupational Standard



Overview

This unit is about operating Liquefied petroleum gas (LPG) and gaseous product transport vehicles

LSC/N4304

Transportation of gaseous products

National Occupational Standard

Unit Code	LSC/N4304
Unit Title (Task)	Transportation of gaseous products
Description	This unit is about transport of LPG and other gas based cargo
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Assist in loading/unloading • Monitor cargo during transports and cater to emergencies <p>Range: Gaseous product transport vehicle, loading/unloading pumps and related equipment, Standard Operating Procedures (SOP), worksheets, computer, projector, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Assist in loading/unloading	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. check the vehicle fitness and tanker pressure before loading/unloading</p> <p>PC2. wear the requisite Personal Protective Equipment (PPEs) and be alert during loading/unloading operations coordinate with the helper in monitoring valve pressure, seals and pipelines during loading/ unloading operation</p> <p>PC3. check the valve meter and seal post loading</p> <p>PC4. open the water valve, inbuilt fire extinguisher gas valve and raise terminal alarm in case of any sparks for fire risks, as per defined SOPs</p> <p>PC5. take reading and confirmation on volume of cargo loaded and collect requisite transport documents</p>
Monitor during transport and cater to emergencies	<p>To be competent, the user/ individual must be able to:</p> <p>PC6. monitor the valves for leakage, and pressure changes during regular transit stops</p> <p>PC7. operate vehicle as per pre-set norms of timing and speed as per instructions of the loading coordinator</p> <p>PC8. earth the vehicle using conductive strips to prevent build up of static electricity and use fire extinguisher as required</p> <p>PC9. ensure flame control devices in exhaust pipes are operational</p> <p>PC10. communicate any leakage, accidents, etc. to the helpline of the supplier as well as the transporter and take precautionary action as instructed in accordance to SOPs</p> <p>PC11. coordinating with local authorities to secure the area in case of accidents, when carrying hazardous cargo</p>
Knowledge and understanding (K)	
A. Organizational context (Knowledge of the company /	<p>The individual on the job needs to know and understand:</p> <p>KA1. organizational procedures and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p>

LSC/N4304

Transportation of gaseous products

<p>organization and its processes)</p>	<p>KA3. reporting structure of the organization and the supplier for escalation of issues KA4. risk and impact of not following defined procedures/work instructions KA5. coding system followed for different type of liquids and their distress codes</p>
<p>B. Technical knowledge</p>	<p>The individual on the job needs to know and understand: KB1. different type of trucks, their layout, controls, cargo tank construction and compartmentalization KB2. using fire extinguisher and protocols for emergencies KB3. driving commercial vehicles, norms with respect to liquid transports, hazardous transports KB4. documentation and license requirements for driver and vehicle KB5. procedure and SOP for checking the vehicle during transits and routine stops KB6. handling and emergency procedures for hazardous cargo</p>
<p>Skills (S)</p>	
<p>C. Core skills/ generic skills</p>	<p>Reading skills The user/individual on the job needs to know how to read: SA1. written instructions SA2. vehicle documents, licenses, transport documents SA3. pressure valves and nozzle meters SA4. checklists</p> <p>Writing skills The user/individual on the job needs to know how to write: SA5. damage reports SA6. update travel logs</p> <p>Oral communication (listening and speaking skills) The user/individual on the job needs to know how to: SA7. communicate with transport coordinators at the transporter, supplier and receiver units SA8. communicate with National Highways Authority of India (NHAI), Police and other emergency response teams</p>
<p>D. Professional skills</p>	<p>Decision making The user/individual on the job needs to know how to: SB1. decide and identify leakages if any SB2. identify damage or abnormalities in vehicle or tanks during transit SB3. decide when to escalate issues</p> <p>Plan and organize The user/individual on the job needs to know how to: SB4. plan and coordinate between teams to achieve joint goals. SB5. maintain punctuality and respond in a timely manner SB6. prioritize and execute tasks based on checklist and priority requirements SB7. do a check of activity completion</p>

