

Qualification Pack



Marine Cargo Junior Inspector

Electives: Liquid bulk cargo/ Dry bulk cargo

Options: EXIM Documentation

QP Code: LSC/Q6601

Version: 1.0

NSQF Level: 4

Logistics Sector Skill Council || No. 480 A, 7th Floor, Khivraj Complex II, Anna Salai, Nandanam
Chennai-600035 || email:hari@lsc-india.com



Qualification Pack

Contents

LSC/Q6601: Marine Cargo Junior Inspector	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Elective 1: Liquid bulk cargo</i>	3
<i>Elective 2: Dry bulk cargo</i>	3
<i>Option: EXIM Documentation</i>	3
<i>Qualification Pack (QP) Parameters</i>	4
LSC/N3801: Verify cargo and vessel information	6
LSC/N3802: Perform cargo valuation and certify	12
LSC/N3803: Survey containerized cargo and certify	18
LSC/N9911: Follow health, safety, security procedures and maintain integrity, ethics at workplace ...	25
DGT/VSQ/N0102: Employability Skills (60 Hours)	31
LSC/N3804: Survey liquid bulk cargo and certify	39
LSC/N3805: Survey dry bulk cargo and certify	45
LSC/N2307: Verify EXIM documentation	51
Assessment Guidelines and Weightage	58
<i>Assessment Guidelines</i>	58
<i>Assessment Weightage</i>	59
Acronyms	61
Glossary	62

Qualification Pack

LSC/Q6601: Marine Cargo Junior Inspector

Brief Job Description

The individual inspects safe loading, unloading and secured carriage of cargo and also values the cargo.

Personal Attributes

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

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSC/N3801: Verify cargo and vessel information](#)
2. [LSC/N3802: Perform cargo valuation and certify](#)
3. [LSC/N3803: Survey containerized cargo and certify](#)
4. [LSC/N9911: Follow health, safety, security procedures and maintain integrity, ethics at workplace](#)
5. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Electives(mandatory to select at least one):

Elective 1: Liquid bulk cargo

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

1. [LSC/N3804: Survey liquid bulk cargo and certify](#)

Elective 2: Dry bulk cargo

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

1. [LSC/N3805: Survey dry bulk cargo and certify](#)

Options(Not mandatory):

Option : EXIM Documentation

Qualification Pack

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

1. [LSC/N2307: Verify EXIM documentation](#)

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Inspection, Surveying
Country	India
NSQF Level	4
Credits	19
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3315
Minimum Educational Qualification & Experience	12th grade Pass OR Completed 2nd year of the 3-year diploma after 10 OR 10th grade pass with 3 Years of experience in port operations OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience in port operations
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/05/2027
NSQF Approval Date	30/05/2024
Version	1.0
Reference code on NQR	QG-04-TW-02624-2024-V1-LSC



Qualification Pack

NQR Version	1.0
-------------	-----

Qualification Pack

LSC/N3801: Verify cargo and vessel information

Description

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

Scope

The scope covers the following :

- Review vessel documents prior to berthing
- Review export related documentation for cargo
- Review import related documentation for cargo

Elements and Performance Criteria

Review vessel documents prior to berthing

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

- PC1.** receive documents from the vessel prior to its arrival at port
- PC2.** check if the vessel information is correct and verify as per manifest
- PC3.** check the bill of lading against manifest for cargo
- PC4.** endorse the request for docking of the vessel

Review export related documentation for cargo

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

- PC5.** receive let-out export documents from the shipper or freight forwarder
- PC6.** review shipping bill for classification of items and check for mandatory clearances from customs and Participative Government Agencies (PGAs) etc.
- PC7.** coordinate with backend officials of consolidators, shippers and freight forwarders to resolve queries regarding cargo documentation
- PC8.** endorse the bill of lading post verification for unloading and stuffing of cargo and loading of containers/ cargo onto the vessel

Review import related documentation for cargo

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

- PC9.** receive shipping manifest and the bill of entry from the shipper or freight forwarder and check that necessary approvals related to customs and other PGAs are taken prior to import
- PC10.** check that the cargo and containers match as per the manifest and the bill of entry
- PC11.** coordinate with backend officials of consolidators, shippers and freight forwarders to resolve queries regarding cargo documentation
- PC12.** endorse the shipping manifest post verification for unloading and de- stuffing of cargo

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** organizational procedures
- KU2.** different hubs and service stations of the organization
- KU3.** documentation and reporting as per organization's mandate
- KU4.** security procedures to be followed
- KU5.** escalation matrix for reporting identified problems
- KU6.** risk and impact of not following defined procedures/work instructions
- KU7.** coding system followed to label mail
- KU8.** IT system and Enterprise Resource Planning (ERP) system of the organization
- KU9.** use of various cargo handling equipment
- KU10.** basic mathematics and engineering
- KU11.** measurement of vessel draughts
- KU12.** procedures of tank cleaning
- KU13.** requirements regarding handling of cargo
- KU14.** various clearances required for different type of cargo
- KU15.** geographical locations and route maps across the globe
- KU16.** different type of vessels and cargo and container sizes
- KU17.** handling of hazardous and non-hazardous cargo
- KU18.** stuffing and de-stuffing norms with respect to different cargo
- KU19.** special characteristics and handling requirements of shipments, if any

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** shipping manifest, bill of lading, shipping bills and related documents
- GS3.** ERP and computer generated reports
- GS4.** work orders and instructions
- GS5.** checklist of activities, delays, etc.
- GS6.** daily reports
- GS7.** communicate with on ground staff performing stuffing and de-stuffing of cargo
- GS8.** communicate and collect information from different departments
- GS9.** communicate with shippers and freight forwarders when required
- GS10.** identify damages to packages and containers
- GS11.** decide when to hold an endorsement
- GS12.** decide when to escalate issues with respect to stuffing and de-stuffing
- GS13.** plan and estimate the co-ordination required for resolving a query
- GS14.** maintain punctuality
- GS15.** respond to the client in a timely manner
- GS16.** prioritize and execute tasks based on client requirements
- GS17.** make work plans and resource allocation plans

