

Qualification Pack



Supply Chain Associate

Electives: Handling leather in the footwear manufacturing plant/ Handling raw materials in the FMCG manufacturing plant/ Handling automotive components in the automotive manufacturing plant/ Handling components and parts in the electronics assembly plant/ Handling raw materials in the pharmaceutical manufacturing plant

Options: Route planning and vendor coordination

QP Code: LSC/Q3201

Version: 1.0

NSQF Level: 3



Qualification Pack

Logistics Skill Council || No.476, Temple Tower, Ground Floor, Anna Salai, Nandhanam
Chennai - 600035 || email:ravikanth.yamarthy@lsc-india.com

Qualification Pack

Contents

LSC/Q3201: Supply Chain Associate	4
<i>Brief Job Description</i>	4
Applicable National Occupational Standards (NOS)	4
<i>Compulsory NOS</i>	4
<i>Elective 1: Handling leather in the footwear manufacturing plant</i>	4
<i>Elective 2: Handling raw materials in the FMCG manufacturing plant</i>	4
<i>Elective 3: Handling automotive components in the automotive manufacturing plant</i>	4
<i>Elective 4: Handling components and parts in the electronics assembly plant</i>	5
<i>Elective 5: Handling raw materials in the pharmaceutical manufacturing plant</i>	5
<i>Option: Route planning and vendor coordination</i>	5
<i>Qualification Pack (QP) Parameters</i>	5
LSC/N0102: Loading and Unloading	7
LSC/N3205: Handling stock at In-plant warehouse	11
LSC/N3206: Perform Line Feeding Operations	17
LSC/N9908: Maintain and monitor integrity and ethics in operations	25
LSC/N9909: Follow and monitor health, safety and security procedures	30
DGT/VSQ/N0101: Employability Skills (30 Hours)	35
LSC/N3201: Handling Leather in the Footwear Manufacturing Plant	41
LSC/N3202: Handling raw materials in the FMCG manufacturing plant	46
LSC/N3203: Handling automotive components in the automotive manufacturing plant	52
LSC/N3204: Handling components and parts in the electronics assembly plant.	58
LSC/N3207: Handling raw materials in the Pharmaceutical manufacturing plant	63
LSC/N1004: Route planning and vendor coordination	69
Assessment Guidelines and Weightage	73
<i>Assessment Guidelines</i>	73
<i>Assessment Weightage</i>	74
Acronyms	77
Glossary	78

Qualification Pack

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/N0102: Loading and Unloading](#)
2. [LSC/N3205: Handling stock at In-plant warehouse](#)
3. [LSC/N3206: Perform Line Feeding Operations](#)
4. [LSC/N9908: Maintain and monitor integrity and ethics in operations](#)
5. [LSC/N9909: Follow and monitor health, safety and security procedures](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Electives (mandatory to select at least one):

Elective 1: Handling leather in the 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: Handling raw materials in the 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: Handling automotive components in the automotive manufacturing plant

Qualification Pack

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: Handling components and parts in the 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: Handling raw materials in the pharmaceutical manufacturing plant

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

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

Options(Not mandatory):

Option : Route planning and vendor coordination

This unit is about conducting route survey, preparing route plan and coordinating with vendors

1. [LSC/N1004: Route planning and vendor coordination](#)

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Supply Chain
Occupation	In-plant logistics, Transport Management
Country	India
NSQF Level	3
Credits	22
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 4321.0601 to 0604 and ISCO -08/4321, 4322

Qualification Pack

Minimum Educational Qualification & Experience	10th grade pass OR 8th grade pass with 2 Years of experience relevant experience in supply chain OR 5th grade pass with 5 Years of experience relevant experience in supply chain
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	25/08/2025
NSQC Approval Date	25/08/2022
Version	1.0
Reference code on NQR	QG-03-TW-00344-2023-V1.1-LSC
NQR Version	1.0

Qualification Pack

LSC/N0102: Loading and Unloading

Description

This unit is about performing loading and unloading of goods at a warehouse

Scope

The scope covers the following :

- Perform loading and unloading activities

Elements and Performance Criteria

Perform loading and unloading

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

- PC1.** obtain loading and unloading schedule including docking bay and time of transport arrival from supervisor
- PC2.** arrange necessary material handling equipment, tools, tackles, chains, and ropes for loading or unloading customer politely and confirm the shipment that had been ordered
- PC3.** wear the appropriate PPE required for operations
- PC4.** check the product to be loaded or unloaded with respect to the order and report to supervisor, in case of discrepancies
- PC5.** use the appropriate tools, ropes/chains and secure the product/crate
- PC6.** operate MHE to load or unload the items from the pallet/ racks/ vehicle as required
- PC7.** deliver the unloaded packages to the specified location as per the instructions
- PC8.** report any breakages, spillages of package or consignment
- PC9.** move damaged goods to the quarantine area
- PC10.** park the MHE at the designated parking location
- PC11.** 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 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

