

Qualification Pack



Supply Chain Associate

Electives: Footwear manufacturing plant/ FMCG manufacturing plant/
Automotive manufacturing plant/ Electronics assembly plant/ Pharmaceutical
manufacturing plant

Options: Basic inventory analysis and forecasting

QP Code: LSC/Q3201

Version: 2.0

NSQF Level: 3



Qualification Pack

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LSC/Q3201: Supply Chain Associate

Brief Job Description

The individual performs basic picking, kitting, binning, sequencing, line feeding, loading and unloading activities in the in-plant warehouse. S/he will operate manual/battery operated pallet truck (MHE), will engage in inventory counts and maintain the in-plant warehouse.

Personal Attributes

The job holder should be physically and medically fit to undertake in-plant warehouse operation which includes long hours of active material movement. S/he should be observant, diligent, have basic mathematical ability. S/he should communicate effectively in vernacular language.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSC/N3208: Perform Receiving, Unloading and Loading](#)
2. [LSC/N3205: Handling stock at In-plant warehouse](#)
3. [LSC/N3206: Perform Line Feeding Operations](#)
4. [LSC/N3209: Carry out basic Order Fulfillment and Picking](#)
5. [LSC/N9911: Follow health, safety, security procedures and maintain integrity, ethics at workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Electives(mandatory to select at least one):

Elective 1: Footwear manufacturing plant

This unit is about handling of leather in the footwear manufacturing plant

1. [LSC/N3201: Handling Leather in the Footwear Manufacturing Plant](#)

Elective 2: FMCG manufacturing plant

This unit is about handling of raw materials in the FMCG manufacturing plant

1. [LSC/N3202: Handling raw materials in the FMCG manufacturing plant](#)

Elective 3: Automotive manufacturing plant

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This unit is about handling of automotive components in the automotive manufacturing plant

1. [LSC/N3203: Handling automotive components in the automotive manufacturing plant](#)

Elective 4: Electronics assembly plant

This unit is about handling of components and parts in the electronics assembly plant.

1. [LSC/N3204: Handling components and parts in the electronics assembly plant.](#)

Elective 5: Pharmaceutical manufacturing plant

This unit is about handling raw materials in the pharmaceutical manufacturing plant

1. [LSC/N3207: Handling raw materials in the Pharmaceutical manufacturing plant](#)

Options(Not mandatory):

Option : Basic inventory analysis and forecasting

This unit is about performing inventory analysis

1. [LSC/N3302: Perform basic inventory analysis and forecasting](#)

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
Country	India
NSQF Level	3
Credits	23
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 4321.0601 to 0604 and ISCO -08/4321, 4322

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Minimum Educational Qualification & Experience	10th grade pass (Or equivalent) with 2 Years of experience relevant experience in supply chain/ warehouse OR 8th grade pass with 4 Years of experience relevant experience in supply chain/ warehouse OR Previous relevant Qualification of NSQF Level (2.5) with 1.5 years of experience relevant experience in supply chain/warehouse
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	07/10/2028
NSQC Approval Date	07/10/2025
Version	2.0
Reference code on NQR	QG-03-TW-046082025-V2-LSC
NQR Version	2.0

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LSC/N3208: Perform Receiving, Unloading and Loading

Description

This unit is about performing the loading, unloading and receiving of goods at an in-plant warehouse.

Scope

The scope covers the following :

- Perform receiving and unloading activities
- Perform Loading

Elements and Performance Criteria

Perform receiving and unloading activities

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

- PC1.** Obtain the receiving and unloading schedule, including docking bay and time of transport arrival from the supervisor.
- PC2.** Arrange necessary material handling equipment, tools, tackles, chains, and ropes for unloading.
- PC3.** Ensure that the unloading area is clear of obstacles and Wear the appropriate PPE required for operations.
- PC4.** Visually inspect the goods to be unloaded for any damage, leakage or discrepancies.
- PC5.** Cross-check the goods against the purchase order/ unloading schedule and ensure that the quantity, type of products, item codes, etc., match.
- PC6.** Report to the supervisor in case of discrepancies and document the information accordingly.
- PC7.** Use the appropriate tools, ropes/chains to secure the product/crate and operate MHE to load or unload the items from the pallet/ racks/ vehicle as required.
- PC8.** Deliver the unloaded packages to the specified location as per the instructions.
- PC9.** Report any breakages or spillages of package or consignment during unloading.

Perform Loading

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

- PC10.** Obtain shipping order/ dispatch list/ loading schedule for the day from the Supervisor.
- PC11.** Ensure that all goods are in good condition for shipment and that they are properly packaged and labelled for transportation.
- PC12.** Collect necessary tools/ equipment, PPE, and MHE based on the products handled and scheduled.
- PC13.** Secure the loads using proper tools to the MHE and move goods to the loading bay.
- PC14.** Check the vehicle and driver details before loading the goods into the vehicle.
- PC15.** Load the goods inside the vehicle and check for any damage.
- PC16.** In case of any damage, Move damaged goods to the quarantine area and report to the supervisor.
- PC17.** Park the MHE at the designated parking location and submit a daily report to the supervisor.

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, documentation, etc.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Importance of the individual's role in the workflow.
- KU5.** Occupational health and safety standards and security procedures to be followed.
- KU6.** Procedures for dealing with loss or damage to goods.
- KU7.** Risk and impact of not following defined work, safety and security procedures.
- KU8.** Coding system followed to label items.
- KU9.** Enterprise Resource Planning (ERP) system of the organization.
- KU10.** Use of computer and data handling devices.
- KU11.** Use of different MHE and their uses.
- KU12.** Operating MHEs.
- KU13.** Different geographical locations.
- KU14.** Information from the ERP system, instruction list.
- KU15.** Various escalations regarding resolving and catering to the customer query.
- KU16.** Overall process in operations.
- KU17.** Different types of goods being handled.
- KU18.** Handling requirements for dangerous and special goods, if any.
- KU19.** Various types of PPEs and their usage.

Generic Skills (GS)

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

- GS1.** Read written instructions.
- GS2.** Read invoicing label and shipment labels.
- GS3.** Read product tags and labels.
- GS4.** Write damage reports and daily output reports.
- GS5.** Write daily reports.
- GS6.** Communicate with supervisors and co-workers.
- GS7.** Collect information from supervisors.
- GS8.** Identify the item as damaged or not.
- GS9.** Decide if a problem can be resolved quickly internally or needs to be escalated.
- GS10.** Identify activities or orders that need to be prioritised as per instructions.
- GS11.** Plan and estimate the time for each activity.
- GS12.** Maintain punctuality.
- GS13.** Should respond to the supervisor in a timely manner.



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- GS14.** Prioritize and execute tasks based on instructions.
- GS15.** Be a team player and achieve joint goals.
- GS16.** Importance of customer timelines.
- GS17.** Urgency of customers as per the instructions.
- GS18.** Inform the supervisor regarding delays, issue in doing an activity, etc.
- GS19.** Coordinate and ensure timeliness in receipt and delivery of completed items.
- GS20.** Verify the authenticity of the product by looking at the logo, box packaging, etc.
- GS21.** Check compliance of consignments for established norms for weights, package size, etc.
- GS22.** Identify damaged goods.
- GS23.** Suggest improvement in loading and stacking methods to increase efficiency and space utilisation.
- GS24.** Focus on task at hand and complete it without errors and delays.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform receiving and unloading activities</i>	14	28	-	5
PC1. Obtain the receiving and unloading schedule, including docking bay and time of transport arrival from the supervisor.	2	4	-	1
PC2. Arrange necessary material handling equipment, tools, tackles, chains, and ropes for unloading.	1	2	-	-
PC3. Ensure that the unloading area is clear of obstacles and Wear the appropriate PPE required for operations.	2	4	-	1
PC4. Visually inspect the goods to be unloaded for any damage, leakage or discrepancies.	1	2	-	-
PC5. Cross-check the goods against the purchase order/ unloading schedule and ensure that the quantity, type of products, item codes, etc., match.	2	4	-	1
PC6. Report to the supervisor in case of discrepancies and document the information accordingly.	1	2	-	-
PC7. Use the appropriate tools, ropes/chains to secure the product/crate and operate MHE to load or unload the items from the pallet/ racks/ vehicle as required.	2	4	-	1
PC8. Deliver the unloaded packages to the specified location as per the instructions.	1	2	-	-
PC9. Report any breakages or spillages of package or consignment during unloading.	2	4	-	1
<i>Perform Loading</i>	16	32	-	5
PC10. Obtain shipping order/ dispatch list/ loading schedule for the day from the Supervisor.	2	4	-	1
PC11. Ensure that all goods are in good condition for shipment and that they are properly packaged and labelled for transportation.	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Collect necessary tools/ equipment, PPE, and MHE based on the products handled and scheduled.	2	4	-	1
PC13. Secure the loads using proper tools to the MHE and move goods to the loading bay.	2	4	-	-
PC14. Check the vehicle and driver details before loading the goods into the vehicle.	2	4	-	1
PC15. Load the goods inside the vehicle and check for any damage.	2	4	-	-
PC16. In case of any damage, Move damaged goods to the quarantine area and report to the supervisor.	2	4	-	1
PC17. Park the MHE at the designated parking location and submit a daily report to the supervisor.	2	4	-	1
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3208
NOS Name	Perform Receiving, Unloading and Loading
Sector	Logistics
Sub-Sector	
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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LSC/N3205: Handling stock at In-plant warehouse

Description

This unit is about handling of raw material at the in-plant warehouse

Scope

The scope covers the following :

- Sorting and segregation of raw materials
- Inventory counting and maintenance

Elements and Performance Criteria

Sorting and segregation of materials

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

- PC1.** Receive goods movement checklist from supervisor/executive and check product packaging for damages and defects at the time of receipt.
- PC2.** Inform supervisor/executive of the damages and segregate damaged goods/packages.
- PC3.** Carry packages to the internal warehouse using forklift or other material handling equipment.
- PC4.** Segregate and move goods to the appropriate sub stores depending upon the storage requirements such as cold storage or ambient storage.
- PC5.** Unpack crates/packages and sort goods as per product type and specification.
- PC6.** Load materials to designated storage areas such as racks, shelves etc. as per quantity specification, using Material Handling Equipment (MHE) such as dollies, forklifts, hand trucks etc.
- PC7.** Check raw materials/items for damages and spillages and segregate the same.
- PC8.** Discard packaging materials such as foam, bubble wrap, cardboard as per Standard Operating Procedure (SOP).
- PC9.** Record quantity/ weight/ volume of goods received, moved and stored.
- PC10.** Inform supervisors on the quantity of damaged items and move them to containment area of the warehouse.
- PC11.** Submit daily reports to the supervisor.

Inventory counting and maintenance

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

- PC12.** Receive inventory sheet data from the supervisor and identify the right component/product to be counted.
- PC13.** Perform inventory checks as per SOP using barcode/ label scanners, manual counting, weight/ volume inspection, or other stock counting techniques.
- PC14.** Count items manually, if required, and mark them off on inventory sheets.
- PC15.** Check that the physical stock matches the digital or written records.
- PC16.** Verify inventory/product labels and report errors/ damages.

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- PC17.** Carry out spot checks of sections to ensure that inventory was counted correctly.
- PC18.** Cross-check the inventory count to see if the audit produces an error.
- PC19.** Report any damage or spillages and the status of inventory to the supervisor.
- PC20.** Support effective pest control activities as per the requirements to protect the quality of materials stored.
- PC21.** Clean and maintain the warehouse using brooms, rags and other appropriate cleaning gear.
- PC22.** Store warehouse MHE in the appropriate location and perform daily maintenance checks as per SOP.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, documentation, etc.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Importance of the individual's role in the workflow.
- KU5.** Occupational health and safety standards and security procedures to be followed.
- KU6.** Procedures for dealing with loss or damage to goods.
- KU7.** Risk and impact of not following defined work, safety and security procedures.
- KU8.** Coding system followed to label items.
- KU9.** Enterprise Resource Planning (ERP) system of the organization.
- KU10.** Use of computer and data handling devices.
- KU11.** Use of different MHE and their uses.
- KU12.** Operating MHEs.
- KU13.** Different geographical locations.
- KU14.** Information from the ERP system, instruction list.
- KU15.** Various escalations regarding resolving and catering to the customer query.
- KU16.** Overall process in operations.
- KU17.** Different types of goods being handled.
- KU18.** Handling requirements for dangerous and special goods, if any.
- KU19.** Various types of PPEs and their usage.