Qualification Pack

- GS18.** make checks on execution of work plans
- GS19.** be a team player and achieve joint goals
- GS20.** adhere to the customer timelines
- GS21.** address the urgency regarding shipments and activities
- GS22.** identify trends/common causes for delays, issue in tracking, etc.
- GS23.** coordinate and handle major issues with different departments
- GS24.** identify bottlenecks and operational problems and suggest remedial action
- GS25.** assess the resource requirement for a particular task at hand
- GS26.** assess and prepare for backup transport in case of continuous delays
- GS27.** plan for shipment movement so that the resources are optimally utilised
- GS28.** resolve issues in a quick and cost effective manner
- GS29.** develop work plans factoring in external factors

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Review vessel documents prior to berthing</i>	12	20	-	4
PC1. receive documents from the vessel prior to its arrival at port	3	5	-	1
PC2. check if the vessel information is correct and verify as per manifest	3	5	-	1
PC3. check the bill of lading against manifest for cargo	3	5	-	1
PC4. endorse the request for docking of the vessel	3	5	-	1
<i>Review export related documentation for cargo</i>	9	20	-	3
PC5. receive let-out export documents from the shipper or freight forwarder	2	5	-	-
PC6. review shipping bill for classification of items and check for mandatory clearances from customs and Participative Government Agencies (PGAs) etc.	3	5	-	1
PC7. coordinate with backend officials of consolidators, shippers and freight forwarders to resolve queries regarding cargo documentation	3	5	-	1
PC8. endorse the bill of lading post verification for unloading and stuffing of cargo and loading of containers/ cargo onto the vessel	2	5	-	1
<i>Review import related documentation for cargo</i>	9	20	-	3
PC9. receive shipping manifest and the bill of entry from the shipper or freight forwarder and check that necessary approvals related to customs and other PGAs are taken prior to import	3	5	-	1
PC10. check that the cargo and containers match as per the manifest and the bill of entry	2	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. coordinate with backend officials of consolidators, shippers and freight forwarders to resolve queries regarding cargo documentation	2	5	-	1
PC12. endorse the shipping manifest post verification for unloading and de- stuffing of cargo	2	5	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3801
NOS Name	Verify cargo and vessel information
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Inspection, Surveying
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQF Clearance Date	30/05/2024

Qualification Pack

LSC/N3802: Perform cargo valuation and certify

Description

This unit is about valuing cargo and providing certification.

Scope

The scope covers the following :

- Check the suitability of the vessel to carry cargo
- Perform draught measurement and cargo valuation
- Certify that the cargo is safe and secured

Elements and Performance Criteria

Check the suitability of the vessel to carry cargo

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

- PC1.** check if the vessel is equipped to carry the required cargo
- PC2.** inspect the hatch prior to loading and unloading for any damages and check if the alternate unused valves are sealed
- PC3.** check if the tank/hold for breakage, fractures, corrosion, coating, hull damage, etc.
- PC4.** check if the cargo pumps, stripping equipment, conveyor and loading/unloading equipment are fully operational with emergency controls
- PC5.** check that all closing appliances such as gaskets, high level alarms, vapour locks, air locks are calibrated and operational

Perform draught measurement and valuation

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

- PC6.** verify that the vessel is upright in still and calm waters with minimum trim, and correct computation based on tidal conditions, currents, etc.
- PC7.** check the ballast tanks and take measurement of weight and density of water present
- PC8.** factor in adjustments regarding existing cargo weight and residual weight of the vessel due to ballast water, oils, etc.
- PC9.** measure the vessels forward, aft, mid-ship, port-side and starboard draughts
- PC10.** take measurements at the start and close of loading/ unloading of each tank/ hold
- PC11.** calculate deductibles, mean of all observed draughts, mean of means draught, and estimate the trim corrections
- PC12.** calculate the value of water displacement based on true mean draught applying density correction
- PC13.** estimate the weight of cargo on board deducting weight of ship and other deductibles

Certify that the cargo is safe and secured

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

- PC14.** certify the weight, volume and value of cargo loaded in the vessel
- PC15.** certify that the cargo is uniformly loaded and is safe and secure for carriage

Qualification Pack

PC16. certify that the cargo is suitably labelled

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures
- KU2.** different hubs and service stations of the organization
- KU3.** documentation and reporting as per organization's mandate
- KU4.** security procedures to be followed
- KU5.** escalation matrix for reporting identified problems
- KU6.** risk and impact of not following defined procedures/work instructions
- KU7.** coding system followed to label mail
- KU8.** IT system and Enterprise Resource Planning (ERP) system of the organization
- KU9.** use of various cargo handling equipment
- KU10.** working of control systems, pumps and excavators
- KU11.** basic mathematics and engineering
- KU12.** measurement of vessel draughts
- KU13.** procedures of tank cleaning
- KU14.** requirements regarding handling of cargo
- KU15.** various clearances required for different type of cargo
- KU16.** geographical locations and route maps across the globe
- KU17.** different type of vessels and cargo and container sizes
- KU18.** cargo and container securing methodologies and its inspection methods
- KU19.** handling of hazardous and non-hazardous cargo
- KU20.** stuffing and de-stuffing norms with respect to different cargo
- KU21.** special characteristics and handling requirements of shipments, if any

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** shipping manifest, Bill of lading shipping bills and related documents
- GS3.** Enterprise Resource Planning (ERP) and computer generated reports
- GS4.** work orders and instructions
- GS5.** checklist of activities, delays, etc.
- GS6.** daily reports
- GS7.** communicate with on ground staff performing stuffing and de-stuffing of cargo
- GS8.** communicate and collect information from different departments
- GS9.** communicate with shippers and freight forwarders when required
- GS10.** identify damages to packages and containers