Qualification Pack

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform loading and unloading</i>	30	70	-	-
PC1. obtain loading and unloading schedule including docking bay and time of transport arrival from supervisor	2	7	-	-
PC2. arrange necessary material handling equipment, tools, tackles, chains, and ropes for loading or unloading customer politely and confirm the shipment that had been ordered	3	6	-	-
PC3. wear the appropriate PPE required for operations	3	6	-	-
PC4. check the product to be loaded or unloaded with respect to the order and report to supervisor, in case of discrepancies	3	8	-	-
PC5. use the appropriate tools, ropes/chains and secure the product/crate	3	8	-	-
PC6. operate MHE to load or unload the items from the pallet/ racks/ vehicle as required	3	6	-	-
PC7. deliver the unloaded packages to the specified location as per the instructions	3	8	-	-
PC8. report any breakages, spillages of package or consignment	3	7	-	-
PC9. move damaged goods to the quarantine area	3	6	-	-
PC10. park the MHE at the designated parking location	2	4	-	-
PC11. submit a daily report to the supervisor	2	4	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N0102
NOS Name	Loading and Unloading
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Warehousing operations, Packaging, Documentation and Reporting, Engineering/maintenance
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQC Clearance Date	25/08/2022

Qualification Pack

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 supervisor and identify the right component/product to be counted.
- PC13.** perform inventory check as per SOP using barcode/ label scanners, manual counting, weight/ volume inspection or other stock counting techniques.
- PC14.** check inventory/product labels and report errors/ damages.
- PC15.** carry out spot checks of sections to ensure if inventory was counted correctly.
- PC16.** cross check inventory count, if audit produces an error.
- PC17.** report status of inventory to supervisor.

Qualification Pack

- PC18.** report any damages or spillages to superior.
- PC19.** support effective pest control activities as per the requirements to protect quality of materials stored.
- PC20.** clean and maintain warehouse using brooms, rags and other appropriate cleaning gears.
- PC21.** store warehouse MHE in 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 different Material Handling Equipment (MHE) viz., pallet trucks, hand trucks, forklifts, walkie stackers, side loader and their uses.
- KU11.** different storage locations and their codes.
- KU12.** types of packing material such as bubble wrap, shrink wrap, corrugated boxes, thermocol beads etc.
- KU13.** storing techniques such as block stacking, various pallet storage systems.
- KU14.** product specific handling and storing requirement.
- KU15.** country-wise product-wise packaging and labelling requirement.
- KU16.** information from the ERP/ Management Information System (MIS) system, instruction list.
- KU17.** various escalations regarding damaged goods.
- KU18.** SOPs for handling, moving, sorting, segregating and storing different types of products.
- KU19.** handling requirements for dangerous and special goods, if any.
- KU20.** various types of PPEs and their usage.
- KU21.** product stacking guidelines.
- KU22.** digitization of inventory storage and retrieval
- KU23.** functioning of all fire safety equipment installed at warehouse.
- KU24.** electrical junction box and electrical points in the warehouse.
- KU25.** good warehouse practices
- KU26.** corrective and preventive action

Generic Skills (GS)

Qualification Pack

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 damaged items.
- 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 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.** understand importance of given timelines.
- GS17.** understand urgency of priority requests 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.** analyse and identify the best way to pack an item.
- GS22.** check compliance for established norms for weights, package size, of consignments, etc.
- GS23.** identify dangerous goods.
- GS24.** focus on task at hand and complete it without errors and delays.
- GS25.** telephone etiquettes
- GS26.** e-mail etiquettes
- GS27.** digital literacy
- GS28.** personality development