Generic Skills (GS)

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

- GS1.** Read written instructions.
- GS2.** Read invoicing label and shipment labels.
- GS3.** Read product tags and labels.
- GS4.** Write damage reports and daily output reports.

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- GS5.** Write daily reports.
- GS6.** Communicate with supervisors and co-workers.
- GS7.** Collect information from supervisors.
- GS8.** Identify the item as damaged or not.
- GS9.** Decide if a problem can be resolved quickly internally or needs to be escalated.
- GS10.** Identify activities or orders that need to be prioritised as per instructions.
- GS11.** Plan and estimate the time for each activity.
- GS12.** Maintain punctuality.
- GS13.** Should respond to the supervisor in a timely manner.
- GS14.** Prioritize and execute tasks based on instructions.
- GS15.** Be a team player and achieve joint goals.
- GS16.** Importance of customer timelines.
- GS17.** Urgency of customers as per the instructions.
- GS18.** Inform the supervisor regarding delays, issue in doing an activity, etc.
- GS19.** Coordinate and ensure timeliness in receipt and delivery of completed items.
- GS20.** Verify the authenticity of the product by looking at the logo, box packaging, etc.
- GS21.** Check compliance of consignments for established norms for weights, package size, etc.
- GS22.** Identify damaged goods.
- GS23.** Suggest improvement in loading and stacking methods to increase efficiency and space utilisation.
- GS24.** Focus on task at hand and complete it without errors and delays.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Sorting and segregation of materials</i>	15	36	-	5.5
PC1. Receive goods movement checklist from supervisor/executive and check product packaging for damages and defects at the time of receipt.	1	3	-	0.5
PC2. Inform supervisor/executive of the damages and segregate damaged goods/packages.	1	3	-	0.5
PC3. Carry packages to the internal warehouse using forklift or other material handling equipment.	2	4	-	0.5
PC4. Segregate and move goods to the appropriate sub stores depending upon the storage requirements such as cold storage or ambient storage.	1	3	-	0.5
PC5. Unpack crates/packages and sort goods as per product type and specification.	1	3	-	0.5
PC6. Load materials to designated storage areas such as racks, shelves etc. as per quantity specification, using Material Handling Equipment (MHE) such as dollies, forklifts, hand trucks etc.	2	4	-	0.5
PC7. Check raw materials/items for damages and spillages and segregate the same.	1	3	-	0.5
PC8. Discard packaging materials such as foam, bubble wrap, cardboard as per Standard Operating Procedure (SOP).	2	3	-	0.5
PC9. Record quantity/ weight/ volume of goods received, moved and stored.	2	4	-	0.5
PC10. Inform supervisors on the quantity of damaged items and move them to containment area of the warehouse.	1	3	-	0.5
PC11. Submit daily reports to the supervisor.	1	3	-	0.5
<i>Inventory counting and maintenance</i>	15	24	-	4.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Receive inventory sheet data from the supervisor and identify the right component/product to be counted.	1	2	-	0.5
PC13. Perform inventory checks as per SOP using barcode/ label scanners, manual counting, weight/ volume inspection, or other stock counting techniques.	2	2	-	0.5
PC14. Count items manually, if required, and mark them off on inventory sheets.	1	2	-	0.5
PC15. Check that the physical stock matches the digital or written records.	1	2	-	0.5
PC16. Verify inventory/product labels and report errors/ damages.	2	2	-	0.5
PC17. Carry out spot checks of sections to ensure that inventory was counted correctly.	2	2	-	0.5
PC18. Cross-check the inventory count to see if the audit produces an error.	2	2	-	0.5
PC19. Report any damage or spillages and the status of inventory to the supervisor.	1	2	-	-
PC20. Support effective pest control activities as per the requirements to protect the quality of materials stored.	1	2	-	0.5
PC21. Clean and maintain the warehouse using brooms, rags and other appropriate cleaning gear.	1	3	-	-
PC22. Store warehouse MHE in the appropriate location and perform daily maintenance checks as per SOP.	1	3	-	0.5
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3205
NOS Name	Handling stock at In-plant warehouse
Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQF Clearance Date	07/10/2025

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LSC/N3206: Perform Line Feeding Operations

Description

This unit is about preparation before line assembly and line feeding

Scope

The scope covers the following :

- Kitting
- Line feeding
- Return of material from line

Elements and Performance Criteria

Kitting

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

- PC1.** Obtain kitting list from supervisor and details of shift schedule for kitting.
- PC2.** Use the appropriate PPE based on the product and environment.
- PC3.** Collect the appropriate number of bins/ crates/ fixtures to be used for kitting.
- PC4.** Check items received for kitting for damages, bar code /product label errors and report the same to supervisor.
- PC5.** Segregate items to be kitted and check Bill of Material (BOM) for any missing components and report the same to supervisor.
- PC6.** Receive replacement or missing components.
- PC7.** Kit the items in the assigned bin/crate/fixture as per the BOM.
- PC8.** Ensure the right quantity and quality of items are placed on the bin/crate/fixture.
- PC9.** Clean the area after kitting operation and submit daily reports to supervisor reporting total kitting done, damages, delays and accidents.

Line feeding

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

- PC10.** Verify type and number of each component with the BOM in the kit/crate /fixture.
- PC11.** Transport the loaded goods to the line feeding location at the right time as per specified instructions.
- PC12.** Exercise caution while operating the MHE and follow speed, turning, horn usage, right of way, parking and other instructions as per SOP.
- PC13.** Match the part numbers on the label with the feeding location label as per SOP.
- PC14.** Store/feed the components/parts to the line to process as per SOP.

Return of material from line store

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

- PC15.** Collect empty bins/crates/ fixtures from assembly line, and load them in the MHE as per SOP.
- PC16.** Deliver the empty bins/crates/ fixtures at the assigned area of the store/warehouse.

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- PC17.** Collect goods rejected at the line from the line store and transport it back to the assigned location in the warehouse/ store.
- PC18.** Collect excess/un-used goods from the line store and transport it back to the assigned location in the warehouse/store.
- PC19.** Submit periodic and end of day reports on picking, line feeding, line rejections etc. to supervisor.
- PC20.** Park the MHE at the appropriate location and recharge its batteries if required.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, documentation, etc.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Importance of the individual's role in the workflow.
- KU5.** Occupational health and safety standards and security procedures to be followed.
- KU6.** Procedures for dealing with loss or damage to goods.
- KU7.** Risk and impact of not following defined work, safety and security procedures.
- KU8.** Coding system followed to label items.
- KU9.** Enterprise Resource Planning (ERP) system of the organization.
- KU10.** Use of computer and data handling devices
- KU11.** Use of different MHE and their uses
- KU12.** Operating MHEs
- KU13.** Different geographical locations
- KU14.** Information from the ERP system, instruction list
- KU15.** Various escalations regarding resolving and catering to the customer query
- KU16.** Overall process in operations.
- KU17.** Different types of goods being handled.
- KU18.** Handling requirements for dangerous and special goods, if any
- KU19.** Various types of PPEs and their usage.

Generic Skills (GS)

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

- GS1.** Read written instructions.
- GS2.** Read invoicing label and shipment labels.
- GS3.** Read product tags and labels.
- GS4.** Write damage reports and daily output reports.
- GS5.** Write daily reports.

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- GS6.** Communicate with supervisors and co-workers.
- GS7.** Collect information from supervisors.
- GS8.** Identify the damaged items.
- GS9.** Decide if a problem can be resolved quickly internally or needs to be escalated.
- GS10.** Identify activities or orders that need to be prioritised as per instructions.
- GS11.** Plan and estimate the time for each activity.
- GS12.** Maintain punctuality.
- GS13.** Should respond to the supervisor in a timely manner.
- GS14.** Prioritize and execute tasks based on instructions.
- GS15.** Be a team player and achieve joint goals.
- GS16.** Importance of customer timelines.
- GS17.** Urgency of customers as per the instructions.
- GS18.** Inform the supervisor regarding delays, issue in doing an activity, etc.
- GS19.** Coordinate and ensure timeliness in receipt and delivery of completed items.
- GS20.** Verify the authenticity of the product by looking at the logo, box packaging, etc.
- GS21.** Check compliance of consignments for established norms for weights, package size, etc.
- GS22.** Identify damaged goods.
- GS23.** Suggest improvement in loading and stacking methods to increase efficiency and space utilisation.
- GS24.** Focus on task at hand and complete it without errors and delays.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Kitting</i>	10	20	-	4.5
PC1. Obtain kitting list from supervisor and details of shift schedule for kitting.	1	2	-	0.5
PC2. Use the appropriate PPE based on the product and environment.	1	2	-	0.5
PC3. Collect the appropriate number of bins/ crates/ fixtures to be used for kitting.	1	2	-	0.5
PC4. Check items received for kitting for damages, bar code /product label errors and report the same to supervisor.	1	2	-	0.5
PC5. Segregate items to be kitted and check Bill of Material (BOM) for any missing components and report the same to supervisor.	2	2	-	0.5
PC6. Receive replacement or missing components.	1	2	-	0.5
PC7. Kit the items in the assigned bin/crate/fixture as per the BOM.	1	4	-	0.5
PC8. Ensure the right quantity and quality of items are placed on the bin/crate/fixture.	1	2	-	0.5
PC9. Clean the area after kitting operation and submit daily reports to supervisor reporting total kitting done, damages, delays and accidents.	1	2	-	0.5
<i>Line feeding</i>	8	20	-	2.5
PC10. Verify type and number of each component with the BOM in the kit/crate /fixture.	1	4	-	0.5
PC11. Transport the loaded goods to the line feeding location at the right time as per specified instructions.	1	4	-	0.5
PC12. Exercise caution while operating the MHE and follow speed, turning, horn usage, right of way, parking and other instructions as per SOP.	2	4	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. Match the part numbers on the label with the feeding location label as per SOP.	2	4	-	0.5
PC14. Store/feed the components/parts to the line to process as per SOP.	2	4	-	0.5
<i>Return of material from line store</i>	12	20	-	3
PC15. Collect empty bins/crates/ fixtures from assembly line, and load them in the MHE as per SOP.	2	2	-	0.5
PC16. Deliver the empty bins/crates/ fixtures at the assigned area of the store/warehouse.	2	4	-	0.5
PC17. Collect goods rejected at the line from the line store and transport it back to the assigned location in the warehouse/ store.	2	4	-	0.5
PC18. Collect excess/un-used goods from the line store and transport it back to the assigned location in the warehouse/store.	2	4	-	0.5
PC19. Submit periodic and end of day reports on picking, line feeding, line rejections etc. to supervisor.	2	2	-	0.5
PC20. Park the MHE at the appropriate location and recharge its batteries if required.	2	4	-	0.5
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3206
NOS Name	Perform Line Feeding Operations
Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

LSC/N3209: Carry out basic Order Fulfillment and Picking

Description

This unit is about performing order picking, packing and labelling orders as per requirement.

Scope

The scope covers the following :

- Order Picking
- Order Packing and labelling

Elements and Performance Criteria

Order Picking

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

- PC1.** Obtain the picklist/ order forms from the supervisor for picking and arrange for Machine Handling Equipment (MHE), equipment, tools and PPE required.
- PC2.** Arrange for various equipment such as bins/ fixtures/ crates and stationery to facilitate picking activity.
- PC3.** Confirm the order details and prioritise them based on factors such as urgency (next-day or same-day shipments), Specific customer or department needs, Shipping schedule or location, etc.
- PC4.** Select the appropriate picking method according to location, type of available picking method, equipment, product, etc.
- PC5.** Identify the location of items listed in the pick list manually or by using technology.
- PC6.** Account for any specific handling requirements (fragile, perishable, custom orders).
- PC7.** Operate MHE or use the MHE operator to pick the items from the pallets/ bins/ cartons/racks/ yard as required.
- PC8.** Ensure that the correct number of units are picked up and that there is no visible damage.
- PC9.** Place the items in the bin/fixture/crate as per the holding capacity and the quantity requisitioned.
- PC10.** Confirm that all items in the order are correct (i.e., the correct SKU, size, and quantity).
- PC11.** Deliver items for kiting/line feeding/ packing area as per the instructions.