Qualification Pack

- GS11.** decide when to hold an endorsement
- GS12.** decide when to escalate issues with respect to stuffing and de-stuffing
- GS13.** plan and estimate the co-ordination required for resolving a query
- GS14.** maintain punctuality
- GS15.** respond to the client in a timely manner
- GS16.** prioritize and execute tasks based on client requirements
- GS17.** make work plans and resource allocation plans
- GS18.** make checks on execution of work plans
- GS19.** be a team player and achieve joint goals
- GS20.** adhere to the customer timelines
- GS21.** address the urgency regarding shipments and activities
- GS22.** identify trends/common causes for delays, issue in tracking, etc.
- GS23.** coordinate and handle major issues with different departments
- GS24.** identify bottlenecks and operational problems and suggest remedial action
- GS25.** assess the resource requirement for a particular task at hand
- GS26.** assess and prepare for backup transport in case of continuous delays
- GS27.** plan for shipment movement so that the resources are optimally utilised
- GS28.** resolve issues in a quick and cost effective manner
- GS29.** develop work plans factoring in external factors

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check the suitability of the vessel to carry cargo</i>	10	20	-	3
PC1. check if the vessel is equipped to carry the required cargo	2	4	-	1
PC2. inspect the hatch prior to loading and unloading for any damages and check if the alternate unused valves are sealed	2	4	-	1
PC3. check if the tank/hold for breakage, fractures, corrosion, coating, hull damage, etc.	2	4	-	-
PC4. check if the cargo pumps, stripping equipment, conveyor and loading/unloading equipment are fully operational with emergency controls	2	4	-	1
PC5. check that all closing appliances such as gaskets, high level alarms, vapour locks, air locks are calibrated and operational	2	4	-	-
<i>Perform draught measurement and valuation</i>	16	30	-	5
PC6. verify that the vessel is upright in still and calm waters with minimum trim, and correct computation based on tidal conditions, currents, etc.	2	4	-	1
PC7. check the ballast tanks and take measurement of weight and density of water present	2	3	-	-
PC8. factor in adjustments regarding existing cargo weight and residual weight of the vessel due to ballast water, oils, etc.	2	3	-	1
PC9. measure the vessels forward, aft, mid-ship, port-side and starboard draughts	2	4	-	-
PC10. take measurements at the start and close of loading/ unloading of each tank/ hold	2	4	-	1
PC11. calculate deductibles, mean of all observed draughts, mean of means draught, and estimate the trim corrections	2	4	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. calculate the value of water displacement based on true mean draught applying density correction	2	4	-	-
PC13. estimate the weight of cargo on board deducting weight of ship and other deductibles	2	4	-	1
<i>Certify that the cargo is safe and secured</i>	4	10	-	2
PC14. certify the weight, volume and value of cargo loaded in the vessel	2	3	-	1
PC15. certify that the cargo is uniformly loaded and is safe and secure for carriage	1	4	-	1
PC16. certify that the cargo is suitably labelled	1	3	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3802
NOS Name	Perform cargo valuation and certify
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Inspection, Surveying
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQF Clearance Date	30/05/2024

Qualification Pack

LSC/N3803: Survey containerized cargo and certify

Description

This unit is about conducting survey of containers pre and post stuffing and during loading /unloading from vessel.

Scope

The scope covers the following :

- Survey container and cargo for exports
- Survey container and cargo for imports
- Survey hazardous cargo
- Survey during loading/unloading onto vessel

Elements and Performance Criteria

Survey container and cargo for exports

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

- PC1.** inspect the container to be stuffed and provide a inspection before report with photos of empty container
- PC2.** review bill of lading for classification of items and check that markings, labels and numbers for packages is in line with the container and geography to be shipped and highlight discrepancies
- PC3.** check for damages on the packages and highlight the same to authorities, shipper or freight forwarder
- PC4.** check that right cargo is stuffed as per the stuffing plan, its securely lashed and provide a safe and secured certification
- PC5.** conduct a physical count during stuffing, certify and highlight discrepancies
- PC6.** provide container loading report with photos of before, during and after stuffing and verify the stuffing as per plan

Survey container and cargo for imports

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

- PC7.** inspect the container for damages before de-stuffing, and report the same
- PC8.** open the container and verify the content with respect to the manifest on both quantity and type of packages
- PC9.** check for damages after de-stuffing of cargo
- PC10.** cross check the packages with respect to labels, markings and identification numbers with the shipping manifest and provide certification on number count highlighting discrepancies and damages
- PC11.** provide a survey report and certification stating the overall count and damages, if any

Survey hazardous cargo

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

Qualification Pack

- PC12.** ensure hazardous goods are identified from documentation provided, including class labels, manifests, Safety Data Sheets (SDS)/Material Safety Data Sheets (MSDS) and other documentation
- PC13.** check that the hazardous cargo containers are appropriately labelled on all sides
- PC14.** check that the hazardous cargo is kept near the exit gates and are properly segregated
- PC15.** check that the hazardous cargo packages are adequately lashed
- PC16.** check that all precautions are taken while stuffing and de-stuffing
- PC17.** inspect if hazardous cargo is stored with necessary precautions as per the SOP and International Maritime Dangerous Goods (IMDG) guidelines
- PC18.** certify the hazardous cargo in the container loading plan report as well as the de-stuffing report

Survey during loading and unloading onto vessel

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

- PC19.** receive information regarding the number of containers to be loaded / unloaded
- PC20.** take photographs of vessel prior to loading/ unloading and post operations
- PC21.** check that all containers are appropriately labelled
- PC22.** check that the right containers are loaded and unloaded by verifying the labels and marking
- PC23.** check that all loaded containers are appropriately lashed and are safe and secured
- PC24.** perform count and provide valuation of cargo for all containers which are loaded/ unloaded and make remark in survey report

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures
- KU2.** different hubs and service stations of the organization
- KU3.** documentation and reporting as per organization's mandate
- KU4.** security procedures to be followed
- KU5.** escalation matrix for reporting identified problems
- KU6.** risk and impact of not following defined procedures/work instructions
- KU7.** coding system followed to label mail
- KU8.** IT system and Enterprise Resource Planning (ERP) system of the organization
- KU9.** use of various cargo handling equipment
- KU10.** working of control systems, pumps and excavators
- KU11.** basic mathematics and engineering
- KU12.** measurement of vessel draughts
- KU13.** procedures of tank cleaning
- KU14.** requirements regarding handling of cargo
- KU15.** various clearances required for different type of cargo
- KU16.** geographical locations and route maps across the globe
- KU17.** different type of vessels and cargo and container sizes