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Sorting and segregation of materials</i>	15	36	-	-
PC1. receive goods movement checklist from supervisor/executive and check product packaging for damages and defects at the time of receipt.	1	3	-	-
PC2. inform supervisor/executive of the damages and segregate damaged goods/packages.	1	3	-	-
PC3. carry packages to the internal warehouse using forklift or other material handling equipment.	2	4	-	-
PC4. segregate and move goods to the appropriate sub stores depending upon the storage requirements such as cold storage or ambient storage.	1	3	-	-
PC5. unpack crates/packages and sort goods as per product type and specification.	1	3	-	-
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	-	-
PC7. check raw materials/items for damages and spillages and segregate the same.	1	3	-	-
PC8. discard packaging materials such as foam, bubble wrap, cardboard as per Standard Operating Procedure (SOP).	2	3	-	-
PC9. record quantity/ weight/ volume of goods received, moved and stored.	2	4	-	-
PC10. inform supervisors on the quantity of damaged items and move them to containment area of the warehouse.	1	3	-	-
PC11. submit daily reports to the supervisor.	1	3	-	-
<i>Inventory counting and maintenance</i>	15	34	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. receive inventory sheet data from supervisor and identify the right component/product to be counted.	1	3	-	-
PC13. perform inventory check as per SOP using barcode/ label scanners, manual counting, weight/ volume inspection or other stock counting techniques.	2	3	-	-
PC14. check inventory/product labels and report errors/ damages.	1	3	-	-
PC15. carry out spot checks of sections to ensure if inventory was counted correctly.	1	3	-	-
PC16. cross check inventory count, if audit produces an error.	2	4	-	-
PC17. report status of inventory to supervisor.	2	4	-	-
PC18. report any damages or spillages to superior.	2	4	-	-
PC19. support effective pest control activities as per the requirements to protect quality of materials stored.	1	3	-	-
PC20. clean and maintain warehouse using brooms, rags and other appropriate cleaning gears.	1	3	-	-
PC21. store warehouse MHE in appropriate location and perform daily maintenance checks as per SOP.	2	4	-	-
NOS Total	30	70	-	-

Qualification Pack

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	1.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQF Clearance Date	25/08/2022

Qualification Pack

LSC/N3206: Perform Line Feeding Operations

Description

This unit is about preparation before line assembly and line feeding

Scope

The scope covers the following :

- Picking
- Kitting
- Line feeding
- Return of material from line

Elements and Performance Criteria

Picking

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

- PC1.** obtain picklist from supervisor for picking and arrange Machine Handling Equipment (MHE) equipment, if required.
- PC2.** arrange for various equipment such as bins/ fixtures/ crates and stationery to facilitate picking activity.
- PC3.** identify the location of items listed in the pick list.
- PC4.** operate MHE or use MHE operate to pick the items from the pallet/ bins/ cartons/racks/ yard as required.
- PC5.** place the items in the bin/fixture/crate as per the holding capacity and the quantity requisitioned.
- PC6.** deliver items for kitting/line feeding as per the instruction.
- PC7.** use the appropriate Personal Protective Equipment (PPE) for picking, handling and movement of goods.
- PC8.** post operations park the MHE at the designated parking location.

Kitting

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

- PC9.** obtain kitting list from supervisor and details of shift schedule for kitting.
- PC10.** use the appropriate PPE based on the product and environment.
- PC11.** collect the appropriate number of bins/ crates/ fixtures to be used for kitting
- PC12.** check items received for kitting for damages, bar code /product label errors and report the same to supervisor.
- PC13.** segregate items to be kitted and check Bill of Material (BOM) for any missing components and report the same to supervisor.
- PC14.** receive replacement or missing components.
- PC15.** kit the items in the assigned bin/crate/fixture as per the BOM.
- PC16.** ensure the right quantity and quality of items are placed on the bin/crate/fixture.

Qualification Pack

PC17. 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:

PC18. verify type and number of each component with the BOM in the kit/crate /fixture.

PC19. transport the loaded goods to the line feeding location at the right time as per specified instructions.

PC20. exercise caution while operating the MHE and follow speed, turning, horn usage, right of way, parking and other instructions as per SOP.

PC21. match part numbers in label with feeding location label as per SOP.

PC22. 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:

PC23. collect empty bins/crates/ fixtures from assembly line, and load them in the MHE as per SOP.

PC24. deliver the empty bins/crates/ fixtures at the assigned area of the store/warehouse.

PC25. collect goods rejected at the line from the line store and transport it back to the assigned location in the warehouse/ store.

PC26. collect excess/un-used goods from the line store and transport it back to the assigned location in the warehouse/store.

PC27. submit periodic and end of day reports on picking, line feeding, line rejections etc. to supervisor.

PC28. 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. safe operation of BOPT/ manual trolley/ Battery trucks

KU11. SOP related to movement of goods

KU12. line feeding locations and corresponding loading/unloading methods

KU13. use of different material handling equipment and their uses

KU14. different geographical locations.