Order Packing and labelling

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

- PC12.** Prepare the packing area and gather all necessary packing materials as per the packing slip, such as boxes (a variety of sizes), Bubble wrap, foam inserts, packing peanuts, or air cushions for protection, Tape (packing tape or strong adhesive tape), Scissors or tape dispensers, invoice, and any other documentation
- PC13.** Identify any fragile or temperature-sensitive items that require special handling during packing.
- PC14.** Check that the correct items and quantities match the order, including SKU numbers, product codes, and descriptions.

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- PC15.** Choose appropriate packing materials as per the items being packed and transportation.
- PC16.** Ensure that all items are arranged properly inside the box with proper layering and cushioning to avoid damage during shipping.
- PC17.** Make sure all seams and edges are sealed to prevent the box from opening during transit.
- PC18.** Prepare the Shipping Label by updating all the necessary information, such as the Recipient's Information (Name, address, and contact details of the recipient/ customer or internal department), the Sender's Information, the order/Tracking Number, the Shipping Method and the shipping service, the Package Weight and Dimensions, and the Handling Instructions.
- PC19.** Generate, Print and attach the label to the package securely.
- PC20.** Conduct a final visual check and move the packages to the shipping area.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, documentation, etc.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Importance of the individual's role in the workflow.
- KU5.** Occupational health and safety standards and security procedures to be followed.
- KU6.** Procedures for dealing with loss or damage to goods.
- KU7.** Risk and impact of not following defined work, safety and security procedures.
- KU8.** Coding system followed to label items.
- KU9.** Enterprise Resource Planning (ERP) system of the organization.
- KU10.** Use of computer and data handling devices.
- KU11.** Use of different MHE and their uses.
- KU12.** Operating MHEs.
- KU13.** Different geographical locations.
- KU14.** Information from the ERP system, instruction list.
- KU15.** Various escalations regarding resolving and catering to the customer query.
- KU16.** Overall process in operations.
- KU17.** Different types of goods being handled.
- KU18.** Handling requirements for dangerous and special goods, if any.
- KU19.** Various types of PPEs and their usage.

Generic Skills (GS)

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

- GS1.** Read written instructions.
- GS2.** Read invoicing label and shipment labels.
- GS3.** Read product tags and labels.

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- GS4.** Write damage reports and daily output reports.
- GS5.** Write daily reports.
- GS6.** Communicate with supervisors and co-workers.
- GS7.** Collect information from supervisors.
- GS8.** Identify the item as damaged or not.
- GS9.** Decide if a problem can be resolved quickly internally or needs to be escalated.
- GS10.** Identify activities or orders that need to be prioritised as per instructions.
- GS11.** Plan and estimate the time for each activity.
- GS12.** Maintain punctuality.
- GS13.** Should respond to the supervisor in a timely manner.
- GS14.** Prioritize and execute tasks based on instructions.
- GS15.** Be a team player and achieve joint goals.
- GS16.** Importance of customer timelines.
- GS17.** Urgency of customers as per the instructions.
- GS18.** Inform the supervisor regarding delays, issue in doing an activity, etc.
- GS19.** Coordinate and ensure timeliness in receipt and delivery of completed items.
- GS20.** Verify the authenticity of the product by looking at the logo, box packaging, etc.
- GS21.** Check compliance of consignments for established norms for weights, package size, etc.
- GS22.** Identify damaged goods.
- GS23.** Suggest improvement in loading and stacking methods to increase efficiency and space utilisation.
- GS24.** Focus on task at hand and complete it without errors and delays.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Order Picking</i>	12	33	-	5.5
PC1. Obtain the picklist/ order forms from the supervisor for picking and arrange for Machine Handling Equipment (MHE), equipment, tools and PPE required.	1	3	-	0.5
PC2. Arrange for various equipment such as bins/ fixtures/ crates and stationery to facilitate picking activity.	1	3	-	0.5
PC3. Confirm the order details and prioritise them based on factors such as urgency (next-day or same-day shipments), Specific customer or department needs, Shipping schedule or location, etc.	1	3	-	0.5
PC4. Select the appropriate picking method according to location, type of available picking method, equipment, product, etc.	1	3	-	0.5
PC5. Identify the location of items listed in the pick list manually or by using technology.	1	3	-	0.5
PC6. Account for any specific handling requirements (fragile, perishable, custom orders).	1	3	-	0.5
PC7. Operate MHE or use the MHE operator to pick the items from the pallets/ bins/ cartons/racks/ yard as required.	1	3	-	0.5
PC8. Ensure that the correct number of units are picked up and that there is no visible damage.	1	3	-	0.5
PC9. Place the items in the bin/fixture/crate as per the holding capacity and the quantity requisitioned.	1	3	-	0.5
PC10. Confirm that all items in the order are correct (i.e., the correct SKU, size, and quantity).	1	3	-	0.5
PC11. Deliver items for kiting/line feeding/ packing area as per the instructions.	2	3	-	0.5
<i>Order Packing and labelling</i>	18	27	-	4.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Prepare the packing area and gather all necessary packing materials as per the packing slip, such as boxes (a variety of sizes), Bubble wrap, foam inserts, packing peanuts, or air cushions for protection, Tape (packing tape or strong adhesive tape), Scissors or tape dispensers, invoice, and any other documentation	2	3	-	0.5
PC13. Identify any fragile or temperature-sensitive items that require special handling during packing.	2	3	-	0.5
PC14. Check that the correct items and quantities match the order, including SKU numbers, product codes, and descriptions.	2	3	-	0.5
PC15. Choose appropriate packing materials as per the items being packed and transportation.	2	3	-	0.5
PC16. Ensure that all items are arranged properly inside the box with proper layering and cushioning to avoid damage during shipping.	2	3	-	0.5
PC17. Make sure all seams and edges are sealed to prevent the box from opening during transit.	2	3	-	0.5
PC18. Prepare the Shipping Label by updating all the necessary information, such as the Recipient's Information (Name, address, and contact details of the recipient/ customer or internal department), the Sender's Information, the order/Tracking Number, the Shipping Method and the shipping service, the Package Weight and Dimensions, and the Handling Instructions.	2	3	-	0.5
PC19. Generate, Print and attach the label to the package securely.	2	3	-	0.5
PC20. Conduct a final visual check and move the packages to the shipping area.	2	3	-	0.5
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3209
NOS Name	Carry out basic Order Fulfillment and Picking
Sector	Logistics
Sub-Sector	
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQF Clearance Date	07/10/2025

Qualification Pack

LSC/N9911: Follow health, safety, security procedures and maintain integrity, ethics at workplace

Description

This unit deals in detail with application of health, safety, security procedures at workplace and maintaining integrity, ensuring data security, professional and ethical practice.

Scope

The scope covers the following :

- Follow health, safety and security measures during all activities
- Maintain a healthy and hygienic workplace
- Handle emergency situations
- Maintain integrity and ensure data security
- Professional and ethical practice
- Ensure regulatory compliance

Elements and Performance Criteria

Follow health, safety and security measures during all activities

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

- PC1.** Comply with safety regulations and procedures to avoid fire hazards, biohazards, etc.
- PC2.** Wear all safety equipment including protective gear, helmets etc., in relevant bay areas.
- PC3.** Follow organisation procedures concerning documentation.
- PC4.** Recognise unsafe workplace conditions and safety practices and report them to concerned authorities.

Maintain a healthy and hygienic workplace

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

- PC5.** Ensure that the work area and supplies are organised and cleaned regularly.
- PC6.** Comply with data safety regulations of the organisation and follow clear worktable area policy.
- PC7.** Maintain personal hygiene and wash hands regularly using soap and water or alcohol-based sanitizer.
- PC8.** Undertake periodical preventive health check-ups.
- PC9.** Participate in fire drills and follow 5S at workplace.

Handle emergency situations

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

- PC10.** Act immediately during emergencies and move to safety.
- PC11.** Provide first aid to affected victims e.g., in case of bleeding, burns, choking, electric shock, poisoning etc.
- PC12.** In case of fire, follow fire safety practices taught during fire drills.
- PC13.** Follow procedures to rescue victims of fire without endangering self.

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Maintain integrity and ensure data security

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

- PC14.** Refrain from indulging in corrupt practices.
- PC15.** Protect customers' information and ensure acquired information is not used for personal advantage.
- PC16.** Protect data and information related to business or commercial decisions.

Professional and ethical practice

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

- PC17.** Sensitize the workforce towards ethical behaviour in the workplace and performing jobs with integrity.
- PC18.** Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.
- PC19.** Consult senior management when in an ethical dilemma.

Ensure regulatory compliance

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

- PC20.** Check that documentation concerning operations is up to date and in accordance with the regulations.
- PC21.** Coordinate with regulatory authorities and assist in inspections and clearances.
- PC22.** Report any issues with regulatory compliance.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Company's policies on the use of language, Human Resources policies, code of ethics and business
- KU2.** Company's whistle-blower policy and rules related to sexual harassment
- KU3.** Company's reporting structure and documentation policy
- KU4.** Principles of code of ethics and business ethics
- KU5.** Different regulations and acts that are applicable for the sub-sector and logistics sector as a whole
- KU6.** The documentary compliance required for different type of products for Health Safety and Environment (HSE) practices
- KU7.** Relevant Occupational Health and Safety (OHS) regulations
- KU8.** Enterprise /site emergency procedures and techniques
- KU9.** Procedures for recording, reporting and maintenance of workplace safety and hygiene
- KU10.** Health and safety hazards commonly present in the work environment and related precautions
- KU11.** Possible causes of risk, hazard or accident in the workplace
- KU12.** Where to find all the general health and safety equipment in the workplace
- KU13.** Various dangers associated with the use of electrical equipment
- KU14.** Preventative and remedial actions to be taken in the case of exposure to toxic materials
- KU15.** Importance of using protective clothing/equipment while working

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- KU16.** Various causes of fire and precautionary activities to prevent the fire accident
- KU17.** Different methods of extinguishing fire and techniques of using the different fire extinguishers
- KU18.** Rescue techniques applied during a fire hazard and safe lifting and carrying practices
- KU19.** Various types of safety signs and their meaning
- KU20.** Appropriate basic first aid treatment relevant to the condition e.g., shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries

Generic Skills (GS)

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

- GS1.** Read policy documents, work-related documents, various acts and regulations
- GS2.** Write instructions, communications to internal staff, emails and letters, and reports
- GS3.** Interact with internal and external stakeholders
- GS4.** Communicate with peers and subordinates
- GS5.** Take appropriate action in a vulnerable situation
- GS6.** Identify breaches and take necessary actions
- GS7.** Identify the documentary requirement for a specific product or regulation and take necessary action
- GS8.** Plan and organise steps/ actions as per the company's guidelines, if any violation of the code of ethics is noticed in the company
- GS9.** Plan and organise training sessions and sensitisation sessions for workforce
- GS10.** Plan review meetings to monitor compliance with ethics and regulations
- GS11.** Prevent company and customer information leakage
- GS12.** Provide proper advice or guidance to colleagues to deal with sensitive issues
- GS13.** Suggest solutions to managers and workers when in an ethical dilemma
- GS14.** Identify conflict of interests and take necessary actions
- GS15.** Review reports to identify common trends of defaults
- GS16.** Conduct a review to analyse the reasons for the default
- GS17.** Check that all regulatory compliances are adhered to
- GS18.** Check that any unethical behaviour gets captured before damage or negative impact happens
- GS19.** Write Health and safety compliance report
- GS20.** Interpret general health and safety guidelines
- GS21.** Communicate general health and safety guidelines to co-workers
- GS22.** Decide on the corrective action to be taken in case of any potential hazards