Qualification Pack

- KU18.** handling of hazardous and non-hazardous cargo, IMDG codes and Hazardous Chemical (HAZCHEM) norms
- KU19.** stuffing and de-stuffing norms with respect to different cargo
- KU20.** special characteristics and handling requirements of shipments, if any

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** shipping manifest, bill of lading, shipping bills and related documents
- GS3.** Enterprise Resource Planning (ERP) and computer generated reports
- GS4.** work orders and instructions
- GS5.** checklist of activities, delays, etc
- GS6.** daily reports
- GS7.** communicate with on ground staff performing stuffing and de-stuffing of cargo
- GS8.** communicate and collect information from different departments
- GS9.** communicate with shippers and freight forwarders when required
- GS10.** identify damages to packages and containers
- GS11.** decide when to hold an endorsement
- GS12.** decide when to escalate issues with respect to stuffing and de-stuffing
- GS13.** plan and estimate the co-ordination required for resolving a query
- GS14.** maintain punctuality
- GS15.** respond to the client in a timely manner
- GS16.** prioritize and execute tasks based on client requirements
- GS17.** make work plans and resource allocation plans
- GS18.** make checks on execution of work plans
- GS19.** be a team player and achieve joint goals
- GS20.** adhere to the customer timelines
- GS21.** address the urgency regarding shipments and activities
- GS22.** identify trends/common causes for delays, issue in tracking, etc.
- GS23.** coordinate and handle major issues with different departments
- GS24.** identify bottlenecks and operational problems and suggest remedial action
- GS25.** assess the resource requirement for a particular task at hand
- GS26.** assess and prepare for backup transport in case of continuous delays
- GS27.** plan for shipment movement so that the resources are optimally utilised
- GS28.** resolve issues in a quick and cost effective manner
- GS29.** develop work plans factoring in external factors

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Survey container and cargo for exports</i>	10	15	-	3
PC1. inspect the container to be stuffed and provide a inspection before report with photos of empty container	2	3	-	1
PC2. review bill of lading for classification of items and check that markings, labels and numbers for packages is in line with the container and geography to be shipped and highlight discrepancies	2	2	-	-
PC3. check for damages on the packages and highlight the same to authorities, shipper or freight forwarder	1	2	-	-
PC4. check that right cargo is stuffed as per the stuffing plan, its securely lashed and provide a safe and secured certification	2	2	-	-
PC5. conduct a physical count during stuffing, certify and highlight discrepancies	2	3	-	1
PC6. provide container loading report with photos of before, during and after stuffing and verify the stuffing as per plan	1	3	-	1
<i>Survey container and cargo for imports</i>	5	15	-	2
PC7. inspect the container for damages before de-stuffing, and report the same	1	3	-	1
PC8. open the container and verify the content with respect to the manifest on both quantity and type of packages	1	3	-	-
PC9. check for damages after de-stuffing of cargo	1	3	-	-
PC10. cross check the packages with respect to labels, markings and identification numbers with the shipping manifest and provide certification on number count highlighting discrepancies and damages	1	3	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. provide a survey report and certification stating the overall count and damages, if any	1	3	-	-
<i>Survey hazardous cargo</i>	9	18	-	3
PC12. ensure hazardous goods are identified from documentation provided, including class labels, manifests, Safety Data Sheets (SDS)/Material Safety Data Sheets (MSDS) and other documentation	1	3	-	1
PC13. check that the hazardous cargo containers are appropriately labelled on all sides	1	2	-	-
PC14. check that the hazardous cargo is kept near the exit gates and are properly segregated	1	2	-	-
PC15. check that the hazardous cargo packages are adequately lashed	1	3	-	-
PC16. check that all precautions are taken while stuffing and de-stuffing	1	2	-	-
PC17. inspect if hazardous cargo is stored with necessary precautions as per the SOP and International Maritime Dangerous Goods (IMDG) guidelines	2	3	-	1
PC18. certify the hazardous cargo in the container loading plan report as well as the de-stuffing report	2	3	-	1
<i>Survey during loading and unloading onto vessel</i>	6	12	-	2
PC19. receive information regarding the number of containers to be loaded / unloaded	1	2	-	1
PC20. take photographs of vessel prior to loading/ unloading and post operations	1	2	-	-
PC21. check that all containers are appropriately labelled	1	2	-	-
PC22. check that the right containers are loaded and unloaded by verifying the labels and marking	1	2	-	-
PC23. check that all loaded containers are appropriately lashed and are safe and secured	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. perform count and provide valuation of cargo for all containers which are loaded/unloaded and make remark in survey report	1	2	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3803
NOS Name	Survey containerized cargo and certify
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Inspection, Surveying
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQF Clearance Date	30/05/2024

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.

Qualification Pack

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

Qualification Pack

- 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	-	-

Qualification Pack

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	30/05/2024
Next Review Date	30/05/2027
NSQC Clearance Date	30/05/2024

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings



Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization 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. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

Qualification Pack

LSC/N3804: Survey liquid bulk cargo and certify

Description

This unit is about survey of liquid bulk cargo and its certification.