LSC/N4304

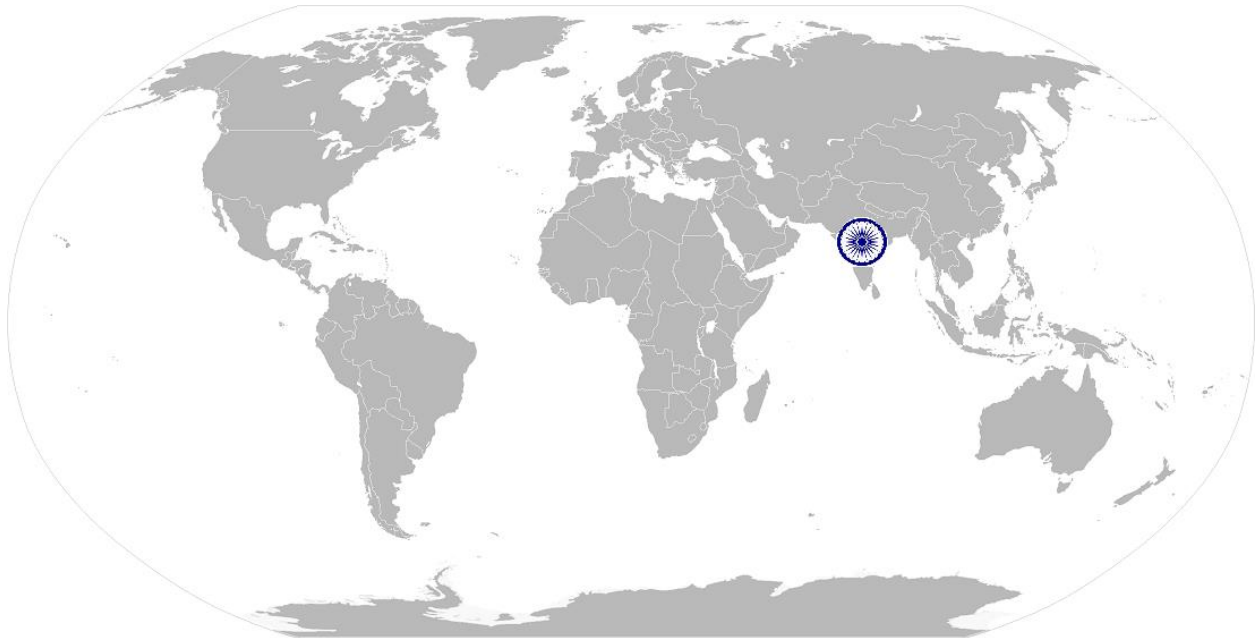
Transportation of gaseous products

	Customer centricity
	The user/individual on the job needs to know how to: SB8. adhere to the assigned timelines SB9. address the urgency regarding shipments and emergencies
	Problem solving
	The user/individual on the job needs to know how to: SB10. anticipate requirement for fixing small leaks SB11. anticipate documentation and license expiry in advance and coordinate for renewal
	Analytical thinking
	The user/individual on the job needs to know how to: SB12. assess when to take breaks to minimize travel times, wear and tear and fatigue SB13. assess the vehicle parts for damages, wear and tear and leakages during transit
	Critical thinking
The user/individual on the job needs to know and understand how to: SB14. identify if there is a leakage or fracture SB15. identify if there is a discrepancy in the transport documents	

NOS Version Control

NOS Code	LSC/N4304		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Liquid logstics	Last reviewed on	15/10/2018
Occupation	Liquid transport operations (Transportation, loading/unloading)	Next review date	15/10/2021

National Occupational Standard



Overview

This unit is about operating transport vehicles for Petroleum, Oil, & Lubricants (POL) and chemical products

LSC/N4305

Transportation of chemical and POL products

National Occupational Standard

Unit Code	LSC/N4305
Unit Title (Task)	Transportation of chemical and POL products
Description	This unit is about operating chemical and POL transport vehicles
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Assist in loading/unloading Monitor cargo and cater to emergencies <p>Range: Chemical and POL product transport vehicle, loading/unloading pumps and related equipment, Standard Operating Procedures (SOP), worksheets, computer, projector, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Assist in loading/unloading	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. get the tanker weighed and checked for fitness prior to loading/unloading and collect acknowledgement</p> <p>PC2. wear the requisite Personal Protective Equipment (PPEs) required for loading/unloading operations and stay alert during the process</p> <p>PC3. open the water valve, inbuilt fire extinguisher gas valve and raise terminal alarm in case of any sparks for fire risks as per defined SOPs</p> <p>PC4. take reading and confirmation on volume of cargo loaded/unloaded and collect requisite transport documents</p>
Monitor cargo and cater to emergencies	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. monitor the tank valves for leakage and fractures during regular transit stops</p> <p>PC6. communicate any leakage, accidents, etc. to the helpline of the supplier as well as the transporter and take precautionary action as instructed in accordance to SOPs</p> <p>PC7. take precautionary measures of moving the tanker to the nearest safe extraction point, in case of leakage</p> <p>PC8. coordinating with local authorities to secure the area in case of accidents, when carrying hazardous cargo</p>
Knowledge and understanding (K)	
A. 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 and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization and the supplier for escalation of issues</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed for different type of liquids and their distress codes</p>

LSC/N4305

Transportation of chemical and POL products


<p>B. Technical knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. different type of trucks, their layout, controls, cargo tank construction and compartmentalization</p> <p>KB2. using fire extinguisher and protocols for emergencies</p> <p>KB3. driving commercial vehicles, norms with respect to liquid transports, hazardous transports</p> <p>KB4. documentation and license requirements for driver and vehicle</p> <p>KB5. procedure and SOP for checking the vehicle during transits and routine stops</p> <p>KB6. handling and emergency procedures for hazardous cargo</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. vehicle documents, licenses, transport documents</p> <p>SA3. nozzle meters</p> <p>SA4. checklists</p> <p>Writing skills</p> <p>The user/individual on the job needs to know how to write:</p> <p>SA5. damage reports</p> <p>SA6. update travel logs</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 transport coordinators at the transporter, supplier and receiver units</p> <p>SA8. communicate with National Highways Authority of India (NHAI), Police and other emergency response teams</p>
<p>C. Professional skills</p>	<p>Decision making</p> <p>The user/individual on the job needs to know how to:</p> <p>SB1. decide and identify leakages if any</p> <p>SB2. identify damage or abnormalities in vehicle or tanks during transit</p> <p>SB3. decide when to escalate issues</p> <p>Plan and organize</p> <p>The user/individual on the job needs to know how to:</p> <p>SB4. plan and coordinate between teams to achieve joint goals.</p> <p>SB5. maintain punctuality and respond in a timely manner</p> <p>SB6. prioritize and execute tasks based on checklist and priority requirements</p> <p>SB7. do a check of activity completion</p> <p>Customer centricity</p> <p>The user/individual on the job needs to know how to:</p> <p>SB8. adhere to the assigned timelines</p> <p>SB9. address the urgency regarding shipments and emergencies</p>

LSC/N4305

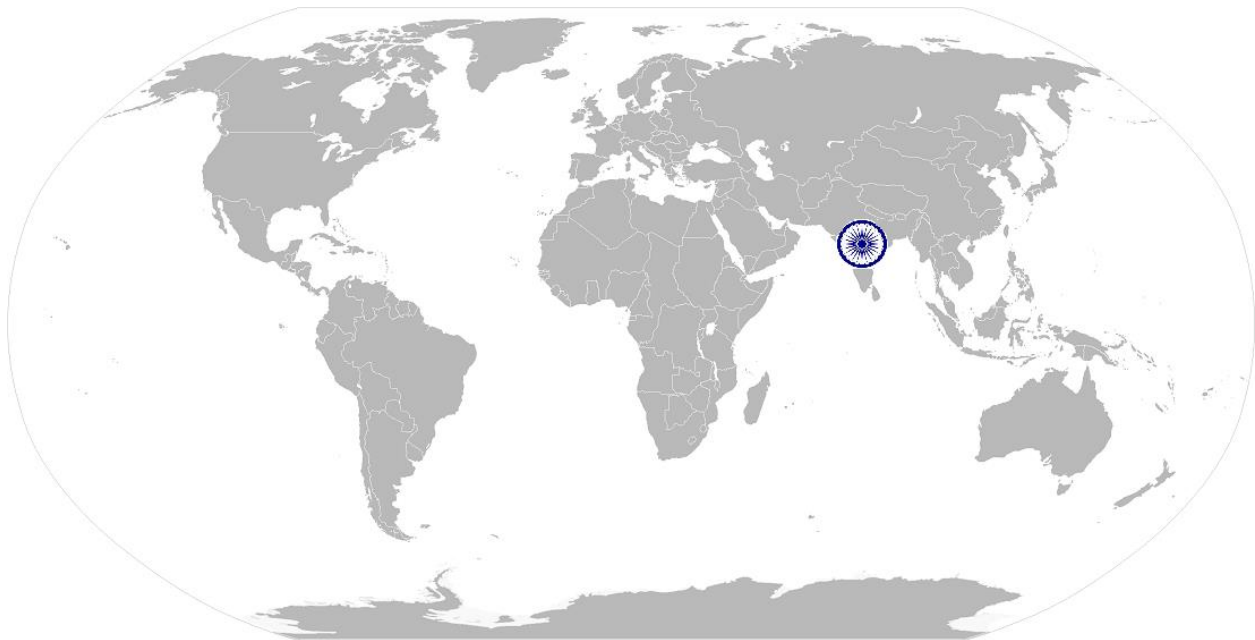
Transportation of chemical and POL products