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow health, safety and security measures during all activities</i>	6	10	-	2
PC1. Comply with safety regulations and procedures to avoid fire hazards, biohazards, etc.	1	2	-	-
PC2. Wear all safety equipment including protective gear, helmets etc., in relevant bay areas.	2	3	-	1
PC3. Follow organisation procedures concerning documentation.	1	2	-	-
PC4. Recognise unsafe workplace conditions and safety practices and report them to concerned authorities.	2	3	-	1
<i>Maintain a healthy and hygienic workplace</i>	5	14	-	3
PC5. Ensure that the work area and supplies are organised and cleaned regularly.	1	3	-	1
PC6. Comply with data safety regulations of the organisation and follow clear worktable area policy.	1	3	-	-
PC7. Maintain personal hygiene and wash hands regularly using soap and water or alcohol-based sanitizer.	1	2	-	1
PC8. Undertake periodical preventive health check-ups.	1	3	-	1
PC9. Participate in fire drills and follow 5S at workplace.	1	3	-	-
<i>Handle emergency situations</i>	6	9	-	2
PC10. Act immediately during emergencies and move to safety.	2	2	-	1
PC11. Provide first aid to affected victims e.g., in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. In case of fire, follow fire safety practices taught during fire drills.	2	3	-	-
PC13. Follow procedures to rescue victims of fire without endangering self.	1	2	-	1
<i>Maintain integrity and ensure data security</i>	4	8	-	-
PC14. Refrain from indulging in corrupt practices.	2	3	-	-
PC15. Protect customers' information and ensure acquired information is not used for personal advantage.	1	2	-	-
PC16. Protect data and information related to business or commercial decisions.	1	3	-	-
<i>Professional and ethical practice</i>	4	8	-	1
PC17. Sensitize the workforce towards ethical behaviour in the workplace and performing jobs with integrity.	1	2	-	-
PC18. Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.	2	4	-	1
PC19. Consult senior management when in an ethical dilemma.	1	2	-	-
<i>Ensure regulatory compliance</i>	5	11	-	2
PC20. Check that documentation concerning operations is up to date and in accordance with the regulations.	1	3	-	-
PC21. Coordinate with regulatory authorities and assist in inspections and clearances.	2	4	-	1
PC22. Report any issues with regulatory compliance.	2	4	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N9911
NOS Name	Follow health, safety, security procedures and maintain integrity, ethics at workplace
Sector	Logistics
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	16/12/2025
Next Review Date	27/10/2028
NSQC Clearance Date	16/12/2025

Qualification Pack

LSC/N3201: Handling Leather in the Footwear Manufacturing Plant

Description

This unit is about handling leather in the Footwear Manufacturing plant

Scope

The scope covers the following :

- Handling leather in the Footwear Manufacturing plant

Elements and Performance Criteria

Handle leather in the plant warehouse

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

- PC1.** Inspect the quality of the leather and check for damage while receiving it inside the warehouse.
- PC2.** Store leather away from light and at room temperature (65° to 72°F) with around 55% humidity to avoid mold and mildew growth.
- PC3.** Segregate leather as per grades A, B and C and store the same kind of leather together.
- PC4.** Handle leather with a clean hand or wear gloves and avoid dragging or dropping leather rolls or hides.
- PC5.** Ensure that leather is kept off the floor and place it on shelves high enough to prevent the moisture from creeping into the leather.
- PC6.** Check the leather for damages and defects, wrap the leather in paper, and ensure the leather is not folded.
- PC7.** Avoid creases or deformation, and avoid metal contact with leather, as this reacts with the leather and destroys its commercial value.
- PC8.** Keep coloured leather separate from others, as it may lead to dye transfer.
- PC9.** Place oily leather away from non-oily leather by keeping an impenetrable barrier between them.
- PC10.** Ensure that powder and oil do not spill over the leather.
- PC11.** Ensure that leather is stored in a controlled environment, such as temperature (around 65-75°F) and humidity (around 50-60%), and there is no direct sunlight.
- PC12.** Check for the presence of rodents, birds, insects and other pests which affect the cargo and undertake pest control activity at the warehouse as per SOP.
- PC13.** Ensure that the leather is not stacked very high, as too much pressure on the leather leads to wrinkles and damage.
- PC14.** Inspect the leather stored in the warehouse regularly to avoid damage.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, etc.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Importance of the individual's role in the workflow.
- KU5.** Occupational health and safety standards and security procedures to be followed.
- KU6.** Procedures for dealing with loss or damage to goods.
- KU7.** Risk and impact of not following defined work, safety and security procedures.
- KU8.** Coding system followed to label items.
- KU9.** Enterprise resource planning (ERP) system of the organization.
- KU10.** Pest control measures for different types of rodents/cargo.
- KU11.** Different material handling equipment and their uses.
- KU12.** Reading information from the ERP/ Management Information System (MIS) system.
- KU13.** Identify the different grades of leather (A, B, C).
- KU14.** Various escalations regarding resolving and catering to the customer query.
- KU15.** Overall process in warehouse operations.
- KU16.** Different types of goods being handled.
- KU17.** Different precautions to be taken in case of handling bulk cargo.
- KU18.** Operate the MHE and usage of different types of equipment's/ MHE for different types of goods.
- KU19.** Special characteristics and handling requirements of leather.
- KU20.** Various types of PPEs and their usage.
- KU21.** Good warehouse practices.
- KU22.** Corrective and preventive action.
- KU23.** Leather Types, Grades and Characteristics.
- KU24.** Leather Preparation Techniques such as Conditioning and Softening, Staining and Dyeing, Water Resistance etc.
- KU25.** Leather Storage and Maintenance.

Generic Skills (GS)

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

- GS1.** Read written instructions.
- GS2.** Read invoicing label and shipment labels.
- GS3.** Read product tags and labels.
- GS4.** Write damage reports and daily output reports.
- GS5.** Write end of the day reports.
- GS6.** Communicate clearly in local language, Hindi or English with supervisors and co-workers.
- GS7.** Communicate and collect information from supervisors.
- GS8.** Identify pilferage or other equipment systems and report to supervisor.
- GS9.** Identify if a problem can be resolved quickly internally or needs to be escalated.

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- GS10.** Identify activities or orders that need to be prioritised as per instructions.
- GS11.** Plan and estimate the time for each activity.
- GS12.** Maintain punctuality and avoid absenteeism.
- GS13.** Respond to the supervisor in a timely manner.
- GS14.** Prioritize and execute tasks based on instructions.
- GS15.** Be a team player and achieve joint goals.
- GS16.** Understand importance of customer timelines.
- GS17.** Understand urgency of customers as per the instructions.
- GS18.** Inform the supervisor regarding issues in leather, equipment, etc.
- GS19.** Co-ordinate and ensure timeliness in receipt and delivery of completed items
- GS20.** Verify the authenticity of leather by conducting basic checks
- GS21.** Focus on task at hand and complete it without errors and delays
- GS22.** Check for compliance regarding handling of leather
- GS23.** E-mail etiquettes
- GS24.** Telephone etiquettes
- GS25.** Digital literacy
- GS26.** Personality development
- GS27.** Identifying defects, matching patterns, and inspecting leather carefully
- GS28.** Measuring and cutting leather accurately with minimal waste
- GS29.** Effective hand stitching and assembly skills
- GS30.** Proficient use of stitching, cutting, and finishing tools
- GS31.** Resolving issues with defects, mismatched leather, or production delays
- GS32.** Conducting consistent quality checks to ensure only top-quality leather is used

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle leather in the plant warehouse</i>	30	60	-	10
PC1. Inspect the quality of the leather and check for damage while receiving it inside the warehouse.	3	7	-	1
PC2. Store leather away from light and at room temperature (65° to 72°F) with around 55% humidity to avoid mold and mildew growth.	3	7	-	-
PC3. Segregate leather as per grades A, B and C and store the same kind of leather together.	2	6	-	1
PC4. Handle leather with a clean hand or wear gloves and avoid dragging or dropping leather rolls or hides.	2	6	-	-
PC5. Ensure that leather is kept off the floor and place it on shelves high enough to prevent the moisture from creeping into the leather.	3	4	-	1
PC6. Check the leather for damages and defects, wrap the leather in paper, and ensure the leather is not folded.	3	4	-	-
PC7. Avoid creases or deformation, and avoid metal contact with leather, as this reacts with the leather and destroys its commercial value.	3	4	-	1
PC8. Keep coloured leather separate from others, as it may lead to dye transfer.	2	4	-	-
PC9. Place oily leather away from non-oily leather by keeping an impenetrable barrier between them.	2	4	-	1
PC10. Ensure that powder and oil do not spill over the leather.	2	4	-	1
PC11. Ensure that leather is stored in a controlled environment, such as temperature (around 65-75°F) and humidity (around 50-60%), and there is no direct sunlight.	2	4	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Check for the presence of rodents, birds, insects and other pests which affect the cargo and undertake pest control activity at the warehouse as per SOP.	1	2	-	1
PC13. Ensure that the leather is not stacked very high, as too much pressure on the leather leads to wrinkles and damage.	1	2	-	1
PC14. Inspect the leather stored in the warehouse regularly to avoid damage.	1	2	-	1
NOS Total	30	60	-	10



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3201
NOS Name	Handling Leather in the Footwear Manufacturing Plant
Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

LSC/N3202: Handling raw materials in the FMCG manufacturing plant

Description

This unit is about handling of raw materials in the FMCG manufacturing plant

Scope

The scope covers the following :

- Handling raw materials in the FMCG sector.

Elements and Performance Criteria

Handle FMCG goods in warehouse

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

- PC1.** Visually inspect raw materials while receiving them for any signs of damage or Quality Issues.
- PC2.** Identify and comply with coding requirements for storage of FMCG goods.
- PC3.** Segregate raw materials as per the storage requirements into ambient or cold storage in a manner that allows for easy identification and retrieval.
- PC4.** Ensure that temperature-sensitive FMCG items, like frozen food, dairy, or beverages, are stored in appropriate refrigerated or freezer units and that temperature logs are regularly checked.
- PC5.** Check to ensure that products are not stored adjacent to waste or non-product items.
- PC6.** Dispose of packaging material as per standard operating procedure.
- PC7.** Make arrangements for equipment/tools such as pallets, reach stack, forklift, PPE, etc., according to the kind of product to be handled.
- PC8.** Take the assistance of the MHE operator to pick the items from the pallet or racks, if required.
- PC9.** Execute different types of picking such as single order picking, batch picking, zone picking, pick and pass, multi-batch picking, order consolidation, wave picking, etc.
- PC10.** Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, colour, or product code.
- PC11.** Report defective or broken products to the supervisor.
- PC12.** Ensure First-In, First-Out (FIFO)/Last-In, First-Out (LIFO) inventory management as per company/product Standard Operating Procedures (SOP).
- PC13.** Track expiry dates and ensure that any goods approaching expiration are moved to the front for quicker dispatch.
- PC14.** Maintain high personal hygiene and wear protective hair coverage and PPE.
- PC15.** Ensure that the warehouse is regularly cleaned and sanitised, particularly in areas where perishable goods are stored or processed and follow Good Manufacturing Practices (GMP) for food-related items.
- PC16.** Carry out material handling without product contamination by avoiding eating/drinking and avoiding wearing any jewellery.