Scope

The scope covers the following :

- Inspect liquid tank and loading/unloading equipment
- Take draught and flow measurements during loading/unloading
- Supervise closing operations
- Value cargo and certify

Elements and Performance Criteria

Inspect liquid tank and loading/unloading equipment

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

- PC1.** check the tank for breakage or fractures, corrosion and missing coating and ensure that the tank is clean prior to loading
- PC2.** inspect the hatch prior to loading and unloading for any damages and alternate unused valves are sealed
- PC3.** inspect if the cargo pumps and stripping arrangements are fully operational with emergency controls
- PC4.** check if the pipework and hoses have leakages, corrosion, damages
- PC5.** ensure that operational area is clean, and all emergency controls and systems are functional
- PC6.** check that all closing appliances gaskets, devices, high level alarms, vapour locks, air locks are calibrated and operational
- PC7.** take photographs and provide remarks in the survey report

Take draught and flow measurements during loading/unloading

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

- PC8.** verify that the pipeline is clean and deformation free for operations after pigging process
- PC9.** take measurements of liquid in the bulk tank and cross verify with the vessel measurements factoring in usual transmission losses
- PC10.** measure the flow and pressure at different points in the pipeline to check for leakage and reduction in flow
- PC11.** check measurement of volume of cargo transported via pipeline from the tank farm to the vessel and vice versa
- PC12.** take draught measurements at the beginning, during and after loading/unloading of liquid cargo as per SOP

Supervise closing operations

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

- PC13.** check that the pumps and pipework are removed, and the valves are closed

Qualification Pack

- PC14.** ensure that the tank is sealed post loading of cargo and verify that all alternate valves are sealed and there is no leakage
- PC15.** certify that the tank is sealed and in good shape to carry the cargo
- PC16.** certify that emergency controls for handling of the hazardous cargo is in place

Value cargo and certify

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

- PC17.** calculate the weight of cargo loaded/unloaded based on draught measurements taken
- PC18.** compute volume of liquid loading/unloaded factoring in usual transmission losses
- PC19.** check the computation with the input documentation and certify quantity loaded/unloaded
- PC20.** compute and submit the valuation report

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures
- KU2.** different hubs and service stations of the organization
- KU3.** documentation and reporting as per organization's mandate
- KU4.** security procedures to be followed
- KU5.** escalation matrix for reporting identified problems
- KU6.** risk and impact of not following defined procedures/work instructions
- KU7.** coding system followed to label cargo and scenario
- KU8.** IT system and Enterprise Resource Planning (ERP) system of the organization
- KU9.** use of various cargo handling equipment
- KU10.** working of control systems, pumps and excavators
- KU11.** mathematics and engineering required to compute value
- KU12.** measurement of vessel draughts
- KU13.** procedures of tank cleaning
- KU14.** requirements regarding handling of cargo
- KU15.** various clearances required for different type of cargo
- KU16.** geographical locations and route maps across the globe
- KU17.** different type of vessels and cargo and container sizes
- KU18.** handling of hazardous and non-hazardous cargo
- KU19.** stuffing and de-stuffing norms with respect to different cargo
- KU20.** special characteristics and handling requirements of shipments, if any

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** shipping manifest, bill of lading, shipping bills and related documents

Qualification Pack

- GS3.** Enterprise Resource Planning (ERP) and computer generated reports
- GS4.** work orders and instructions
- GS5.** checklist of activities, delays, etc
- GS6.** daily reports
- GS7.** communicate with on ground staff performing stuffing and de-stuffing of cargo
- GS8.** communicate and collect information from different departments
- GS9.** communicate with shippers and freight forwarders when required
- GS10.** identify damages to packages and containers
- GS11.** decide when to hold an endorsement
- GS12.** decide when to escalate issues with respect to stuffing and de-stuffing
- GS13.** plan and estimate the co-ordination required for resolving a query
- GS14.** maintain punctuality
- GS15.** respond to the client in a timely manner
- GS16.** prioritize and execute tasks based on client requirements
- GS17.** make work plans and resource allocation plans
- GS18.** make checks on execution of work plans
- GS19.** be a team player and achieve joint goals
- GS20.** adhere to the customer timelines
- GS21.** address the urgency regarding shipments and activities
- GS22.** identify trends/common causes for delays, issue in tracking, etc.
- GS23.** coordinate and handle major issues with different departments
- GS24.** identify bottlenecks and operational problems and suggest remedial action
- GS25.** assess the resource requirement for a particular task at hand
- GS26.** assess and prepare for backup transport in case of continuous delays
- GS27.** plan for shipment movement so that the resources are optimally utilised
- GS28.** resolve issues in a quick and cost effective manner
- GS29.** develop work plans factoring in external factors

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspect liquid tank and loading/unloading equipment</i>	12	21	-	3
PC1. check the tank for breakage or fractures, corrosion and missing coating and ensure that the tank is clean prior to loading	2	3	-	-
PC2. inspect the hatch prior to loading and unloading for any damages and alternate unused valves are sealed	2	3	-	1
PC3. inspect if the cargo pumps and stripping arrangements are fully operational with emergency controls	2	3	-	-
PC4. check if the pipework and hoses have leakages, corrosion, damages	2	3	-	-
PC5. ensure that operational area is clean, and all emergency controls and systems are functional	2	3	-	1
PC6. check that all closing appliances gaskets, devices, high level alarms, vapour locks, air locks are calibrated and operational	1	3	-	-
PC7. take photographs and provide remarks in the survey report	1	3	-	1
<i>Take draught and flow measurements during loading/unloading</i>	9	15	-	3
PC8. verify that the pipeline is clean and deformation free for operations after pigging process	1	3	-	1
PC9. take measurements of liquid in the bulk tank and cross verify with the vessel measurements factoring in usual transmission losses	2	3	-	1
PC10. measure the flow and pressure at different points in the pipeline to check for leakage and reduction in flow	2	3	-	1
PC11. check measurement of volume of cargo transported via pipeline from the tank farm to the vessel and vice versa	2	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. take draught measurements at the beginning, during and after loading/unloading of liquid cargo as per SOP	2	3	-	-
<i>Supervise closing operations</i>	4	12	-	2
PC13. check that the pumps and pipework are removed, and the valves are closed	1	3	-	-
PC14. ensure that the tank is sealed post loading of cargo and verify that all alternate valves are sealed and there is no leakage	1	3	-	1
PC15. certify that the tank is sealed and in good shape to carry the cargo	1	3	-	1
PC16. certify that emergency controls for handling of the hazardous cargo is in place	1	3	-	-
<i>Value cargo and certify</i>	5	12	-	2
PC17. calculate the weight of cargo loaded/unloaded based on draught measurements taken	2	3	-	1
PC18. compute volume of liquid loading/unloaded factoring in usual transmission losses	1	3	-	1
PC19. check the computation with the input documentation and certify quantity loaded/unloaded	1	3	-	-
PC20. compute and submit the valuation report	1	3	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3804
NOS Name	Survey liquid bulk cargo and certify
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Inspection, Surveying
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQF Clearance Date	30/05/2024

Qualification Pack

LSC/N3805: Survey dry bulk cargo and certify

Description

This unit is about survey of dry bulk cargo and its certification.