Qualification Pack

- KU15.** product specific handling and storing requirement.
- KU16.** product specific kitting requirements.
- KU17.** country-wise product-wise packaging and labelling requirement.
- KU18.** information from the ERP/ Management Information System (MIS) system, instruction list.
- KU19.** various escalations regarding resolving and catering to damaged goods.
- 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

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 damaged items.
- 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 as per instructions.
- 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 given timelines.
- GS17.** understand urgency of priority requests 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.** analyse and identify the best way to pack an item.
- GS22.** check compliance for established norms for weights, package size, of consignments, etc.
- GS23.** identify dangerous goods.
- GS24.** focus on task at hand and complete it without errors and delays.
- GS25.** digital literacy
- GS26.** personality development
- GS27.** e-mail etiquettes



Qualification Pack

GS28. telephone etiquettes

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Picking</i>	9	20	-	-
PC1. obtain picklist from supervisor for picking and arrange Machine Handling Equipment (MHE) equipment, if required.	1	2	-	-
PC2. arrange for various equipment such as bins/ fixtures/ crates and stationery to facilitate picking activity.	1	2	-	-
PC3. identify the location of items listed in the pick list.	1	2	-	-
PC4. operate MHE or use MHE operate to pick the items from the pallet/ bins/ cartons/racks/ yard as required.	2	4	-	-
PC5. place the items in the bin/fixture/crate as per the holding capacity and the quantity requisitioned.	1	2	-	-
PC6. deliver items for kiting/line feeding as per the instruction.	1	2	-	-
PC7. use the appropriate Personal Protective Equipment (PPE) for picking, handling and movement of goods.	1	4	-	-
PC8. post operations park the MHE at the designated parking location.	1	2	-	-
<i>Kitting</i>	10	20	-	-
PC9. obtain kitting list from supervisor and details of shift schedule for kitting.	1	2	-	-
PC10. use the appropriate PPE based on the product and environment.	1	2	-	-
PC11. collect the appropriate number of bins/ crates/ fixtures to be used for kitting	1	2	-	-
PC12. check items received for kitting for damages, bar code /product label errors and report the same to supervisor.	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. segregate items to be kitted and check Bill of Material (BOM) for any missing components and report the same to supervisor.	2	2	-	-
PC14. receive replacement or missing components.	1	2	-	-
PC15. kit the items in the assigned bin/crate/fixture as per the BOM.	1	4	-	-
PC16. ensure the right quantity and quality of items are placed on the bin/crate/fixture.	1	2	-	-
PC17. clean the area after kitting operation and submit daily reports to supervisor reporting total kitting done, damages, delays and accidents.	1	2	-	-
<i>Line feeding</i>	5	14	-	-
PC18. verify type and number of each component with the BOM in the kit/crate /fixture.	1	2	-	-
PC19. transport the loaded goods to the line feeding location at the right time as per specified instructions.	1	2	-	-
PC20. exercise caution while operating the MHE and follow speed, turning, horn usage, right of way, parking and other instructions as per SOP.	1	4	-	-
PC21. match part numbers in label with feeding location label as per SOP.	1	2	-	-
PC22. store/feed the components/parts to the line to process as per SOP.	1	4	-	-
<i>Return of material from line store</i>	6	16	-	-
PC23. collect empty bins/crates/ fixtures from assembly line, and load them in the MHE as per SOP.	1	2	-	-
PC24. deliver the empty bins/crates/ fixtures at the assigned area of the store/warehouse.	1	2	-	-
PC25. collect goods rejected at the line from the line store and transport it back to the assigned location in the warehouse/ store.	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. collect excess/un-used goods from the line store and transport it back to the assigned location in the warehouse/store.	1	4	-	-
PC27. submit periodic and end of day reports on picking, line feeding, line rejections etc. to supervisor.	1	2	-	-
PC28. park the MHE at the appropriate location and recharge its batteries if required.	1	4	-	-
NOS Total	30	70	-	-

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	1.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQF Clearance Date	25/08/2022

Qualification Pack

LSC/N9908: Maintain and monitor integrity and ethics in operations

Description

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

Scope

The scope covers the following :

- Maintain integrity and ensure data security
- Professional and ethical practice
- Ensure regulatory compliance

Elements and Performance Criteria

Maintain integrity ensuring data security

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

- PC1.** refrain from indulging in corrupt practices
- PC2.** protect customers information and ensure acquired information is not used for personal advantage
- PC3.** 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:

- PC4.** sensitise the work force towards ethical behaviour in work place and performing job with integrity
- PC5.** conduct regular reviews and check reports for unethical behaviour and corrupt practices
- PC6.** consult senior management when in an ethical dilemma
- PC7.** report promptly all violations of code of ethics
- PC8.** dress up and conduct in a professional manner
- PC9.** communicate with clients and stakeholders in a soft and polite manner
- PC10.** follow etiquettes

Ensure regulatory compliance

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

- PC11.** check that that documentation with respect to operations is up to date and in accordance to the regulations
- PC12.** coordinate with regulatory authorities and assist in inspections and clearances
- PC13.** report any issues with regulatory compliance

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on use of language

Qualification Pack

- KU2.** companys Human Resources policies
- KU3.** companys code of ethics and business
- KU4.** companys whistle blower policy
- KU5.** companys rules related to sexual harassment
- KU6.** companys reporting structure
- KU7.** companys documentation policy
- KU8.** principles of code of ethics and business ethics
- KU9.** different regulations and acts that are applicable for the sub-sector and logistics sector as a whole
- KU10.** understand the documentary compliance required for different type of products

Generic Skills (GS)

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

- GS1.** read policy documents and work related documents
- GS2.** read emails letters and communications
- GS3.** read acts and regulations
- GS4.** write instructions, communications to internal staff
- GS5.** write emails and letters
- GS6.** write reports
- GS7.** interact with internal and external stakeholders
- GS8.** communicate with peers and subordinates
- GS9.** take appropriate action in a vulnerable situation
- GS10.** identify breaches and take necessary actions
- GS11.** identify documentary requirement for a specific product or regulation and take necessary action
- GS12.** plan and organise steps/ actions as per companys guidelines, if any violation of code of ethics is noticed in the company
- GS13.** plan and organise training sessions, sensitization sessions for work force
- GS14.** plan review meetings to monitor compliance with ethics and regulations
- GS15.** prevent company and customer information leakage
- GS16.** provide proper advice or guidance to colleagues to deal with sensitive issue
- GS17.** suggest solutions to managers and workers when in an ethical dilemma
- GS18.** identify conflict of interests and take necessary actions
- GS19.** review reports to identify common trends of defaults
- GS20.** conduct review to analyse the reasons for default
- GS21.** check that all regulatory compliances are adhered to
- GS22.** check that any unethical behaviour gets captured before a damage or negative impact happens

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain integrity ensuring data security</i>	7	16	-	-
PC1. refrain from indulging in corrupt practices	2	5	-	-
PC2. protect customers information and ensure acquired information is not used for personal advantage	3	6	-	-
PC3. protect data and information related to business or commercial decisions	2	5	-	-
<i>Professional and ethical practice</i>	16	38	-	-
PC4. sensitise the work force towards ethical behaviour in work place and performing job with integrity	3	6	-	-
PC5. conduct regular reviews and check reports for unethical behaviour and corrupt practices	2	5	-	-
PC6. consult senior management when in an ethical dilemma	2	6	-	-
PC7. report promptly all violations of code of ethics	2	5	-	-
PC8. dress up and conduct in a professional manner	2	5	-	-
PC9. communicate with clients and stakeholders in a soft and polite manner	3	6	-	-
PC10. follow etiquettes	2	5	-	-
<i>Ensure regulatory compliance</i>	7	16	-	-
PC11. check that that documentation with respect to operations is up to date and in accordance to the regulations	2	5	-	-
PC12. coordinate with regulatory authorities and assist in inspections and clearances	3	6	-	-
PC13. report any issues with regulatory compliance	2	5	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N9908
NOS Name	Maintain and monitor integrity and ethics in operations
Sector	Logistics
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	03/05/2026
NSQC Clearance Date	03/05/2023

Qualification Pack

LSC/N9909: Follow and monitor health, safety and security procedures

Description

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

Scope

The scope covers the following :

- Follow health, safety and security procedures
- Ensure compliance to health, safety and security

Elements and Performance Criteria

Follow health, safety and security procedures

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

- PC1.** make note of all safety processes with reference to area of operation
- PC2.** wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable
- PC3.** follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety
- PC4.** undertake periodical preventive health check ups
- PC5.** follow necessary SOP and precautions while handling dangerous and hazardous goods
- PC6.** follow security procedures like green gate in port, customs area, factory security, etc.
- PC7.** comply with data safety regulations of the organisation
- PC8.** instruct the loaders/unloaders to follow standard safety procedures while handling hazardous/fragile cargo and to walk only on the designated pathway