	Problem solving
	The user/individual on the job needs to know how to: SB10. anticipate requirement for fixing small leaks SB11. anticipate documentation and license expiry in advance and coordinate for renewal
	Analytical thinking
	The user/individual on the job needs to know how to: SB12. assess when to take breaks to minimize travel times, wear and tear and fatigue SB13. assess the vehicle parts for damages, wear and tear and leakages during transit
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB14. identify if there is a leakage or fracture SB15. identify if there is a discrepancy in the transport documents

NOS Version Control

NOS Code	 LSC/N4305		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Liquid logistics	Last reviewed on	15/10/2018
Occupation	Liquid transport operations (Transportation, Loading/ unloading)	Next review date	15/10/2021

National Occupational Standard



Overview

This unit is about operating transport vehicles for edible oil

LSC/N4306

Transportation of edible oil products

National Occupational Standard

Unit Code	LSC/N4306
Unit Title (Task)	Transportation of edible oil products
Description	This unit is about operating transporting vehicles for edible oil
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Assist in loading/unloading • Monitor cargo and cater to emergencies <p>Range: Edible oil transport vehicle, loading/unloading pumps and related equipment, Standard Operating Procedures (SOP), worksheets, computer, projector, stationery etc.</p>
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Assist in loading/unloading	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. get the tanker weighed and checked for fitness prior to loading/unloading and collect acknowledgement</p> <p>PC2. wear the requisite Personal Protective Equipment (PPEs) be alert during loading/unloading operations monitoring the volume loaded</p> <p>PC3. take reading and confirmation on volume of cargo loaded and collect requisite transport documents</p>
Maintain the vehicle for edible oil transports	<p>To be competent, the user/ individual must be able to:</p> <p>PC4. check that the inert gas layer around the tank for purity is intact</p> <p>PC5. check that only edible oil transport trucks are used for transportation</p> <p>PC6. check that the tanker walls are well painted and it is not in contact with bronze, copper, brass, other adulterants</p> <p>PC7. communicate any leakage, accidents, etc. to the helpline of the supplier as well as the transporter and take precautionary action as instructed in accordance to SOPs</p> <p>PC8. take precautionary measures of moving the tanker to the nearest safe extraction point, in case of leakage</p> <p>PC9. coordinating with local authorities to secure the area in case of accidents</p>
Knowledge and understanding (K)	
A. 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 and SOPs for tasks at hand, documentation policy and emergency responses</p> <p>KA2. security and safety procedures to be followed</p> <p>KA3. reporting structure of the organization and the supplier for escalation of issues</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. coding system followed for different type of liquids and their distress codes</p>

LSC/N4306

Transportation of edible oil products

<p>B. Technical knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. different type of trucks, their layout, controls, cargo tank construction and compartmentalization</p> <p>KB2. using fire extinguisher and protocols for emergencies</p> <p>KB3. tank cleaning and hygiene requirements and certifications</p> <p>KB4. driving commercial vehicles, norms with respect to liquid transports, hazardous transports</p> <p>KB5. documentation and license requirements for driver and vehicle</p> <p>KB6. procedure and SOP for checking the vehicle during transits and routine stops</p> <p>KB7. handling and emergency procedures for hazardous cargo</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. vehicle documents, licenses, transport documents</p> <p>SA3. nozzle meters</p> <p>SA4. checklists</p> <p>Writing skills</p> <p>The user/individual on the job needs to know how to write:</p> <p>SA5. damage reports</p> <p>SA6. update travel logs</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 transport coordinators at the transporter, supplier and receiver units</p> <p>SA8. communicate with National Highways Authority of India (NHAI), Police and other emergency response teams</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. decide and identify leakages if any</p> <p>SB2. identify damage or abnormalities in vehicle or tanks during transit</p> <p>SB3. decide when to escalate issues</p> <p>Plan and organize</p> <p>The user/individual on the job needs to know how to:</p> <p>SB4. plan and coordinate between teams to achieve joint goals.</p> <p>SB5. maintain punctuality and respond in a timely manner</p> <p>SB6. prioritize and execute tasks based on checklist and priority requirements</p> <p>SB7. do a check of activity completion</p> <p>Customer centricity</p> <p>The user/individual on the job needs to know how to:</p> <p>SB8. adhere to the assigned timelines</p>