Scope

The scope covers the following :

- Inspect dry bulk storage hold and loading/unloading equipment
- Take draught and cargo loading/unloading measurement
- Supervise closing operations
- Value cargo and certify

Elements and Performance Criteria

Inspect dry bulk storage hold and loading/unloading equipment

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

- PC1.** inspect the hold prior to loading, for any damages and for suitability for carriage with respect to fractures, corrosion and missing coating, vacuum locks, etc.
- PC2.** check that hold covers, hold coaming, operating systems and safety devices are in good operational condition
- PC3.** ensure that all emergency controls and systems are functional
- PC4.** inspect that all closing appliances temperature controls, gaskets, devices, high level alarms, vapour locks, air locks are calibrated and operational
- PC5.** check that the conveyor system is cargo free prior to start of loading/ unloading operations
- PC6.** confirm that the storage is clean prior to taking reading in case of loading
- PC7.** inspect the moisture content in the dry cargo and take note of it
- PC8.** check the conveyor system for functionality of emergency controls and damages

Take draught and cargo loading/unloading measurement

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

- PC9.** check that the wagons/ trucks are clean and take measurement pre and post loading operations
- PC10.** take draught measurements at the beginning, during and after loading/unloading of dry bulk cargo as per SOP

Supervise closing operations

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

- PC11.** check that the hold is uniformly filled and with respect to balancing of the ship
- PC12.** check that the cargo is safe and secured for all weather conditions
- PC13.** check that the hold coaming is secured, and the hold is water tight
- PC14.** certify that emergency controls for handling of the hazardous cargo is in place

Value cargo and certify

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

Qualification Pack

PC15. calculate the weight of cargo loaded based on draught measurements taken

PC16. compute the weight of cargo loaded and transported factoring in usual transmission losses

PC17. certify the cargo loaded and unloaded based on the computations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organizational procedures

KU2. different hubs and service stations of the organization

KU3. documentation and reporting as per organization's mandate

KU4. security procedures to be followed

KU5. escalation matrix for reporting identified problems

KU6. risk and impact of not following defined procedures/work instructions

KU7. coding system followed to label cargo and scenario

KU8. IT system and Enterprise Resource Planning (ERP) system of the organization

KU9. use of various cargo handling equipment

KU10. working of control systems, pumps and excavators

KU11. basic mathematics and engineering

KU12. measurement of vessel draughts

KU13. procedures of tank cleaning

KU14. requirements regarding handling of cargo

KU15. various clearances required for different type of cargo

KU16. geographical locations and route maps across the globe

KU17. different type of vessels and cargo and container sizes

KU18. handling of hazardous and non-hazardous cargo

KU19. stuffing and de-stuffing norms with respect to different cargo

KU20. special characteristics and handling requirements of shipments, if any

Generic Skills (GS)

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

GS1. written instructions

GS2. shipping manifest, bill of lading, shipping bills and related documents

GS3. Enterprise Resource Planning (ERP) and computer generated reports

GS4. work orders and instructions

GS5. checklist of activities, delays, etc.

GS6. daily reports

GS7. communicate with on ground staff performing stuffing and de-stuffing of cargo

GS8. communicate and collect information from different departments

GS9. communicate with shippers and freight forwarders when required

Qualification Pack

- GS10.** identify damages to packages and containers
- GS11.** decide when to hold an endorsement
- GS12.** decide when to escalate issues with respect to stuffing and de-stuffing
- GS13.** plan and estimate the co-ordination required for resolving a query
- GS14.** maintain punctuality
- GS15.** respond to the client in a timely manner
- GS16.** prioritize and execute tasks based on client requirements
- GS17.** make work plans and resource allocation plans
- GS18.** make checks on execution of work plans
- GS19.** be a team player and achieve joint goals
- GS20.** adhere to the customer timelines
- GS21.** address the urgency regarding shipments and activities
- GS22.** identify trends/common causes for delays, issue in tracking, etc.
- GS23.** coordinate and handle major issues with different departments
- GS24.** identify bottlenecks and operational problems and suggest remedial action
- GS25.** assess the resource requirement for a particular task at hand
- GS26.** assess and prepare for backup transport in case of continuous delays
- GS27.** plan for shipment movement so that the resources are optimally utilised
- GS28.** resolve issues in a quick and cost effective manner
- GS29.** develop work plans factoring in external factors

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspect dry bulk storage hold and loading/unloading equipment</i>	16	29	-	5
PC1. inspect the hold prior to loading, for any damages and for suitability for carriage with respect to fractures, corrosion and missing coating, vacuum locks, etc.	2	4	-	1
PC2. check that hold covers, hold coaming, operating systems and safety devices are in good operational condition	2	3	-	1
PC3. ensure that all emergency controls and systems are functional	2	4	-	-
PC4. inspect that all closing appliances temperature controls, gaskets, devices, high level alarms, vapour locks, air locks are calibrated and operational	2	4	-	1
PC5. check that the conveyor system is cargo free prior to start of loading/ unloading operations	2	3	-	-
PC6. confirm that the storage is clean prior to taking reading in case of loading	2	3	-	1
PC7. inspect the moisture content in the dry cargo and take note of it	2	4	-	1
PC8. check the conveyor system for functionality of emergency controls and damages	2	4	-	-
<i>Take draught and cargo loading/unloading measurement</i>	3	7	-	1
PC9. check that the wagons/ trucks are clean and take measurement pre and post loading operations	2	4	-	-
PC10. take draught measurements at the beginning, during and after loading/unloading of dry bulk cargo as per SOP	1	3	-	1
<i>Supervise closing operations</i>	5	12	-	2