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- PC17.** Deploy effective pest control services as per pest management standards for food processing and handling facilities.
- PC18.** Comply with regulations prescribed by FSSAI, HACCP, ISO 22000:2005, FSMS, AIB, BRC and OSHA.
- PC19.** Check pallets to ensure they are clean, dry, free from mold, odour-free, off infestation, etc., as per norms.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, documentation, etc.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Importance of the individual's role in the workflow.
- KU5.** Occupational health and safety standards and security procedures to be followed.
- KU6.** Company's policy on handling of food materials.
- KU7.** Procedures for dealing with damaged raw materials.
- KU8.** Risk and impact of not following defined work, safety and security procedures.
- KU9.** Coding system followed to label items.
- KU10.** The basic of Enterprise Resource Planning (ERP) system of the organization.
- KU11.** Use of different material handling equipment and their uses.
- KU12.** Different types of order picking such as single order picking, batch picking, zone picking, pick and pass, multi batch picking, order consolidation, wave picking and their corresponding documentation.
- KU13.** Usage of different information processing devices like barcode scanners, Radio Frequency Identification (RFID) scanners, etc.
- KU14.** How to read information from the Enterprise Resource Planning (ERP)/ Management Information System (MIS) system, instruction list.
- KU15.** Various escalations regarding resolving and catering to the customer query.
- KU16.** Overall process in operations.
- KU17.** Handling and storage requirements for different goods.
- KU18.** Various regulations for handling food materials.
- KU19.** Pest management standards for food processing and handling facilities.
- KU20.** Handling requirements for dangerous and special goods, if any.
- KU21.** Various types of PPEs and their usage.
- KU22.** Quality checks and refrigeration.
- KU23.** Good warehouse practices.
- KU24.** Corrective and preventive action.
- KU25.** Knowledge of temperature-controlled storage (e.g., refrigeration or freezing) and maintaining the correct environment for different goods

Qualification Pack

- KU26.** GMP (Good Manufacturing Practices) and HACCP (Hazard Analysis Critical Control Point) guidelines, particularly for food and beverage products
- KU27.** Familiarity with regulations that require tracking the shelf life, batch numbers, and traceability of products, especially in case of product recalls

Generic Skills (GS)

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

- GS1.** Read written instructions.
- GS2.** Read invoicing label and shipment labels.
- GS3.** Read product tags and label.
- GS4.** Write damage reports and daily output reports.
- GS5.** Write daily reports.
- GS6.** Communicate with supervisors and co-workers.
- GS7.** Collect information from supervisors.
- GS8.** Identify the damaged raw materials.
- GS9.** Assess if a problem can be resolved quickly internally or needs to be escalated.
- GS10.** Identify activities or orders that need to be prioritised.
- GS11.** Plan and estimate the time for each activity.
- GS12.** Maintain punctuality.
- GS13.** Respond to the supervisor in a timely manner.
- GS14.** Prioritize and execute tasks based on instructions.
- GS15.** Be a team player and achieve joint goals.
- GS16.** Understand importance of customer timelines.
- GS17.** Understand urgency of customers as per the instructions.
- GS18.** Inform the supervisor regarding delays, challenges and issues in carrying out an activity.
- GS19.** Co-ordinate and ensure timeliness in receipt and delivery of completed items.
- GS20.** Verify the authenticity of the product by looking at the logo, box packaging, etc.
- GS21.** Check compliance for established norms for weights, package size of consignments.
- GS22.** Identify dangerous goods.
- GS23.** Suggest improvement in loading and stacking methods to increase efficiency and space utilization.
- GS24.** Focus on task at hand and complete it without errors and delays.
- GS25.** E-mail etiquettes.
- GS26.** Telephone etiquettes.
- GS27.** Digital literacy.
- GS28.** Personality development.
- GS29.** Identify and rotate stock based on expiry dates, especially for perishable goods
- GS30.** Inspecting goods for defects or damage during receiving, picking, or packaging
- GS31.** Ability to work long shifts and maintain energy and focus, particularly when managing high turnover and volume in FMCG warehousing

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- GS32.** Prioritize tasks, such as order picking, inventory replenishment, and packing, based on urgency or customer requirements
- GS33.** Clearly communicate with team members, supervisors, and other departments (e.g., sales, shipping, or purchasing) to ensure smooth warehouse operations
- GS34.** Keep accurate and up-to-date records of all goods entering and leaving the warehouse
- GS35.** Identify bottlenecks in the supply chain (e.g., slow order picking or inventory shortages) and suggest solutions to improve efficiency
- GS36.** Spot and report any quality issues, including damage, expiry, or contamination, before goods are sent out for delivery

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle FMCG goods in warehouse</i>	30	60	-	10
PC1. Visually inspect raw materials while receiving them for any signs of damage or Quality Issues.	2	4	-	0.5
PC2. Identify and comply with coding requirements for storage of FMCG goods.	2	4	-	0.5
PC3. Segregate raw materials as per the storage requirements into ambient or cold storage in a manner that allows for easy identification and retrieval.	2	4	-	0.5
PC4. Ensure that temperature-sensitive FMCG items, like frozen food, dairy, or beverages, are stored in appropriate refrigerated or freezer units and that temperature logs are regularly checked.	2	4	-	0.5
PC5. Check to ensure that products are not stored adjacent to waste or non-product items.	2	4	-	0.5
PC6. Dispose of packaging material as per standard operating procedure.	2	4	-	0.5
PC7. Make arrangements for equipment/tools such as pallets, reach stack, forklift, PPE, etc., according to the kind of product to be handled.	2	4	-	0.5
PC8. Take the assistance of the MHE operator to pick the items from the pallet or racks, if required.	2	4	-	0.5
PC9. Execute different types of picking such as single order picking, batch picking, zone picking, pick and pass, multi-batch picking, order consolidation, wave picking, etc.	2	4	-	0.5
PC10. Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, colour, or product code.	2	4	-	0.5
PC11. Report defective or broken products to the supervisor.	2	4	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Ensure First-In, First-Out (FIFO)/Last-In, First-Out (LIFO) inventory management as per company/product Standard Operating Procedures (SOP).	1	2	-	0.5
PC13. Track expiry dates and ensure that any goods approaching expiration are moved to the front for quicker dispatch.	1	2	-	0.5
PC14. Maintain high personal hygiene and wear protective hair coverage and PPE.	1	2	-	0.5
PC15. Ensure that the warehouse is regularly cleaned and sanitised, particularly in areas where perishable goods are stored or processed and follow Good Manufacturing Practices (GMP) for food-related items.	1	2	-	0.5
PC16. Carry out material handling without product contamination by avoiding eating/drinking and avoiding wearing any jewellery.	1	2	-	0.5
PC17. Deploy effective pest control services as per pest management standards for food processing and handling facilities.	1	2	-	0.5
PC18. Comply with regulations prescribed by FSSA, HACCP, ISO 22000:2005, FSMS, AIB, BRC and OSHA.	1	2	-	0.5
PC19. Check pallets to ensure they are clean, dry, free from mold, odour-free, off infestation, etc., as per norms.	1	2	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3202
NOS Name	Handling raw materials in the FMCG manufacturing plant
Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

LSC/N3203: Handling automotive components in the automotive manufacturing plant

Description

This unit is about handling of automotive components in the automotive manufacturing plant

Scope

The scope covers the following :

- Handle automotive parts in plant warehouse.
- Pick to sequence/ship to sequence.

Elements and Performance Criteria

Handle automotive parts in plant warehouse

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

- PC1.** Load goods on fixtures/ crates/ pallets/ boxes
- PC2.** Sort and place materials for items on racks, shelves, or bins according to the Kanban list
- PC3.** Check for adherence to different certifications for automotive goods
- PC4.** Identify the MHE used for operation based on information from the supervisor and utilize appropriate tools like forklifts, trolleys, or manual lifting equipment for picking large, heavy parts and bin systems for smaller components
- PC5.** Make arrangements for equipment/tools such as conveyors, hand trucks and pallet jacks, pallets, reach stacks, forklifts, PPE, etc., according to work requirements and the kind of product to be handled
- PC6.** Take the assistance of the MHE operator to pick the items from the pallet or racks, if required
- PC7.** Perform safe strapping and lashing of pallets/ crates/ boxes/ fixtures.
- PC8.** Store frequently used or high-demand components in easily accessible areas, while less commonly needed items can be stored in harder-to-reach locations
- PC9.** Ensure that If parts are needed for immediate production, they are packed in boxes, crates, or pallets that allow easy access and handling by assembly line workers
- PC10.** Properly label all parts and components with unique part numbers, barcodes, or QR codes to aid in easy identification and to prevent errors during picking
- PC11.** Assist during inventory cycle counting as per Standard Operating Procedures (SOP) and report the status
- PC12.** Report defective or broken products and submit daily reports to the supervisor
- PC13.** Follow First-In, First-Out (FIFO) for components with expiry dates (e.g., lubricants, seals) and for items without expiry concerns, Last-In, First-Out (LIFO) may be used
- PC14.** Clean and maintain warehouse aisles
- PC15.** Follow 5S, Just In Time (JIT), Kaizen, poka-yoke and other poka-yoke process improvement guidelines as instructed by the supervisor
- PC16.** Load finished pallets of product onto assigned trailers safely and accurately

Qualification Pack

Pick to Sequence/ Ship to Sequence

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

- PC17.** Obtain information required for sequencing as per the sequencing list, etc., from the supervisor
- PC18.** Make space and clean up the sequencing area by removing any unnecessary items
- PC19.** Assess the Personal Protective Equipment (PPE) required based on the product and the environment and collect and wear all the necessary PPE
- PC20.** Identify the components required from the list, to make a product and also the variations among different models for the same product
- PC21.** Check items received for sequencing damages and bar code or product label errors and report the same to your supervisor
- PC22.** Segregate items to be sequenced together, check with the BOM to identify any missing components, and report the same to the supervisor
- PC23.** Place items in specific handling devices based on the components which are installed on carriages as per SOP
- PC24.** Attach carriages to MHE / tugger trains for transport to the designated assembly line as per SOP

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, documentation, etc.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Importance of the individual's role in the workflow.
- KU5.** Occupational health and safety standards and security procedures to be followed.
- KU6.** Procedures for dealing with loss or damage to goods.
- KU7.** Risk and impact of not following defined work, safety and security procedures.
- KU8.** Coding system followed to label items.
- KU9.** Enterprise Resource Planning (ERP) system of the organization
- KU10.** Use of computer and data handling devices.
- KU11.** Use of different Material Handling Equipment(MHE) and their uses.
- KU12.** Different geographical locations.
- KU13.** Reading information from the ERP/ Management Information System(MIS)
- KU14.** Racking and storage systems in automobile warehousing.
- KU15.** Kanban inventory management.
- KU16.** Basics of 5S, JIT, FMEA, Kaizen, poka-yoke etc.
- KU17.** Various escalations regarding resolving and catering to the customer query.
- KU18.** Sequencing process.
- KU19.** Overall process in operations.

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- KU20.** Different types of goods being handled.
- KU21.** Handle requirements for dangerous and special goods, if any.
- KU22.** Various types of PPEs and their usage.
- KU23.** Good warehouse practices
- KU24.** Corrective and preventive action
- KU25.** Importance of part numbers, serial numbers, and how these relate to manufacturing processes, product recalls, and traceability
- KU26.** How to inspect automotive components for defects, such as cracks, corrosion, or wear. Familiarity with quality standards specific to the automotive industry (e.g., ISO 9001)

Generic Skills (GS)

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

- GS1.** Read and understand written instructions.
- GS2.** Read product instructions as per the invoicing label and shipment labels.
- GS3.** Read product tags and labels.
- GS4.** Read directives from management.
- GS5.** Write damage reports and daily output reports.
- GS6.** Write end of the day reports.
- GS7.** Communicate clearly in local language, Hindi or English with supervisors and co-workers.
- GS8.** Communicate and collect information from supervisors.
- GS9.** Identify the damaged items.
- GS10.** Identify if a problem can be resolved quickly internally or needs to be escalated.
- GS11.** Identify activities or orders that need to be prioritised as per instructions.
- GS12.** Plan and estimate the time for each activity.
- GS13.** Maintain punctuality and avoid absenteeism.
- GS14.** Should respond to the supervisor in a timely manner.
- GS15.** Prioritize and execute tasks based on instructions.
- GS16.** Be a team player and achieve joint goals.
- GS17.** Understand importance of customer timelines.
- GS18.** Understand urgency of customers as per the instructions.
- GS19.** Inform the supervisor regarding delays, issues and challenges in doing an activity.
- GS20.** Co-ordinate and ensure receipt and delivery of completed items in a time bound manner.
- GS21.** Verify the authenticity of the product by looking at the logo, box packaging, etc.
- GS22.** Identify from the attached certification if the product meets the regulatory requirement.
- GS23.** Check the type of packaging, approximate weight and measurement with marking and labelling for different types of cargo to assess if it is in order with the widely accepted norms.
- GS24.** Identify dangerous goods and ensure that requisite precautions are taken.
- GS25.** Suggest improvement in loading and stacking methods to increase efficiency and space utilization.