Ensure compliance to health, safety and security

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

- PC9.** recognise unsafe conditions and safety practices at the workplace and report it to concerned authority
- PC10.** implement 5S at workplace
- PC11.** inspect the activity area and equipment for appropriate and safe condition
- PC12.** check if stacking is done at defined height and is not on the walk way
- PC13.** check if walk way is free from grease/ oil
- PC14.** check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places
- PC15.** participate in fire drills
- PC16.** check if standard material handling procedure are being followed
- PC17.** check if cargo has passed security checks and report in case of any violation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** health, safety and security policies and procedures
- KU2.** Special instructions for hazardous cargo handling
- KU3.** defined standard operating procedures
- KU4.** risk and impact of not following defined procedures/work instructions with reference to health, safety and security operations
- KU5.** escalation matrix for reporting identified problem
- KU6.** basics of Occupational Safety and Health Administration (OSHA)
- KU7.** 5S implementation and practice
- KU8.** necessary security procedures for airport, customs area, etc.
- KU9.** tools and equipment for material handling
- KU10.** standard material handling procedures while handling cargo
- KU11.** safety and security signage and their functions
- KU12.** knowledge of security tags, labels and signage
- KU13.** handling procedure for hazardous / fragile cargo
- KU14.** security procedures for dangerous / hazardous goods
- KU15.** different PPE, their usage and purpose
- KU16.** safe driving techniques

Generic Skills (GS)

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

- GS1.** read various procedures and standards related to health, safety and security
- GS2.** read various documents related to security and movement of cargo
- GS3.** fill forms related to health, safety and security procedures
- GS4.** communicate clearly with colleagues regarding safety procedures
- GS5.** share experience and provide guidance to peers
- GS6.** make a judgment as to what actions to be taken to avoid any damage / accident to personal health / cargo handled
- GS7.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS8.** plan clearance of cargo in manner that it does hamper the safety of the cargo and the loader/unloader
- GS9.** prioritize and execute tasks within the schedule time limits
- GS10.** Plan emergency drills, fire drills and inspections
- GS11.** ensure safe and secure movement of packages, cargos etc.
- GS12.** identify any threats on personal health, safety, security, etc. and take appropriate actions
- GS13.** identify risks at the workplace and address them
- GS14.** analyse past mistakes and address them to avoid mishap in the future
- GS15.** ensure right safety measures and procedures are in place

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow health, safety and security procedures</i>	15	34	-	-
PC1. make note of all safety processes with reference to area of operation	2	5	-	-
PC2. wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable	2	3	-	-
PC3. follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety	2	5	-	-
PC4. undertake periodical preventive health check ups	1	3	-	-
PC5. follow necessary SOP and precautions while handling dangerous and hazardous goods	2	5	-	-
PC6. follow security procedures like green gate in port, customs area, factory security, etc.	2	3	-	-
PC7. comply with data safety regulations of the organisation	2	5	-	-
PC8. instruct the loaders/unloaders to follow standard safety procedures while handling hazardous/fragile cargo and to walk only on the designated pathway	2	5	-	-
<i>Ensure compliance to health, safety and security</i>	15	36	-	-
PC9. recognise unsafe conditions and safety practices at the workplace and report it to concerned authority	2	4	-	-
PC10. implement 5S at workplace	1	3	-	-
PC11. inspect the activity area and equipment for appropriate and safe condition	2	5	-	-
PC12. check if stacking is done at defined height and is not on the walk way	2	5	-	-
PC13. check if walk way is free from grease/ oil	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places	2	5	-	-
PC15. participate in fire drills	1	3	-	-
PC16. check if standard material handling procedure are being followed	2	3	-	-
PC17. check if cargo has passed security checks and report in case of any violation	2	5	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N9909
NOS Name	Follow and monitor health, safety and security procedures
Sector	Logistics
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQC Clearance Date	25/08/2022

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

Qualification Pack

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

Qualification Pack

- 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	-	-	-	-

Qualification Pack

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	NA
Next Review Date	24/06/2026
NSQC Clearance Date	24/06/2021