LSC/N4306

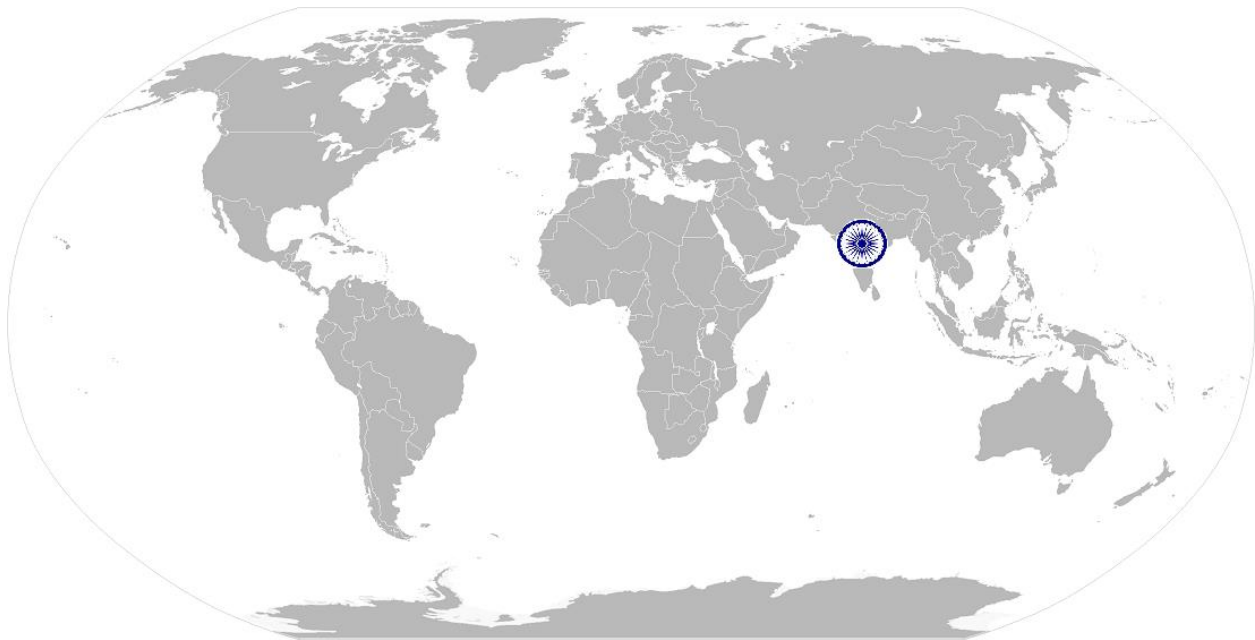
Transportation of edible oil products

	SB9. address the urgency regarding shipments and emergencies
	Problem solving
	The user/individual on the job needs to know how to: SB10. anticipate requirement for fixing small leaks SB11. anticipate documentation and license expiry in advance and coordinate for renewal
	Analytical thinking
	The user/individual on the job needs to know how to: SB12. assess when to take breaks to minimize travel times, wear and tear and fatigue SB13. assess the vehicle parts for damages, wear and tear and leakages during transit
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB14. identify if there is a leakage or fracture SB15. identify if there is a discrepancy in the transport documents

NOS Version Control

NOS Code	LSC/N4306		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Liquid logsitics	Last reviewed on	15/10/2018
Occupation	Liquid transport operations (Transportation, Loading/ unloading)	Next review date	15/10/2021

National Occupational Standard



Overview

This unit is about consolidating the shipment and conducting follow up

LSC/N1005

Transport consolidation and consignment tracking

National Occupational Standard

Unit Code	LSC/N1005
Unit Title (Task)	Transport consolidation and consignment tracking
Description	This unit is about consolidating the shipment and conducting follow up
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Obtain schedule and make consolidation plan • Verify incoming orders and consolidate deliveries • Coordinate with trucking companies • Consignment tracking <p>Range: Scheduling software, Standard Operating Procedures (SOP), scheduling documentation, Microsoft office, Enterprise resource planning (ERP) and Global Positioning System (GPS)</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Obtain schedule and make consolidation plan	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. obtain the schedule for trucks due to arrive for the day at the hub/consolidation station</p> <p>PC2. note capacities of each truck and the available capacity based on load</p> <p>PC3. obtain list of orders that are to be routed from current hub/consolidation station</p> <p>PC4. prepare detailed schedule and unloading/ loading plan for all the trucks scheduled to depart the same day/next day</p> <p>PC5. determine carrier truck for each order/load based on capacity and destination of the out bound truck</p> <p>PC6. prepare chart for consolidating incoming loads into the respective trucks for delivery</p> <p>PC7. coordinate with transport coordinator and warehouse in-charge to ensure truck consolidation plan is as per original shipment plan</p>
Verify incoming orders and consolidate deliveries	<p>To be competent, the user/ individual must be able to:</p> <p>PC8. check that all the cargo to be loaded is arranged in loading bay in adherence to consolidation chart</p> <p>PC9. verify all trucks are on-time, note any delays in arrivals and update schedule accordingly</p> <p>PC10. obtain verifications from unloading/loading supervisors on various loads</p> <p>PC11. check for any errors/damages in goods and report the same to manager or head office</p> <p>PC12. check goods for any hazardous material and follow appropriate handling techniques if required</p> <p>PC13. consult with driver on costs incurred on trip so far and verify the costs against the analyzed budget</p>

LSC/N1005

Transport consolidation and consignment tracking

	<p>PC14. approve loading/ unloading activities once order and items are verified and instruct loaders / loading supervisor on moving various loads to respective truck for final delivery</p> <p>PC15. check that all items are unloaded and loaded as per the consolidation chart prepared</p> <p>PC16. instruct drivers on destinations for deliveries as per schedule and clarify any queries or on the job challenges faced</p> <p>PC17. coordinate with head office to ensure all necessary documentation is available with the truck driver</p> <p>PC18. report delayed deliveries due to late arrival or underutilization of vehicle capacity to head office and follow instructions given</p>
<p>Coordinate with trucking companies</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC19. determine optimal routes for trucks</p> <p>PC20. contact the concerned person in the trucking companies, explain needs, make new bookings and arrange to have the new orders picked up</p> <p>PC21. discuss any concerns regarding consignments already underway and have them addressed</p> <p>PC22. liaise with transport company representatives in case of any issues</p>
<p>Review consignments that are underway</p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC23. review the position of all on-going consignments and coordinate with driver or trucking companies in critical cases or continuous defaults</p> <p>PC24. update tracking information for each order so that it can be tracked by the consignment tracking executive</p> <p>PC25. note any common issues faced by most trucks In order to identify possible solutions</p> <p>PC26. contact local authorities and request their assistance if needed</p> <p>PC27. log the issue and follow up with the driver to ensure that the transport of the consignment has resumed</p> <p>PC28. update information on the estimated delivery time of the consignment accordingly to the supervisor</p> <p>PC29. inform client representative in case of delays, discrepancies, etc.</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:</p> <p>KA1. organizational procedures</p> <p>KA2. types of documentation in organization</p> <p>KA3. organization policy of data maintenance, recording and handling</p> <p>KA4. company’s customers, suppliers and their requirements</p> <p>KA5. organization fee and charges structure</p> <p>KA6. records and log books to be maintained and the importance of the same</p> <p>KA7. company’s material movement policy</p> <p>KA8. relevant safety and security procedures</p>