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. check that the hold is uniformly filled and with respect to balancing of the ship	1	3	-	-
PC12. check that the cargo is safe and secured for all weather conditions	2	3	-	1
PC13. check that the hold coaming is secured, and the hold is water tight	1	3	-	-
PC14. certify that emergency controls for handling of the hazardous cargo is in place	1	3	-	1
<i>Value cargo and certify</i>	6	12	-	2
PC15. calculate the weight of cargo loaded based on draught measurements taken	2	4	-	1
PC16. compute the weight of cargo loaded and transported factoring in usual transmission losses	2	4	-	1
PC17. certify the cargo loaded and unloaded based on the computations	2	4	-	-
NOS Total	30	60	-	10



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3805
NOS Name	Survey dry bulk cargo and certify
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Inspection, Surveying
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQF Clearance Date	30/05/2024

Qualification Pack

LSC/N2307: Verify EXIM documentation

Description

This unit is about verifying and certifying EXIM documentation for compliance to regulatory and process requirements.

Scope

The scope covers the following :

- Verify and approve import documentation
- Verify and approve export documentation
- Liaise with the officials to pass the assessment of shipment
- Ensure compliance with legal and regulatory framework

Elements and Performance Criteria

Verify and approve import documentation

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

- PC1.** check the importer documentation for compliance to regulatory requirements
- PC2.** check import consignment documentation including invoice, packing list, type of cargo (liquid, hazardous chemicals, perishables etc.), shipping bill/ Airway bill, Bill of lading, the quantity, value, packing, labelling, weight, size of the cargo, delivery order, certificate of origin, industrial license, insurance document, certificate of origin, letter of credit, bond etc. for completeness
- PC3.** check invoice for accuracy of number of packages, quantity, unit rate, total Freight on Board (FOB) / (Cost Insurance and Freight) CIF value, etc.
- PC4.** check the manifest for details of the cargo imported, quantity, details of discharge port-wise, etc. and ensure the duties are duly paid
- PC5.** verify documentation for special cases such as pilferage, damage of goods, etc. as required
- PC6.** confirm final clearance in the form of a LEO (Let Export Order)/ Out of Customs charge (OCC)

Verify and approve export documentation

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

- PC7.** inspect exporter documentation for compliance to regulatory requirement
- PC8.** check export consignment documentation including destination country, shipment date, type of cargo, quantity, value, packing, labelling, weight, size of the cargo and nature of cargo (liquid, hazardous chemicals, perishables etc.) insurance details, etc.
- PC9.** verify documents required for clearance such as contract, letter of credit, Invoice, packing list, Shipping declaration, Purchase order, Statutory Declaration Form (SDF) declaration
- PC10.** check for documentation compliance to custom regulation for dangerous goods, valuable items, etc.
- PC11.** check for bonds to be executed with the customs official for duty exempted items

Liaise with the officials to pass the assessment of shipment

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

Qualification Pack

- PC12.** submit all documents required for custom clearance to custom officials as per their satisfaction
- PC13.** respond to any queries raised by the custom officials
- PC14.** make note of any objection raised by custom officials on the cargo
- PC15.** escalate objections and remarks of custom officials to the supervisor and the customer as required

Ensure compliance with legal and regulatory framework

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

- PC16.** check for correctness of documentation uploaded into Indian Customs Electronic Commerce/ Electronic Data Gateway (ICEGATE) web portal and submission of required documents to shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs) etc.
- PC17.** monitor compliance to organisational policies and procedures, local, country and international laws on a regular basis
- PC18.** identify areas of non-compliance, examine reasons and make recommendations for corrections to ensure compliance
- PC19.** ensure compliance to documentation related to hazardous goods complying with International Maritime Dangerous Goods (IMDG) and Hazardous Chemicals (HAZCHEM) requirements
- PC20.** maintain records for clearance activities and shipment for the mandated duration as specified by regulations
- PC21.** ensure all documentation is uploaded in the portal

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures
- KU2.** company's customer accounts
- KU3.** organization's fee and charges structure
- KU4.** paperwork required before handling cargo
- KU5.** organization's contact with custom office
- KU6.** organization's policy of data maintenance, recording and handling
- KU7.** company's material movement policy
- KU8.** reporting structure
- KU9.** certifications held by the organisation and the compliance process mandated by the certification
- KU10.** relevant safety and security procedures and compliance
- KU11.** mandatory documents such as Bill of Lading / Airway Bill, Commercial invoice cum packing list, Bill of Entry, import license, insurance certificate, purchase order, letter of credit, test report, Harmonized System of Nomenclature (HSN) classification, GST, etc.
- KU12.** usage of computer and usage of software (for e.g.; Indian Customs EDI System (ICES), ICEGATE, Remote EDI System (RES) etc.) to update documentation/reports

Qualification Pack

- KU13.** operating systems related to customs such as Electronic Data Interchange (EDI) and ICEGATE and their functions
- KU14.** terms and terminologies used in import and export trade
- KU15.** different documents to be prepared for different type of transaction both in soft format and hard copies
- KU16.** different types of cargo exported, their eligibility for duty free goods and documentation requirement
- KU17.** Harmonized System of Nomenclature (HSN) Codes and International Commerce Terminology (INCOTERMS)
- KU18.** information on foreign trade policy and participating Govt. agencies (PGAs) to classify the cargo imported as per regulatory requirement
- KU19.** different airline/ shipping line available for different routes
- KU20.** details of the transport availability in different routes
- KU21.** transit rules and regulations and destination countries requirements and fiscal regimes
- KU22.** nature of the products transported and the variances in their characteristics
- KU23.** type of packaging, labelling and marking required
- KU24.** special requirements, guidelines and operational procedures involved when handling special cargo such as livestock, food, medical supplies, etc. handling of dangerous goods, material handling procedure, etc.
- KU25.** change or updates in acts, procedures, etc. with reference to custom clearance and applicable duties

Generic Skills (GS)