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- GS26.** Focus on task at hand and complete it without errors and delays while maintaining high efficiency and effectiveness.
- GS27.** E-mail etiquettes
- GS28.** Telephone etiquettes
- GS29.** Digital literacy
- GS30.** Personality development
- GS31.** Spotting and reporting any signs of damage, contamination, or defects in parts, and ensuring the proper steps are taken to address these issues before they reach the production line

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle automotive parts in plant warehouse</i>	22	44	-	8
PC1. Load goods on fixtures/ crates/ pallets/ boxes	2	4	-	0.5
PC2. Sort and place materials for items on racks, shelves, or bins according to the Kanban list	2	4	-	0.5
PC3. Check for adherence to different certifications for automotive goods	2	4	-	0.5
PC4. Identify the MHE used for operation based on information from the supervisor and utilize appropriate tools like forklifts, trolleys, or manual lifting equipment for picking large, heavy parts and bin systems for smaller components	2	4	-	0.5
PC5. Make arrangements for equipment/tools such as conveyors, hand trucks and pallet jacks, pallets, reach stacks, forklifts, PPE, etc., according to work requirements and the kind of product to be handled	2	4	-	0.5
PC6. Take the assistance of the MHE operator to pick the items from the pallet or racks, if required	2	4	-	0.5
PC7. Perform safe strapping and lashing of pallets/ crates/ boxes/ fixtures.	1	2	-	0.5
PC8. Store frequently used or high-demand components in easily accessible areas, while less commonly needed items can be stored in harder-to-reach locations	1	2	-	0.5
PC9. Ensure that If parts are needed for immediate production, they are packed in boxes, crates, or pallets that allow easy access and handling by assembly line workers	1	2	-	0.5
PC10. Properly label all parts and components with unique part numbers, barcodes, or QR codes to aid in easy identification and to prevent errors during picking	1	2	-	0.5

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Assist during inventory cycle counting as per Standard Operating Procedures (SOP) and report the status	1	2	-	0.5
PC12. Report defective or broken products and submit daily reports to the supervisor	1	2	-	0.5
PC13. Follow First-In, First-Out (FIFO) for components with expiry dates (e.g., lubricants, seals) and for items without expiry concerns, Last-In, First-Out (LIFO) may be used	1	2	-	0.5
PC14. Clean and maintain warehouse aisles	1	2	-	0.5
PC15. Follow 5S, Just In Time (JIT), Kaizen, poka-yoke and other poka-yoke process improvement guidelines as instructed by the supervisor	1	2	-	0.5
PC16. Load finished pallets of product onto assigned trailers safely and accurately	1	2	-	0.5
<i>Pick to Sequence/ Ship to Sequence</i>	8	16	-	2
PC17. Obtain information required for sequencing as per the sequencing list, etc., from the supervisor	1	2	-	-
PC18. Make space and clean up the sequencing area by removing any unnecessary items	1	2	-	0.5
PC19. Assess the Personal Protective Equipment (PPE) required based on the product and the environment and collect and wear all the necessary PPE	1	2	-	-
PC20. Identify the components required from the list, to make a product and also the variations among different models for the same product	1	2	-	0.5
PC21. Check items received for sequencing damages and bar code or product label errors and report the same to your supervisor	1	2	-	-
PC22. Segregate items to be sequenced together, check with the BOM to identify any missing components, and report the same to the supervisor	1	2	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. Place items in specific handling devices based on the components which are installed on carriages as per SOP	1	2	-	-
PC24. Attach carriages to MHE / tugging trains for transport to the designated assembly line as per SOP	1	2	-	0.5
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3203
NOS Name	Handling automotive components in the automotive manufacturing plant
Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

LSC/N3204: Handling components and parts in the electronics assembly plant.

Description

This unit is about handling of components and parts in the electronics assembly plant.

Scope

The scope covers the following :

- Handle electronic components and parts.

Elements and Performance Criteria

Handle electronic components in warehouse

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

- PC1.** Visually inspect the components while receiving them for any visible damage, such as crushed packages, broken parts, or damaged anti-static bags and inspect the parts for scratches or cracks, particularly on microchips or circuit boards
- PC2.** Check to ensure that the temperature of the warehouse is maintained between 15°C to 27°C & 30% to 60% relative humidity
- PC3.** Check for adherence to different certifications for electronic components such as ISO 9001:2015, AS9100, etc
- PC4.** Transport components as per the pick list to the kitting area using MHE if required
- PC5.** Unpack and segregate components carefully, such as the PCB, camera, chips, etc., as per the pick list
- PC6.** Dispose of packaging materials such as plastic films, component tubes, anti-static bags, sheet metal, cast metals, etc., as per standard operating procedure
- PC7.** Handle PCB as per the handling and storage guidelines prescribed in PCB - 1601, ANSI/ESD S20.20 or equivalent
- PC8.** Arrange components in the designated tray based on component size and requirement as per SOP and transport them to the appropriate line feeding area in tote trolleys
- PC9.** Sort components based on usage frequency, i.e., high-demand components should be stored in easily accessible locations, while less frequently used parts can be placed on more distant or lower shelves
- PC10.** Ensure that all components are labelled with part numbers, batch numbers, and descriptions
- PC11.** Organise components into categories such as resistors, capacitors, microchips, connectors, transistors, circuit boards, etc. Each category may have different storage requirements
- PC12.** Store heavier or larger components (such as power supplies) on lower shelves to prevent accidents, while smaller components (such as SMDs or resistors) should be stored in bins, drawers, or trays for easy access
- PC13.** Store components according to the storage instructions and specific needs, such as Antistatic Storage for ICs (integrated circuits) or capacitors

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- PC14.** Perform regular cycle counts to ensure that the physical inventory matches the system's records
- PC15.** Use First-In, First-Out (FIFO) to ensure that older parts are used first, particularly for items with limited shelf life, such as solder paste, batteries, or plastics and for components that don't have expiration concerns, Last-In, First-Out (LIFO) may be used
- PC16.** Use tweezers, vacuum pick-up tools, or automated pickers for small or delicate components to avoid damaging parts during retrieval
- PC17.** Ensure clean work areas and use cleanroom environments if necessary for sensitive parts to keep components free from contaminants such as dust, grease, or fingerprints
- PC18.** Report defective or broken components to the supervisor, document any damage or quality issues with components upon receipt or during storage and follow the appropriate procedures for returning or replacing parts
- PC19.** Perform pest control to avoid destruction from pests such as insects, mice, and rats
- PC20.** Submit a daily report to the supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, documentation, etc.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Importance of the individual's role in the workflow.
- KU5.** Occupational health and safety standards and security procedures to be followed.
- KU6.** Procedures for dealing with damaged components.
- KU7.** Risk and impact of not following defined work, safety and security procedures.
- KU8.** Coding system followed to label items.
- KU9.** Enterprise Resource Planning (ERP) system of the organization.
- KU10.** Use of different Material Handling Equipment (MHE) and their uses.
- KU11.** Different geographical locations
- KU12.** Reading information from the ERP/ Management Information System (MIS) system, instruction list.
- KU13.** Racking and storage systems in electronics warehousing.
- KU14.** Kanban inventory management.
- KU15.** Basics of 5S, Just In Time (JIT), First In First Out (FIFO) etc.
- KU16.** Storage and handling guidelines in PCB-1601.
- KU17.** Various escalations regarding resolving and catering to the customer query.
- KU18.** Overall process in operations.
- KU19.** Different types of goods being handled.
- KU20.** Handling requirements for dangerous and special goods, if any.
- KU21.** Various types of PPEs and their usage.
- KU22.** Good warehouse practices

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- KU23.** Corrective and preventive action
- KU24.** Familiarity with various electronic components, including resistors, capacitors, integrated circuits (ICs), connectors, inductors, PCBs (Printed Circuit Boards), batteries, and semiconductors
- KU25.** Awareness of handling hazardous chemicals or components like batteries that may be flammable, reactive, or pose a health risk
- KU26.** Knowledge of ISO or other relevant quality standards for managing and maintaining electronic components in storage

Generic Skills (GS)

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

- GS1.** Read and understand written instructions.
- GS2.** Read product instructions as per the invoicing label and shipment labels.
- GS3.** Read product tags and labels.
- GS4.** Read directives from management.
- GS5.** Write damage reports and daily output reports.
- GS6.** Write end of the day reports.
- GS7.** Communicate clearly in local language, Hindi or English with supervisors and co-workers.
- GS8.** Communicate and collect information from supervisors.
- GS9.** Identify the damaged items.
- GS10.** Identify if a problem can be resolved quickly internally or needs to be escalated.
- GS11.** Identify activities or orders that need to be prioritised as per instructions.
- GS12.** Maintain punctuality and avoid absenteeism.
- GS13.** Should respond to the supervisor in a timely manner.
- GS14.** Prioritize and execute tasks based on instructions.
- GS15.** Be a team player and achieve joint goals.
- GS16.** Understand importance of customer timelines.
- GS17.** Understand urgency of customers as per the instructions.
- GS18.** Inform the supervisor regarding delays, issue in doing an activity, etc.
- GS19.** Co-ordinate and ensure timeliness in receipt and delivery of completed items.
- GS20.** Verify the authenticity of the product by looking at the logo, box packaging, etc.
- GS21.** Ensure that the product meets the regulatory requirement as per the certification attached.
- GS22.** Check the type of packaging, approximate weight and measurement with marking and labelling for different types of cargo to assess if it is in order with the widely accepted norms.
- GS23.** Identify dangerous goods and ensure that requisite precautions are taken.
- GS24.** Suggest improvement in loading/stacking/line feeding operations to increase efficiency and space utilization.
- GS25.** Focus on task at hand and complete it without errors and delays while maintaining high efficiency and effectiveness.
- GS26.** Personality development



Qualification Pack

- GS27.** Digital literacy
- GS28.** E-mail etiquettes
- GS29.** Telephone etiquettes

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle electronic components in warehouse</i>	30	60	-	10
PC1. Visually inspect the components while receiving them for any visible damage, such as crushed packages, broken parts, or damaged anti-static bags and inspect the parts for scratches or cracks, particularly on microchips or circuit boards	2	4	-	0.5
PC2. Check to ensure that the temperature of the warehouse is maintained between 15°C to 27°C & 30% to 60% relative humidity	2	4	-	0.5
PC3. Check for adherence to different certifications for electronic components such as ISO 9001:2015, AS9100, etc	2	4	-	0.5
PC4. Transport components as per the pick list to the kitting area using MHE if required	2	4	-	0.5
PC5. Unpack and segregate components carefully, such as the PCB, camera, chips, etc., as per the pick list	2	4	-	0.5
PC6. Dispose of packaging materials such as plastic films, component tubes, anti-static bags, sheet metal, cast metals, etc., as per standard operating procedure	2	4	-	0.5
PC7. Handle PCB as per the handling and storage guidelines prescribed in PCB - 1601, ANSI/ESD S20.20 or equivalent	2	4	-	0.5
PC8. Arrange components in the designated tray based on component size and requirement as per SOP and transport them to the appropriate line feeding area in tote trolleys	2	4	-	0.5
PC9. Sort components based on usage frequency, i.e., high-demand components should be stored in easily accessible locations, while less frequently used parts can be placed on more distant or lower shelves	2	4	-	0.5
PC10. Ensure that all components are labelled with part numbers, batch numbers, and descriptions	2	4	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Organise components into categories such as resistors, capacitors, microchips, connectors, transistors, circuit boards, etc. Each category may have different storage requirements	1	2	-	0.5
PC12. Store heavier or larger components (such as power supplies) on lower shelves to prevent accidents, while smaller components (such as SMDs or resistors) should be stored in bins, drawers, or trays for easy access	1	2	-	0.5
PC13. Store components according to the storage instructions and specific needs, such as Antistatic Storage for ICs (integrated circuits) or capacitors	1	2	-	0.5
PC14. Perform regular cycle counts to ensure that the physical inventory matches the system's records	1	2	-	0.5
PC15. Use First-In, First-Out (FIFO) to ensure that older parts are used first, particularly for items with limited shelf life, such as solder paste, batteries, or plastics and for components that don't have expiration concerns, Last-In, First-Out (LIFO) may be used	1	2	-	0.5
PC16. Use tweezers, vacuum pick-up tools, or automated pickers for small or delicate components to avoid damaging parts during retrieval	1	2	-	0.5
PC17. Ensure clean work areas and use cleanroom environments if necessary for sensitive parts to keep components free from contaminants such as dust, grease, or fingerprints	1	2	-	0.5
PC18. Report defective or broken components to the supervisor, document any damage or quality issues with components upon receipt or during storage and follow the appropriate procedures for returning or replacing parts	1	2	-	0.5
PC19. Perform pest control to avoid destruction from pests such as insects, mice, and rats	1	2	-	0.5
PC20. Submit a daily report to the supervisor	1	2	-	0.5
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3204
NOS Name	Handling components and parts in the electronics assembly plant.
Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