LSC/N1005

Transport consolidation and consignment tracking

	<p>KA9. details of transport companies the organization works with and their processes</p> <p>KA10. procedure followed while booking trucks to pick up and transport consignments</p>
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know:</p> <p>KB1. details required while consolidating orders</p> <p>KB2. various documentation associated with transport</p> <p>KB3. basic norms regarding packing of items like food items should be separate from toiletries, etc.</p> <p>KB4. dangerous goods and their handling and movement procedures</p> <p>KB5. use of computer for electronic documentation of information</p> <p>KB6. use of GPS and tracking software</p> <p>KB7. distances to different destination and estimate travel time required</p> <p>KB8. different types of truck loads</p> <p>KB9. methods for consolidating orders based on type, size, destination etc.</p> <p>KB10. possible common challenges and errors in consolidation</p> <p>KB11. ERP system and extracting information from it</p> <p>KB12. how to maintain communication and control through all phases of the cargo transit</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. schedule and plan for cargo transport</p> <p>SA2. consolidation charts</p> <p>SA3. instructions and conditions during cargo movement</p> <p>SA4. instructions on how to use the tracking systems</p> <p>Writing Skills</p> <p>The user/individual on the job needs to know how to:</p> <p>SA5. prepare written delivery schedule and charts</p> <p>SA6. maintain the record as per company's policies</p> <p>SA7. make entries into the ERP</p> <p>SA8. fill out forms, inspection checklists pertaining to the customer consignments</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know how to:</p> <p>SA9. regularly communicate with all employees to ensure activities are running smoothly</p> <p>SA10. listen to the issues of the drivers</p> <p>SA11. communicate with warehouse manager, supervisors, drivers, trucking companies and head office</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know how to:</p>

LSC/N1005

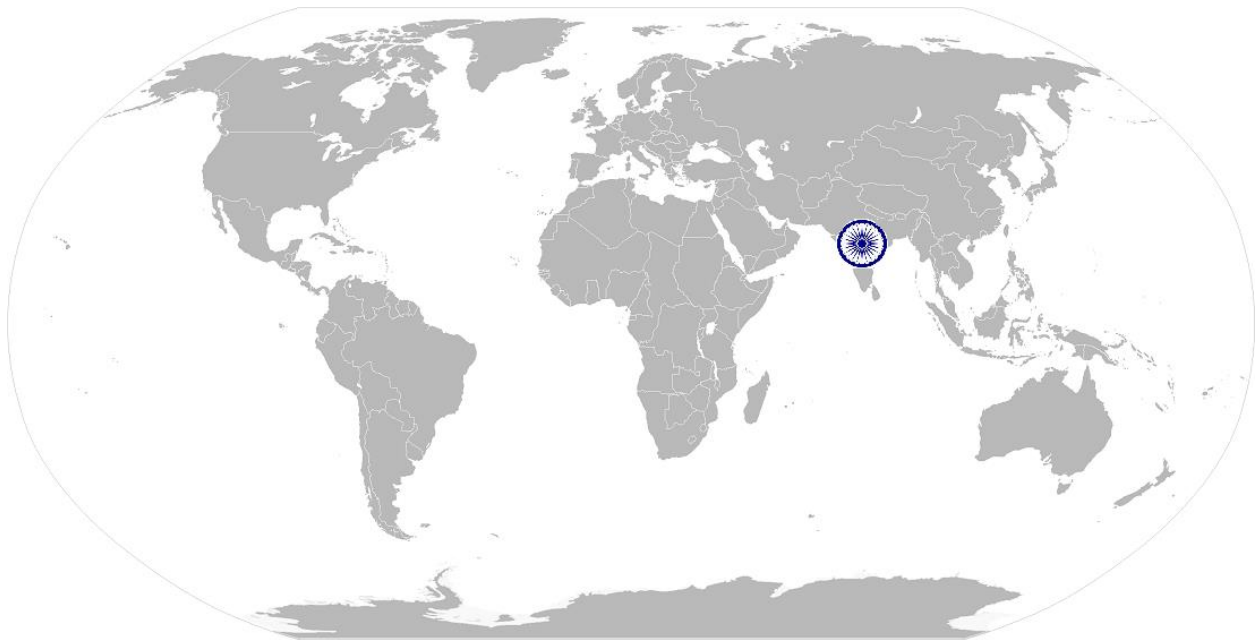
Transport consolidation and consignment tracking

	SB1. make a judgment as to how to utilize the space while consolidating
	SB2. decide the estimated time required for consolidation and making schedules
	SB3. make a judgment as to whether a route change is required or not
	Plan and Organize
	The user/individual on the job needs to know how to:
	SB4. prioritize and execute tasks within the scheduled time limits
	SB5. adjust resource according to volume and capacity needs during peak and non-peak hours
	SB6. maintain schedules and punctuality
	SB7. flexibility to re-assess schedule in case of delays/additional orders
	Customer Centricity
	The user/individual on the job needs to know how to:
	SB8. understand the customer requirements and ensure that they are met
SB9. prepare schedules and consolidation plans keeping in mind customer's time lines and any special instructions from the head office	
SB10. communicate with customers and share all relevant information	
Problem Solving	
The user/individual on the job needs to know how to:	
SB11. identify and correct errors in schedule plan	
SB12. handle day to day problems like delays, staffing shortage, etc.	
Analytical Thinking	
The user/individual on the job needs to know how to:	
SB13. analyze costs to determine optimum costing for final deliveries	
SB14. assess the type of truck required and whether Full Truckload (FTL) or Less Than Truckload (LTL) is to be used	
SB15. keep track of the progress of each truck in real time	
Critical Thinking	
The user/individual on the job needs to know how to:	
SB16. suggest methods to streamline consolidation of orders	
SB17. identify strengths and weaknesses of alternative route for transportation	