Qualification Pack

LSC/N3201: Handling Leather in the Footwear Manufacturing Plant

Description

This unit is about handling of 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.** store leather away from light and at room temperature (65° to 72°F) with around 55% humidity to avoid mould and mildew growth
- PC2.** segregate leather as per grades A, B and C and store same kind of leather together
- PC3.** Handle leather with clean hand or wear gloves
- PC4.** ensure that leather is kept off the floor and place it on shelves high enough to prevent the moisture from creeping into the leather
- PC5.** check leather for damages and defects, wrap leather in paper and ensure leather is not folded and avoid metal contact with leather as it reacts with leather and destroy the commercial value.
- PC6.** keep colored leather separate from other as it may lead to dye transfer
- PC7.** place oily leathers away from non-oily leathers by keeping an impenetrable barrier between them
- PC8.** ensure that power and oil should not spill over the leather
- PC9.** check for presence of rodents, birds, insects and other pests which affect the cargo and undertake pest control activity at the warehouse as per SOP
- PC10.** ensure that leather is not stacked very high, as too much pressure on the leather leads to wrinkles and damages
- PC11.** inspect the leather stored in warehouse regularly to avoid damages

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

Qualification Pack

- 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

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
- 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.



Qualification Pack

- 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

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	70	-	-
PC1. store leather away from light and at room temperature (65° to 72°F) with around 55% humidity to avoid mould and mildew growth	3	7	-	-
PC2. segregate leather as per grades A, B and C and store same kind of leather together	3	7	-	-
PC3. Handle leather with clean hand or wear gloves	2	6	-	-
PC4. ensure that leather is kept off the floor and place it on shelves high enough to prevent the moisture from creeping into the leather	2	6	-	-
PC5. check leather for damages and defects, wrap leather in paper and ensure leather is not folded and avoid metal contact with leather as it reacts with leather and destroy the commercial value.	3	7	-	-
PC6. keep colored leather separate from other as it may lead to dye transfer	3	6	-	-
PC7. place oily leathers away from non-oily leathers by keeping an impenetrable barrier between them	3	6	-	-
PC8. ensure that power and oil should not spill over the leather	2	6	-	-
PC9. check for presence of rodents, birds, insects and other pests which affect the cargo and undertake pest control activity at the warehouse as per SOP	3	7	-	-
PC10. ensure that leather is not stacked very high, as too much pressure on the leather leads to wrinkles and damages	3	6	-	-
PC11. inspect the leather stored in warehouse regularly to avoid damages	3	6	-	-
NOS Total	30	70	-	-

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	1.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQC Clearance Date	25/08/2022

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.** identify and comply to coding requirements for storage of FMCG goods.
- PC2.** segregate raw materials as per the storage requirements into ambient or cold storage.
- PC3.** check to ensure that products are not stored adjacent to waste or non-product items.
- PC4.** dispose packaging material as per standard operating procedure.
- PC5.** make arrangement for equipment/tools such as pallets, reach stack, forklift, PPE, etc. according to the kind of product to be handled.
- PC6.** take the assistance of MHE operator to pick the items from the pallet or racks, if required.
- PC7.** 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.
- PC8.** 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.
- PC9.** report defective or broken products to the supervisor.
- PC10.** ensure First-In, First-Out (FIFO)/ Last In, First Out (LIFO) inventory management as per company/product Standard Operating Procedures (SOP).
- PC11.** maintain high personal hygiene and wear protective hair coverage and PPE
- PC12.** carry out material handling without product contamination by avoiding eating / drinking and avoid wearing any jewellery.
- PC13.** deploy effective pest control services as per pest management standards for food processing and handling facilities.
- PC14.** comply with regulations prescribed by FSSA, HACCP, ISO 22000:2005, FSMS, AIB, BRC and OSHA.
- PC15.** check pallets to ensure they are clean, dry, free from mould, odour free, off infestation etc., as per norms.

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, 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

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.

Qualification Pack

- 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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle FMCG goods in warehouse</i>	30	70	-	-
PC1. identify and comply to coding requirements for storage of FMCG goods.	2	5	-	-
PC2. segregate raw materials as per the storage requirements into ambient or cold storage.	2	5	-	-
PC3. check to ensure that products are not stored adjacent to waste or non-product items.	2	5	-	-
PC4. dispose packaging material as per standard operating procedure.	2	5	-	-
PC5. make arrangement for equipment/tools such as pallets, reach stack, forklift, PPE, etc. according to the kind of product to be handled.	2	5	-	-
PC6. take the assistance of MHE operator to pick the items from the pallet or racks, if required.	2	4	-	-
PC7. 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	5	-	-
PC8. 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	5	-	-
PC9. report defective or broken products to the supervisor.	2	4	-	-
PC10. ensure First-In, First-Out (FIFO)/ Last In, First Out (LIFO) inventory management as per company/product Standard Operating Procedures (SOP).	2	5	-	-
PC11. maintain high personal hygiene and wear protective hair coverage and PPE	2	4	-	-
PC12. carry out material handling without product contamination by avoiding eating / drinking and avoid wearing any jewellery.	2	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. deploy effective pest control services as per pest management standards for food processing and handling facilities.	2	5	-	-
PC14. comply with regulations prescribed by FSSA, HACCP, ISO 22000:2005, FSMS, AIB, BRC and OSHA.	2	5	-	-
PC15. check pallets to ensure they are clean, dry, free from mould, odour free, off infestation etc., as per norms.	2	4	-	-
NOS Total	30	70	-	-