LSC/N3207: Handling raw materials in the Pharmaceutical manufacturing plant

Description

This unit is about handling of raw materials in the pharmaceutical manufacturing plant

Scope

The scope covers the following :

- De dusting and receiving
- Quantity verification procedure
- Storage of raw materials

Elements and Performance Criteria

De Dusting and receiving

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

- PC1.** Visually inspect the raw materials while receiving them for visible damage, contamination, or any discrepancies in packaging, labelling, or quantity
- PC2.** Wear appropriate PPE, such as gloves, lab coats, masks, goggles, and footwear, to avoid contamination and exposure to hazardous materials
- PC3.** Clean the surface of the container/packs by using the vacuum cleaner/dry lint-free cloth as per SOP
- PC4.** Segregate material as per batch/lot wise and transfer the cleaned containers/packs onto the clean pallet
- PC5.** Transfer the cleaned container/pack top to the weighing area by using the appropriate MHE

Quantity verification procedure

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

- PC6.** Check the cleanliness of the balance and ensure its routine calibration as per SOP
- PC7.** Weigh the containers/ packs received one by one on the balance provided and ensure that the quantity received is equal to that mentioned in the delivery documents
- PC8.** Record the gross weight in the “Quantity Verification Record” as per SOP
- PC9.** Transfer the container/packs on pallets and affix quarantine label on the packs and shift them to the respective quarantine area as per SOP
- PC10.** Affix “Approved” label on each container/pack after the material has been released by quality check and transfer the material to the designated approved storage area as per storage requirements

Storage of raw materials in the plant

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

- PC11.** Store materials in climate-controlled environments to prevent degradation due to high or low temperatures and humidity

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- PC12.** Separate materials based on their risk category or type, such as Chemicals and Solvents (flammable/ corrosive/ hazardous), Biological Materials (bacterial cultures or vaccines), Raw Powders and Crystals, and Controlled Substances (e.g., narcotics, controlled drugs)
- PC13.** • Segregate raw materials as per the required storage conditions as stated on the label, such as:
- store in 'cold' temperature.
 - store in temperature between 2°C to 8°C.
 - store below 15°C temperature.
 - store in "Deep Freezer".
 - store in a "Cool" place.
 - store below 25°C.
- PC14.** Organise materials by lot number or batch number for traceability, ensuring the traceback process in case of product recalls or quality control issues
- PC15.** Use the FIFO system to ensure older materials are used before newer ones, preventing expiration or degradation
- PC16.** Conduct regular cycle counts and periodic inventory audits and document them
- PC17.** If QC rejects the material, transport it back to the rejected storage area and inform the Supervisor
- PC18.** Check the temperature of the storage area, and in case it exceeds the limit, inform the maintenance department
- PC19.** Ensure that clean, appropriate equipment (e.g., scoops, weighing scales, or dispensing containers) is used for handling and dispensing
- PC20.** Make sure that raw materials used for different products are handled separately to prevent cross-contamination
- PC21.** Ensure that all materials are appropriately labelled as per Good Manufacturing Practices (GMP) and regulatory standards (e.g., FDA, EMA) and with information such as batch number, content status, expiry date, etc
- PC22.** Handle nearby expiry products as per SOP and manufacturer's guidelines
- PC23.** Follow Good Manufacturing Practices (GMP), FDA regulations, and other relevant standards to ensure raw materials are stored, handled, and disposed of in compliance with industry standards
- PC24.** Ensure proper MSDS (Material Safety Data Sheets) are available and that safety protocols, such as proper ventilation or spill containment procedures, are followed
- PC25.** Dispose of waste and expired materials in compliance with environmental regulations and hazardous waste disposal guidelines

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational procedures and policy on quality, use of PPEs, use of equipment, MHEs, etc.
- KU2.** Company's reporting structure to support and expedite project activities
- KU3.** Company's policy and work instructions on quality standards
- KU4.** Importance of the individual's role in the workflow
- KU5.** Occupational health and safety standards and security procedures to be followed
- KU6.** Procedures for dealing with rejected raw materials

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- KU7.** Risk and impact of not following defined work, safety and security procedures
- KU8.** Coding system followed to label items
- KU9.** The basic of Enterprise resource planning (ERP) system of the organization
- KU10.** Use of different material handling equipment and their uses
- KU11.** Storage requirements for different types of pharmaceutical raw materials
- KU12.** Information from the ERP system, instruction list
- KU13.** Ideal time required for each activity
- KU14.** Types of goods in which the company deals
- KU15.** Characteristics of the raw materials being handled
- KU16.** Identification of goods based on grading categories
- KU17.** Measurement units and scales used in pharmaceutical cold storage equipment
- KU18.** Various escalations regarding resolving and catering to the customer query
- KU19.** Basics of overall process in operations
- KU20.** Handling requirements for dangerous and special goods, if any
- KU21.** Various types of PPEs and their usage
- KU22.** Good warehouse practices
- KU23.** Corrective and preventive action
- KU24.** Various active pharmaceutical ingredients (APIs), excipients, and packaging materials
- KU25.** Required temperature, humidity, and light conditions for different materials
- KU26.** Awareness of expiration dates, stability data, and how to handle materials approaching their expiration
- KU27.** Read and apply SDS (Safety Data Sheets) for handling hazardous materials safely, including information on flammability, toxicity, and spill containment
- KU28.** Trace raw materials from receipt to usage, including lot numbers, batch records, and traceback procedures in case of recalls
- KU29.** Appropriate PPE required for handling hazardous or potentially harmful materials (e.g., gloves, masks, lab coats, goggles).
- KU30.** Fire safety protocols, chemical spill containment procedures, and emergency response techniques for accidents involving hazardous raw materials

Generic Skills (GS)

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

- GS1.** Read written instructions
- GS2.** Read invoicing label and shipment labels
- GS3.** Read product tags and labels
- GS4.** Write damage reports and daily output reports
- GS5.** Write daily reports
- GS6.** Communicate with supervisors and co-workers
- GS7.** Collect information from supervisors
- GS8.** Identify the item as damaged or not

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- GS9.** Assess the storage requirement of a good
- GS10.** Assess if a problem can be resolved quickly internally or needs to be escalated
- GS11.** Identify activities or orders that need to be prioritised as per instructions
- GS12.** Plan and estimate the time for each activity
- GS13.** Maintain punctuality
- GS14.** Respond to the supervisor in a timely manner
- GS15.** Prioritize and execute tasks based on instructions
- GS16.** Be a team player and achieve joint goals
- GS17.** Understand the importance of given timelines
- GS18.** Understand urgency of priority requests as per the instructions
- GS19.** Inform the supervisor regarding delays, issue in doing an activity, etc.
- GS20.** Coordinate and ensure timeliness in receipt and delivery of completed items
- GS21.** Verify the authenticity of the product by looking at the logo, box packaging, etc.
- GS22.** Analyse and identify the best way to pack an item
- GS23.** Check compliance for established norms for weights, package size, of consignments, etc.
- GS24.** Identify dangerous goods and goods which require special handling
- GS25.** Digital literacy
- GS26.** E-mail etiquettes
- GS27.** Telephone etiquettes
- GS28.** Personality development

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>De Dusting and receiving</i>	10	20	-	2
PC1. Visually inspect the raw materials while receiving them for visible damage, contamination, or any discrepancies in packaging, labelling, or quantity	2	4	-	0.5
PC2. Wear appropriate PPE, such as gloves, lab coats, masks, goggles, and footwear, to avoid contamination and exposure to hazardous materials	2	4	-	0.5
PC3. Clean the surface of the container/packs by using the vacuum cleaner/dry lint-free cloth as per SOP	2	4	-	0.5
PC4. Segregate material as per batch/lot wise and transfer the cleaned containers/packs onto the clean pallet	2	4	-	-
PC5. Transfer the cleaned container/pack top to the weighing area by using the appropriate MHE	2	4	-	0.5
<i>Quantity verification procedure</i>	5	10	-	1.5
PC6. Check the cleanliness of the balance and ensure its routine calibration as per SOP	1	2	-	0.5
PC7. Weigh the containers/ packs received one by one on the balance provided and ensure that the quantity received is equal to that mentioned in the delivery documents	1	2	-	-
PC8. Record the gross weight in the “Quantity Verification Record” as per SOP	1	2	-	0.5
PC9. Transfer the container/packs on pallets and affix quarantine label on the packs and shift them to the respective quarantine area as per SOP	1	2	-	-
PC10. Affix “Approved” label on each container/pack after the material has been released by quality check and transfer the material to the designated approved storage area as per storage requirements	1	2	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Storage of raw materials in the plant</i>	15	30	-	6.5
PC11. Store materials in climate-controlled environments to prevent degradation due to high or low temperatures and humidity	1	2	-	0.5
PC12. Separate materials based on their risk category or type, such as Chemicals and Solvents (flammable/ corrosive/ hazardous), Biological Materials (bacterial cultures or vaccines), Raw Powders and Crystals, and Controlled Substances (e.g., narcotics, controlled drugs)	1	2	-	-
PC13. <ul style="list-style-type: none"> • Segregate raw materials as per the required storage conditions as stated on the label, such as: • • store in 'cold' temperature. • • store in temperature between 2°C to 8°C. • • store below 15°C temperature. • • store in "Deep Freezer". • • store in a "Cool" place. • • store below 25°C. 	1	2	-	0.5
PC14. Organise materials by lot number or batch number for traceability, ensuring the traceback process in case of product recalls or quality control issues	1	2	-	0.5
PC15. Use the FIFO system to ensure older materials are used before newer ones, preventing expiration or degradation	1	2	-	0.5
PC16. Conduct regular cycle counts and periodic inventory audits and document them	1	2	-	0.5
PC17. If QC rejects the material, transport it back to the rejected storage area and inform the Supervisor	1	2	-	0.5
PC18. Check the temperature of the storage area, and in case it exceeds the limit, inform the maintenance department	1	2	-	0.5
PC19. Ensure that clean, appropriate equipment (e.g., scoops, weighing scales, or dispensing containers) is used for handling and dispensing	1	2	-	0.5

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC20. Make sure that raw materials used for different products are handled separately to prevent cross-contamination	1	2	-	0.5
PC21. Ensure that all materials are appropriately labelled as per Good Manufacturing Practices (GMP) and regulatory standards (e.g., FDA, EMA) and with information such as batch number, content status, expiry date, etc	1	2	-	0.5
PC22. Handle nearby expiry products as per SOP and manufacturer's guidelines	1	2	-	0.5
PC23. Follow Good Manufacturing Practices (GMP), FDA regulations, and other relevant standards to ensure raw materials are stored, handled, and disposed of in compliance with industry standards	1	2	-	0.5
PC24. Ensure proper MSDS (Material Safety Data Sheets) are available and that safety protocols, such as proper ventilation or spill containment procedures, are followed	1	2	-	-
PC25. Dispose of waste and expired materials in compliance with environmental regulations and hazardous waste disposal guidelines	1	2	-	0.5
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3207
NOS Name	Handling raw materials in the Pharmaceutical manufacturing plant
Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

LSC/N3302: Perform basic inventory analysis and forecasting

Description

This unit is about performing inventory analysis.