NOS Version Control

NOS Code	LSC/N1005		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Land transportation	Last reviewed on	15/10/2018
Occupation	Ground Operations (Vendor coordination, gate operations, consolidation, route planning)	Next review date	15/10/2021

National Occupational Standard



Overview

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

LSC/N9904

Maintain integrity and ethics in operation

National Occupational Standard

Unit Code	LSC/N9904
Unit Title (Task)	Maintain integrity and ethics in operation
Description	This unit is about maintaining integrity, ensuring data security, and professional and ethical practices
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Maintain integrity and ensure data security • Professional and ethical practices • Ensure regulatory compliance <p>Range: Standard Operating Procedures (SOP), worksheet, computer, projector, worksheets, 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 acquired information is not used for personal advantage</p> <p>PC4. protect data and information related to business or commercial decisions</p>
Practise ethical and professional behaviour	<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 Personal Protective Equipment (PPEs) in accordance to regulatory requirements</p> <p>PC16. identify the different types of dangerous goods and handling methodologies</p> <p>PC17. follow the SOP for handling of different types of dangerous goods</p> <p>PC18. consult supervisor or senior management when in situations that may require</p>

LSC/N9904

Maintain integrity and ethics in operation

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

LSC/N9904

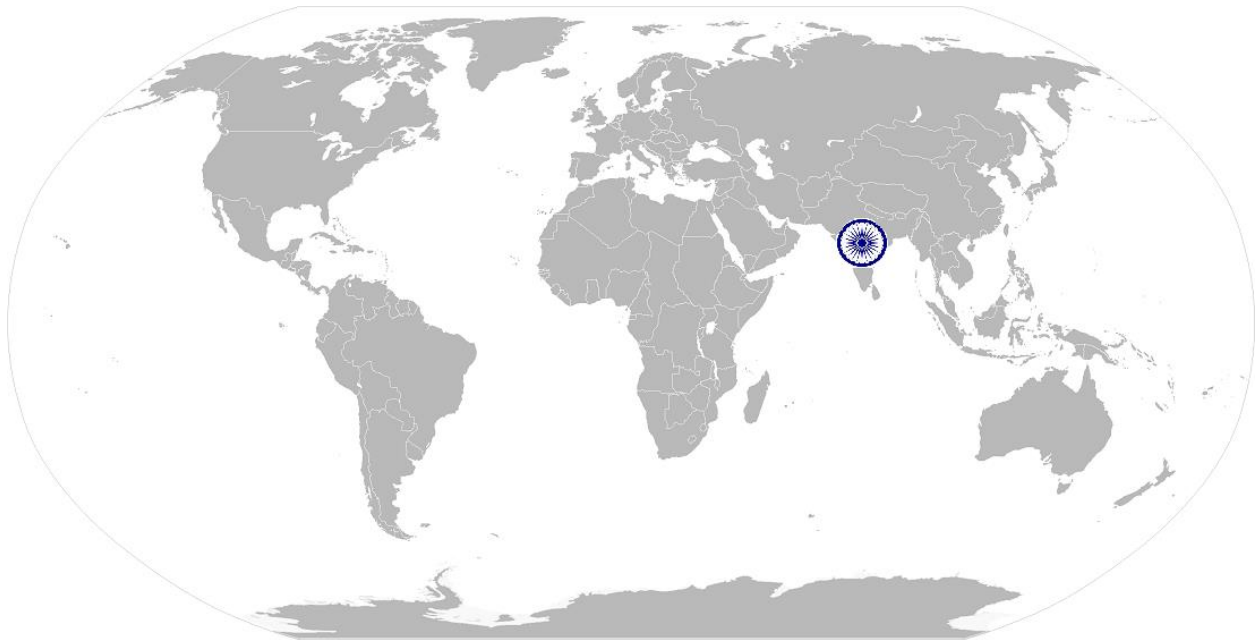
Maintain integrity and ethics in operation

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

NOS Version Control

NOS Code	LSC/N9904		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Sub-Sector	Generic	Last reviewed on	15/10/2018
Occupation	Generic	Next review date	15/10/2021

National Occupational Standard



Overview

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

LSC/N9905

Follow health, safety and security procedures

National Occupational Standard

Unit Code	LSC/N9905
Unit Title (Task)	Follow 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), worksheet, computer, projector, worksheets, 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 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 health, safety and security procedures

	<p>PC18. check if all the safety and security related tags, labels and signage are placed in the cargo</p> <p>PC19. check if loading instrument is certified and operational</p> <p>PC20. implement 5S at workplace</p> <p>PC21. check if cargo has passed security checks and report in case of any violation</p>
<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. 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 Occupational Safety and Health Administration (OSHA)</p> <p>KB2. 5S implementation and practice</p> <p>KB3. necessary security procedures for airport, customs area, etc.</p> <p>KB4. tools and equipment for material handling</p> <p>KB5. standard material handling procedures while handling cargo</p> <p>KB6. safety and security signage and their functions</p> <p>KB7. different security tags, labels and signage</p> <p>KB8. handling procedure for hazardous / fragile cargo</p> <p>KB9. security procedures for dangerous / hazardous shipment</p> <p>KB10. different PPE, their usage and purpose</p> <p>KB11. safe driving techniques</p>
<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. SOPS and safety precautions for different ground operations and handling cargo</p> <p>SA2. different documents related to security and movement of cargo</p> <p>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 how to:</p> <p>SA4. communicate clearly with colleagues regarding safety procedures</p> <p>SA5. share experience and guide peers</p>
<p>B. Professional skills</p>	<p>Decision making</p> <p>The user/individual on the job needs to know how to:</p>