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

- GS1.** schedule and plan for cargo movement
- GS2.** details of the cargo
- GS3.** foreign trade policies
- GS4.** regulatory requirement associated with custom clearance
- GS5.** different forms related to custom clearance
- GS6.** work orders and instructions
- GS7.** observations and survey notes
- GS8.** fill forms related to custom clearance requirement
- GS9.** checklist of activities, delays, etc.
- GS10.** daily reports
- GS11.** communicate with on ground staff assisting in measurements and surveys
- GS12.** communicate and collect information from different departments
- GS13.** speak politely and build relationship with the transporters, customs agents, airline agents, etc.
- GS14.** decide on type of documents to be prepared based on the nature of cargo, transport used, type of transaction, destination country, etc.
- GS15.** decide if all customs and other regulatory requirement for the cargo is met

Qualification Pack

- GS16.** verify the document and check if additional information is required for the given task
- GS17.** plan for transportation, custom clearance and other arrangement for cargo
- GS18.** prioritize and execute tasks within the scheduled time limits
- GS19.** plan and estimate the co-ordination required for resolving a query
- GS20.** maintain punctuality
- GS21.** respond to the client in a timely manner
- GS22.** prioritize and execute tasks based on requirements
- GS23.** make checks on execution of work plans
- GS24.** be a team player and achieve joint goals
- GS25.** adhere to the timelines
- GS26.** address the urgency regarding survey and certifications
- GS27.** identify and correct errors in documents
- GS28.** identify which additional information is required
- GS29.** resolve issues with custom officials regarding shipments
- GS30.** organise the documents with attention to detail
- GS31.** review documentation such as commercial invoices, shippers export declaration, etc.
- GS32.** check if specific documents need to be submitted are collected
- GS33.** identify dangerous goods and ensure that adequate precautions are taken
- GS34.** estimate the documentation required for a certain task
- GS35.** follow-up with all the field assistants to get timely inputs

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Verify and approve import documentation</i>	12	16	-	3
PC1. check the importer documentation for compliance to regulatory requirements	2	3	-	-
PC2. check import consignment documentation including invoice, packing list, type of cargo (liquid, hazardous chemicals, perishables etc.), shipping bill/ Airway bill, Bill of lading, the quantity, value, packing, labelling, weight, size of the cargo, delivery order, certificate of origin, industrial license, insurance document, certificate of origin, letter of credit, bond etc. for completeness	2	2	-	1
PC3. check invoice for accuracy of number of packages, quantity, unit rate, total Freight on Board (FOB) / (Cost Insurance and Freight) CIF value, etc.	2	3	-	-
PC4. check the manifest for details of the cargo imported, quantity, details of discharge port-wise, etc. and ensure the duties are duly paid	2	3	-	1
PC5. verify documentation for special cases such as pilferage, damage of goods, etc. as required	2	3	-	-
PC6. confirm final clearance in the form of a LEO (Let Export Order)/ Out of Customs charge (OCC)	2	2	-	1
<i>Verify and approve export documentation</i>	8	15	-	1
PC7. inspect exporter documentation for compliance to regulatory requirement	2	3	-	-
PC8. check export consignment documentation including destination country, shipment date, type of cargo, quantity, value, packing, labelling, weight, size of the cargo and nature of cargo (liquid, hazardous chemicals, perishables etc.) insurance details, etc.	2	3	-	-
PC9. verify documents required for clearance such as contract, letter of credit, Invoice, packing list, Shipping declaration, Purchase order, Statutory Declaration Form (SDF) declaration	1	3	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. check for documentation compliance to custom regulation for dangerous goods, valuable items, etc.	1	3	-	-
PC11. check for bonds to be executed with the customs official for duty exempted items	2	3	-	-
<i>Liaise with the officials to pass the assessment of shipment</i>	4	11	-	3
PC12. submit all documents required for custom clearance to custom officials as per their satisfaction	1	3	-	1
PC13. respond to any queries raised by the custom officials	1	3	-	1
PC14. make note of any objection raised by custom officials on the cargo	1	3	-	-
PC15. escalate objections and remarks of custom officials to the supervisor and the customer as required	1	2	-	1
<i>Ensure compliance with legal and regulatory framework</i>	6	18	-	3
PC16. check for correctness of documentation uploaded into Indian Customs Electronic Commerce/ Electronic Data Gateway (ICEGATE) web portal and submission of required documents to shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs) etc.	1	3	-	-
PC17. monitor compliance to organisational policies and procedures, local, country and international laws on a regular basis	1	3	-	1
PC18. identify areas of non-compliance, examine reasons and make recommendations for corrections to ensure compliance	1	3	-	-
PC19. ensure compliance to documentation related to hazardous goods complying with International Maritime Dangerous Goods (IMDG) and Hazardous Chemicals (HAZCHEM) requirements	1	3	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC20. maintain records for clearance activities and shipment for the mandated duration as specified by regulations	1	3	-	1
PC21. ensure all documentation is uploaded in the portal	1	3	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2307
NOS Name	Verify EXIM documentation
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS
Occupation	Customs Clearance Operations
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQC Clearance Date	30/05/2024

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Minimum Aggregate Passing % at QP Level : 70

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/N3801.Verify cargo and vessel information	30	60	-	10	100	20
LSC/N3802.Perform cargo valuation and certify	30	60	-	10	100	20
LSC/N3803.Survey containerized cargo and certify	30	60	-	10	100	20
LSC/N9911.Follow health, safety, security procedures and maintain integrity, ethics at workplace	30	60	-	10	100	20
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	140	270	-	40	450	90

Elective: 1 Liquid bulk cargo

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3804.Survey liquid bulk cargo and certify	30	60	-	10	100	10
Total	30	60	-	10	100	10

Elective: 2 Dry bulk cargo

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3805.Survey dry bulk cargo and certify	30	60	-	10	100	10
Total	30	60	-	10	100	10

Optional: 1 EXIM Documentation

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N2307.Verify EXIM documentation	30	60	-	10	100	10
Total	30	60	-	10	100	10



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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