Scope

The scope covers the following :

- Maintain Store-wise inventory data
- Inventory analysis
- Inventory forecasting

Elements and Performance Criteria

Maintain Store wise inventory data

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

- PC1.** Feed and append inventory data received from respective departments into the ERP system.
- PC2.** Make a list of all the inventory with clear details, including item code, item name, unit name, product description, purchase price, sales price, tax code, tracking code, etc.
- PC3.** Prepare MIS report containing Current stock levels, Safety Stock, Inventory Turnover, etc.
- PC4.** Recheck the inventory data to identify any unusual information and take corrective action.
- PC5.** Update inventory items as and when there are changes and Ensure discrepancies between physical and system records are identified and resolved.

Inventory analysis

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

- PC6.** Ensure that the inventory is classified as per the type, function and requirements, e.g. Raw Materials, Work-in-Progress (WIP), Finished Goods, Maintenance, Repair, and Overhaul (MRO) Supplies, etc.
- PC7.** Review the current stock levels of each category and check the reorder point (ROP) for each inventory item based on historical demand and lead times.
- PC8.** Using various inventory analysis methods, such as ABC, VED, and FSN analysis, determine the optimum amount of inventory (Economic Order Quantity (EOQ)) to be kept on hand.
- PC9.** Review the inventory on a continuous or periodic basis as pre-decided by the manager.
- PC10.** Submit the analysis to the manager for further review.

Inventory forecasting

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

- PC11.** Review historical usage, recent stockouts and demand patterns for materials and components.
- PC12.** Determine the period of forecasting based on the manufacturing production cycle, inventory turnover rate, etc., and collect all past demand data.
- PC13.** Choose the right forecasting method, such as qualitative forecasting (Delphi method, historical life cycle analogy) or quantitative forecasting (time series models, exponential smoothing, seasonal indexes), according to business needs and suitability.

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- PC14.** Use forecasting models (e.g., moving averages, exponential smoothing) to predict future demand.
- PC15.** Consider factors like production schedules, seasonal variations, and potential supply chain disruptions.
- PC16.** Evaluate both long-term and short-term influencers and outside variables for forecasting.
- PC17.** Perform inventory forecasting techniques as per standard operating procedures, considering both long-term, short-term, and outside variables such as economic growth, seasonality, lifestyle changes, etc.
- PC18.** Compare actual demand against forecasts from multiple angles to identify the variances.
- PC19.** Diagnose the cause of forecast variances, such as inaccurate inventory data, poor forecasting, variability in demand, swings in the economy, etc. and take corrective actions.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organisational procedures, documentation and policy on procurement.
- KU2.** Company's reporting structure to support and expedite project activities.
- KU3.** Company's policy and work instructions on quality standards.
- KU4.** Policy on the return of goods and customs compliance.
- KU5.** Importance of the individual's role in the workflow.
- KU6.** Occupational health and safety standards and security procedures to be followed.
- KU7.** Procedures for dealing with loss or damaged goods.
- KU8.** Risk and impact of not following defined work, safety and security procedures.
- KU9.** The coding system followed for the ordering of parts.
- KU10.** Enterprise Resource Planning (ERP) system, route simulation software and Warehouse Management System of the organisation.
- KU11.** Handling quality issues, rejects, and escalations with ways of resolving them.
- KU12.** Usage of computer, data handling devices, basic troubleshooting regarding network connections, telephones and computers.
- KU13.** Overall procurement process and procure-to-pay cycle.
- KU14.** Technical specification of products handled.
- KU15.** INCOTERMS and GST documentation.
- KU16.** Packaging for different types of products handled and compliance.
- KU17.** Root cause analysis, inventory analysis techniques (ABC analysis, FSN analysis), feasibility analysis and various data analyses.
- KU18.** Hazardous goods handling compliance while packaging and shipment of goods.
- KU19.** Different geographical locations and Customs, air, ocean, and land transport requirements.
- KU20.** Documentation compliance as per company policy.
- KU21.** The overall process in inventory operations; Types of inventory and metrics (inventory turns, day's inventory, etc.)
- KU22.** Inventory management and financials involved in inventory.

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- KU23.** Numerical estimation and forecasting techniques (Delphi method, historical life cycle analogue).
- KU24.** The overall process, from receiving materials to line feeding and liaising with different departments engaged in the process.
- KU25.** Analyse key performance criteria.
- KU26.** The overall process of handling and transporting ODC/ project cargo.
- KU27.** Budgeting, Mathematical calculations, Engineering/lashing calculations.
- KU28.** Generate daily reports from the Management Information System (MIS) and ERP.
- KU29.** Designing bypass.
- KU30.** Local market pricing, pricing customs and practices.

Generic Skills (GS)

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

- GS1.** Ability to interpret order requirements, invoices, engineering drawings and product specifications.
- GS2.** Ability to write reports, orders, indent and MRN.
- GS3.** Ability to efficiently communicate with supervisors, co-workers and suppliers.
- GS4.** Negotiation skills and mathematical reasoning.
- GS5.** Inductive and deductive reasoning.
- GS6.** Decide if a problem can be resolved quickly internally or needs to be escalated.
- GS7.** Identify activities or orders that need to be prioritised as per instructions.
- GS8.** Decide as per the organisation's guiding policies and criteria regarding procurement.
- GS9.** Decide, keeping the market, economic, social and political environment in account.
- GS10.** Plan, estimate the time for each activity and Prioritise, execute tasks based on instructions.
- GS11.** Develop presentations on operational trends.
- GS12.** Be a team player and achieve joint goals.
- GS13.** Value the importance of customer timelines.
- GS14.** Suggest improvement in procurement practices to increase efficiency.
- GS15.** Inform the supervisor regarding delays, issues with doing an activity, etc.
- GS16.** Coordinate and ensure timeliness in receipt and delivery of completed items.
- GS17.** Verify the authenticity of suppliers and identify defaulting suppliers.
- GS18.** Check compliance with materials received as per purchase orders.
- GS19.** Focus on the task at hand and complete it without errors and delays.
- GS20.** Identify errors in data reporting in ERP and resolve the same or escalate if required.
- GS21.** Maintain punctuality and respond to the supervisor in a timely manner.
- GS22.** Identify common trends as per analysis and report them to management.
- GS23.** Suggest possible solutions for the common issues in daily operations identified based on information.
- GS24.** Verify the accuracy of the data and apply filters before updating it into ERP.
- GS25.** Verify the authenticity of the data and apply filters to remove aberrations in the data.

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- GS26.** Analyse trends to identify defaults for corrective action as needed.
- GS27.** Observe the data to identify any aberrations.
- GS28.** Cross-check data to check for data gaps and mistakes in reporting.
- GS29.** Provide corrective actions for escalated issues with suppliers and other departments.
- GS30.** Coordinate and ensure timeliness in receipt of raw materials.
- GS31.** Verify the authenticity of the suppliers and identify faulty suppliers.
- GS32.** Check compliance of materials received as per purchase order.
- GS33.** Suggest improvement in the RFP process to increase efficiency.
- GS34.** Focus on the task at hand and complete it without errors and delays.
- GS35.** Address issues related to non-delivery of packages, pilferage and damage.
- GS36.** Handle emergencies, resolve issues and obstacles on the route.
- GS37.** Suggest the most optimal route for transporting ODC safely, effectively and with reduced transit time.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain Store wise inventory data</i>	10	18	-	2.5
PC1. Feed and append inventory data received from respective departments into the ERP system.	2	4	-	0.5
PC2. Make a list of all the inventory with clear details, including item code, item name, unit name, product description, purchase price, sales price, tax code, tracking code, etc.	2	4	-	0.5
PC3. Prepare MIS report containing Current stock levels, Safety Stock, Inventory Turnover, etc.	2	4	-	0.5
PC4. Recheck the inventory data to identify any unusual information and take corrective action.	2	3	-	0.5
PC5. Update inventory items as and when there are changes and Ensure discrepancies between physical and system records are identified and resolved.	2	3	-	0.5
<i>Inventory analysis</i>	10	15	-	2.5
PC6. Ensure that the inventory is classified as per the type, function and requirements, e.g. Raw Materials, Work-in-Progress (WIP), Finished Goods, Maintenance, Repair, and Overhaul (MRO) Supplies, etc.	2	3	-	0.5
PC7. Review the current stock levels of each category and check the reorder point (ROP) for each inventory item based on historical demand and lead times.	2	3	-	0.5
PC8. Using various inventory analysis methods, such as ABC, VED, and FSN analysis, determine the optimum amount of inventory (Economic Order Quantity (EOQ)) to be kept on hand.	2	3	-	0.5
PC9. Review the inventory on a continuous or periodic basis as pre-decided by the manager.	2	3	-	0.5
PC10. Submit the analysis to the manager for further review.	2	3	-	0.5

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inventory forecasting</i>	10	27	-	5
PC11. Review historical usage, recent stockouts and demand patterns for materials and components.	2	3	-	0.5
PC12. Determine the period of forecasting based on the manufacturing production cycle, inventory turnover rate, etc., and collect all past demand data.	1	3	-	0.5
PC13. Choose the right forecasting method, such as qualitative forecasting (Delphi method, historical life cycle analogy) or quantitative forecasting (time series models, exponential smoothing, seasonal indexes), according to business needs and suitability.	1	3	-	0.5
PC14. Use forecasting models (e.g., moving averages, exponential smoothing) to predict future demand.	1	3	-	0.5
PC15. Consider factors like production schedules, seasonal variations, and potential supply chain disruptions.	1	3	-	0.5
PC16. Evaluate both long-term and short-term influencers and outside variables for forecasting.	1	3	-	0.5
PC17. Perform inventory forecasting techniques as per standard operating procedures, considering both long-term, short-term, and outside variables such as economic growth, seasonality, lifestyle changes, etc.	1	3	-	0.5
PC18. Compare actual demand against forecasts from multiple angles to identify the variances.	1	3	-	0.5
PC19. Diagnose the cause of forecast variances, such as inaccurate inventory data, poor forecasting, variability in demand, swings in the economy, etc. and take corrective actions.	1	3	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3302
NOS Name	Perform basic inventory analysis and forecasting
Sector	Logistics
Sub-Sector	Supply Chain
Occupation	Supply Chain Operations, Project Logistics, In-plant logistics, Transport Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Minimum Aggregate Passing % at QP Level : 50

Qualification Pack

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

Minimum Passing % at NOS Level: 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3208.Perform Receiving, Unloading and Loading	30	60	-	10	100	20
LSC/N3205.Handling stock at In-plant warehouse	30	60	-	10	100	20
LSC/N3206.Perform Line Feeding Operations	30	60	-	10	100	20
LSC/N3209.Carry out basic Order Fulfillment and Picking	30	60	-	10	100	20
LSC/N9911.Follow health, safety, security procedures and maintain integrity, ethics at workplace	30	60	-	10	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	170	330	-	50	550	90

Elective: 1 Footwear manufacturing plant

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3201.Handling Leather in the Footwear Manufacturing Plant	30	60	-	10	100	10
Total	30	60	-	10	100	10

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Elective: 2 FMCG manufacturing plant

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3202.Handling raw materials in the FMCG manufacturing plant	30	60	-	10	100	10
Total	30	60	-	10	100	10

Elective: 3 Automotive manufacturing plant

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3203.Handling automotive components in the automotive manufacturing plant	30	60	-	10	100	10
Total	30	60	-	10	100	10

Elective: 4 Electronics assembly plant

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3204.Handling components and parts in the electronics assembly plant.	30	60	-	10	100	10
Total	30	60	-	10	100	10

Elective: 5 Pharmaceutical manufacturing plant

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3207.Handling raw materials in the Pharmaceutical manufacturing plant	30	60	-	10	100	10
Total	30	60	-	10	100	10

Optional: 1 Basic inventory analysis and forecasting

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3302.Perform basic inventory analysis and forecasting	30	60	0	10	100	10
Total	30	60	-	10	100	10



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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