LSC/N9905

Follow health, safety and security procedures

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

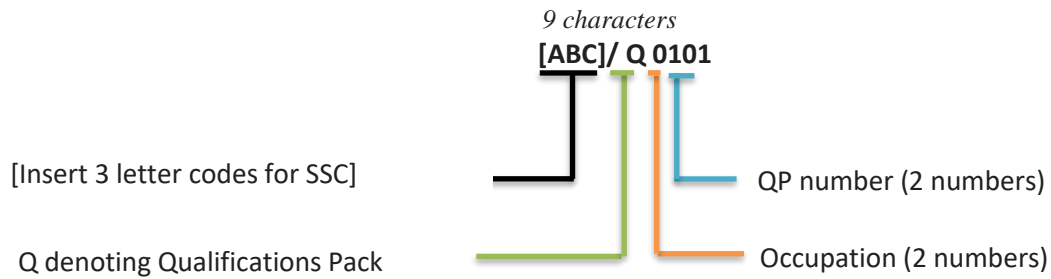
NOS Version Control

NOS Code	LSC/N9905		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	30/06/2018
Industry Sub-sector	Generic	Last reviewed on	15/10/2018
Occupation	Generic	Next review date	15/10/2021

Annexure

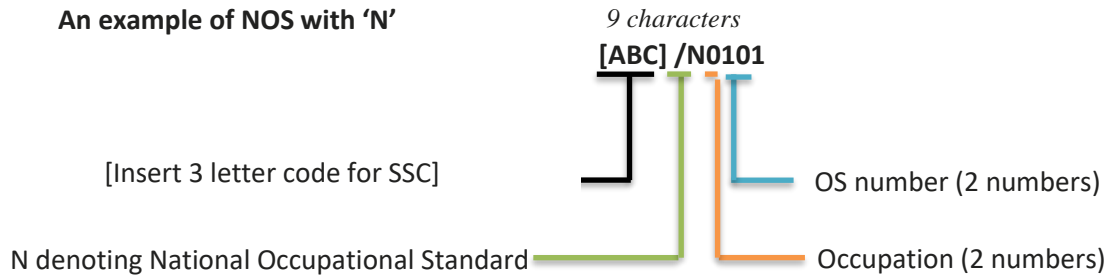
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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 Liquid transport operator

Qualification Pack LSC/Q4301

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 make 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/N4301 Operate and maintain the liquid transport vehicle	PC1. check the validity of commercial vehicle driving license, chemical transport license, hazardous goods transport licence and other statutory requirement for the operator	100	10	4	6
	PC2. check that vehicle registration, commercial permit, liquid cargo permit, insurance, fire extinguisher license, etc. are valid and originals are present		8	2	6
	PC3. check that product transport authorization documents indicating nature of product, authorization for transport, pick and drop locations, certifications from PGAs, etc. are valid		8	2	6
	PC4. coordinate with transport supervisor/ coordinator of the transporter and supply firm to resolve discrepancies if any		10	4	6
	PC5. monitor the vehicle performance in terms of GPS functioning, tyre pressure, engine issues, leakages/pilferage from the tank during transportation		8	3	5
	PC6. transport cargo as per defined norms and SOP following speed limits, routes, etc.		8	2	6

	PC7. inform the transport company, supplier and destination on the assigned helpline numbers in case of any leakage or accidents		8	2	6
	PC8. follow instructions from the quick response team to fix or minimise leakage or drive the vehicle to nearest authorised centre		8	3	5
	PC9. wait for first response team from relevant authorities such as NHAI, Police, Supplier, etc. for assessment of damage or leakage		8	2	6
	PC10. assist in tank cleaning as per SOP		8	2	6
	PC11. check vehicle for fitness, repairs, damages, service requirements and inform the supervisor as and when required		8	2	6
	PC12. inform supervisor regarding renewal of fitness certification of vehicle, spare & consumable change periodically		8	2	6
			100	30	70
LSC/N4302 Assist in loading/unloading of cargo	PC1. assist in physical verification of the vehicle with respect to fitness of equipment, tyres, tank, etc. prior to loading	100	10	3	7
	PC2. check the weight of the unloaded vehicle on the weigh bridge		10	3	7
	PC3. wear the requisite PPEs and be alert during loading operations, monitoring the volume of cargo loaded		9	3	6
	PC4. connect the pipes, open valves, swipe for loading the pre-set volume, monitor nozzle and valve connection, place the pipe back post filling		10	3	7
	PC5. check and verify the seal on the cargo tank post loading		9	2	7
	PC6. collect the requisite dispatch documents for transportation		9	2	7
	PC7. park the vehicle in unloading queue, and coordinate for conducting the sample check on the liquid cargo		9	3	6
	PC8. assist in connecting the pipe to valve, operate the valves/controls and unload the cargo		9	3	6
	PC9. wear the requisite PPEs required for unloading operation		9	3	6
	PC10. check the weight of the unloaded vehicle on the weigh bridge		9	3	6

	PC11. collect documentation for volume of cargo unloaded		7	2	5
			100	30	70
LSC/N9904 Follow ethics and integrity 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 the place		5	2	3
	PC13. check for regulatory documentation and compliances for the shop floor as per information from the supervisor		6	2	4

	PC14. perform activities considering the regulatory requirements		5	2	3
	PC15. use PPEs in accordance to regulatory requirements		6	3	3
	PC16. identify the different types of dangerous goods and handling methodologies		6	3	3
	PC17. follow the SOP for handling of different types of dangerous goods		6	2	4
	PC18. consult supervisor or senior management when in situations that may require differentiating between ethical and unethical		5	2	3
	PC19. promptly report all regulatory violations		5	2	3
			100	40	60
LSC/N9905 Follow health, safety and security procedures	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 while handling hazardous / fragile cargo and walk only on the designated pathway		4	2	2
	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 - LPG and liquefied cargo transport					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N4304 Operate gaseous product transport vehicles	PC1. check the vehicle fitness and tanker pressure before loading/unloading	100	10	3	7
	PC2. wear the requisite PPEs and be alert during loading/unloading operations coordinate with the helper in monitoring valve pressure, seals and pipelines during loading/ unloading operation		10	3	7
	PC3. check the valve meter and seal post loading		9	3	6
	PC4. open the water valve, inbuilt fire extinguisher gas valve and raise terminal alarm in case of any sparks for fire risks, as per defined SOPs		10	3	7
	PC5. take reading and confirmation on volume of cargo loaded and collect requisite transport documents		9	2	7

	PC6. monitor the valves for leakage, and pressure changes during regular transit stops		9	2	7
	PC7. operate vehicle as per pre-set norms of timing and speed as per instructions of the loading coordinator		9	3	6
	PC8. earth the vehicle using conductive strips to prevent build up of static electricity and use fire extinguisher as required		9	3	6
	PC9. ensure flame control devices in exhaust pipes are operational		9	3	6
	PC10. communicate any leakage, accidents, etc. to the helpline of the supplier as well as the transporter and take precautionary action as instructed in accordance to SOPs		9	3	6
	PC11. coordinating with local authorities to secure the area in case of accidents, when carrying hazardous cargo		7	2	5
			100	30	70
Elective 2 - Chemical and POL transport vehicles					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N4305 Transportation of chemical and POL products	PC1. get the tanker weighed and checked for fitness prior to loading/unloading and collect acknowledgement	100	13	4	9
	PC2. wear the requisite PPEs required for loading/unloading operations and stay alert during the process		13	4	9
	PC3. open the water valve, inbuilt fire extinguisher gas valve and raise terminal alarm in case of any sparks for fire risks, as per defined SOPs		12	4	8
	PC4. take reading and confirmation on volume of cargo loaded/unloaded and collect requisite transport documents		12	3	9
	PC5. monitor the tank valves for leakage and fractures during regular transit stops		12	4	8
	PC6. communicate any leakage, accidents, etc. to the helpline of the supplier as well as the transporter and take precautionary action as instructed in accordance to SOPs		13	4	9

	PC7. take precautionary measures of moving the tanker to the nearest safe extraction point, in case of leakage		13	4	9
	PC8. coordinating with local authorities to secure the area in case of accidents, when carrying hazardous cargo		12	3	9
			100	30	70
Elective 3 - Edible oil transport vehicles					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N4306 Transportation of edible oil products	PC1. get the tanker weighed and checked for fitness prior to loading/unloading and collect acknowledgement	100	12	3	9
	PC2. wear the requisite PPEs be alert during loading/unloading operations monitoring the volume loaded		12	3	9
	PC3. take reading and confirmation on volume of cargo loaded and collect requisite transport documents		12	4	8
	PC4. check that the inert gas layer around the tank for purity is intact		10	3	7
	PC5. check that only edible oil transport trucks are used for transportation		12	4	8
	PC6. check that the tanker walls are well painted and it is not in contact with bronze, copper, brass, other adulterants		12	4	8
	PC7. communicate any leakage, accidents, etc. to the helpline of the supplier as well as the transporter and take precautionary action as instructed in accordance to SOPs		10	3	7
	PC8. take precautionary measures of moving the tanker to the nearest safe extraction point, in case of leakage		10	3	7
	PC9. coordinating with local authorities to secure the area in case of accidents		10	3	7
			100	30	70

Options
Option 1 - Transport coordinator

Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N1005 Transport coordination and consignment tracking	PC1. obtain the schedule for trucks due to arrive for the day at the hub/consolidation station	100	4	1	3
	PC2. note capacities of each truck and the available capacity based on load		4	1	3
	PC3. obtain list of orders that are to be routed from current hub/consolidation station		4	1	3
	PC4. prepare detailed schedule and unloading/ loading plan for all the trucks scheduled to depart the same day/next day		4	1	3
	PC5. determine carrier truck for each order/load based on capacity and destination of the out bound truck		4	1	3
	PC6. prepare chart for consolidating incoming loads into the respective trucks for delivery		4	1	3
	PC7. coordinate with transport coordinator and warehouse in-charge to ensure truck consolidation plan is as per original shipment plan		3	1	2
	PC8. check that all the cargo to be loaded is arranged in loading bay in adherence to consolidation chart		4	1	3
	PC9. verify all trucks are on-time, note any delays in arrivals and update schedule accordingly		4	1	3
	PC10. obtain verifications from unloading/loading supervisors on various loads		4	1	3
	PC11. check for any errors/damages in goods and report the same to manager or head office		3	1	2
	PC12. check goods for any hazardous material and follow appropriate handling techniques if required		3	1	2
	PC13. consult with driver on costs incurred on trip so far and verify the costs against the analysed budget		3	1	2
	PC14. approve loading/ unloading activities once order and items are verified and instruct loaders / loading supervisor on moving various loads to respective truck for final delivery		5	2	3
	PC15. check that all items are unloaded and loaded as per the consolidation chart		3	1	2

	prepared				
	PC16. instruct drivers on destinations for deliveries as per schedule and clarify any queries or on the job challenges faced		3	1	2
	PC17. coordinate with head office to ensure all necessary documentation is available with the truck driver		3	1	2
	PC18. report delayed deliveries due to late arrival or underutilization of vehicle capacity to head office and follow instructions given		3	1	2
	PC19. determine optimal routes for trucks		5	1	4
	PC20. contact the concerned person in the trucking companies, explain needs, make new bookings and arrange to have the new orders picked up		3	1	2
	PC21. discuss any concerns regarding consignments already underway and have them addressed		3	1	2
	PC22. liaise with transport company representatives in case of any issues		3	1	2
	PC23. review the position of all on-going consignments and coordinate with driver or trucking companies in critical cases or continuous defaults		3	1	2
	PC24. update tracking information for each order so that it can be tracked by the consignment tracking executive		3	1	2
	PC25. note any common issues faced by most trucks In order to identify possible solutions		3	1	2
	PC26. contact local authorities and request their assistance if needed		3	1	2
	PC27. log the issue and follow up with the driver to ensure that the transport of the consignment has resumed		3	1	2
	PC28. update information on the estimated delivery time of the consignment accordingly to the supervisor		3	1	2
	PC29. inform client representative in case of delays, discrepancies, etc.		3	1	2
			100	30	70

Trainer Qualification –

- Class XII/ Class X pass with minimum 3 years of experience in driving different types of liquid transport trucks and vehicles
- Has detailed knowledge of vehicle, loading/unloading equipment and related gauges, monitoring systems, emergency alarms and responses
- S/he should have knowledge of vehicle/cargo documentation, various license requirements, vehicle fitness and checks during transits
- Has supervisory and reporting skills
- The trainer should have the ability to read write and communicate in vernacular language and English

Training equipment- Liquid transport vehicle, tools and tackles for maintenance, vehicle and cargo documentation, loading/unloading pumps and related equipment, PPE, MHE, SOP, scheduling software, GPS, ERP, MS Office, worksheets, computer, projector, stationery etc.