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	1.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQC Clearance Date	25/08/2022

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 in bins according to 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.
- PC5.** make arrangement for equipment/tools such as conveyors, hand trucks and pallet jacks, pallets, reach stack, forklift, PPE, etc. according to work requirement and the kind of product to be handled.
- PC6.** take the assistance of MHE operator to pick the items from the pallet or racks, if required.
- PC7.** load finished pallets of product onto assigned trailers safely and accurately.
- PC8.** perform safe strapping and lashing of pallets/ crates/ boxes/ fixtures.
- PC9.** assist during inventory cycle counting as per Standard Operating Procedures (SOP) and report the status.
- PC10.** report defective or broken products to the supervisor.
- PC11.** clean and maintain warehouse aisles.
- PC12.** follow 5S, Just In Time (JIT), Kaizen, poka-yoke and other poka yoke process improvement guidelines as instructed by supervisor.
- PC13.** submit daily reports to the supervisor.

Pick to Sequence/ Ship to Sequence

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

- PC14.** obtain information required for sequencing as per the sequencing list etc. from the supervisor.
- PC15.** make space and clean up sequencing area by removing any unnecessary items.
- PC16.** assess the Personal Protective Equipment (PPE) required based on the product and the environment and collect and wear all the necessary PPE.
- PC17.** from the list, understand what components are required to make a product and also understand variations among different models for the same product.

Qualification Pack

- PC18.** check items received for sequencing for damages and bar code or product label errors, report the same to supervisor.
- PC19.** segregate items to be sequenced together and check with BOM to identify any missing components, report the same to supervisor.
- PC20.** place items in specific handling devices based on the component which are installed on carriages as per SOP.
- PC21.** attach carriages to MHE / tigger trains for transporting 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.
- 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

Generic Skills (GS)

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

Qualification Pack

- 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.
- 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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle automotive parts in plant warehouse</i>	18	42	-	-
PC1. load goods on fixtures/ crates/ pallets/ boxes.	1	3	-	-
PC2. sort and place materials for items on racks, shelves, or in bins according to kanban list.	2	4	-	-
PC3. check for adherence to different certifications for automotive goods.	1	3	-	-
PC4. identify the MHE used for operation based on information from the supervisor.	1	3	-	-
PC5. make arrangement for equipment/tools such as conveyors, hand trucks and pallet jacks, pallets, reach stack, forklift, PPE, etc. according to work requirement and the kind of product to be handled.	2	4	-	-
PC6. take the assistance of MHE operator to pick the items from the pallet or racks, if required.	1	3	-	-
PC7. load finished pallets of product onto assigned trailers safely and accurately.	1	3	-	-
PC8. perform safe strapping and lashing of pallets/ crates/ boxes/ fixtures.	2	3	-	-
PC9. assist during inventory cycle counting as per Standard Operating Procedures (SOP) and report the status.	2	4	-	-
PC10. report defective or broken products to the supervisor.	1	3	-	-
PC11. clean and maintain warehouse aisles.	1	3	-	-
PC12. follow 5S, Just In Time (JIT), Kaizen, poka-yoke and other poka yoke process improvement guidelines as instructed by supervisor.	2	3	-	-
PC13. submit daily reports to the supervisor.	1	3	-	-
<i>Pick to Sequence/ Ship to Sequence</i>	12	28	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. obtain information required for sequencing as per the sequencing list etc. from the supervisor.	1	3	-	-
PC15. make space and clean up sequencing area by removing any unnecessary items.	1	3	-	-
PC16. assess the Personal Protective Equipment (PPE) required based on the product and the environment and collect and wear all the necessary PPE.	1	3	-	-
PC17. from the list, understand what components are required to make a product and also understand variations among different models for the same product.	2	4	-	-
PC18. check items received for sequencing for damages and bar code or product label errors, report the same to supervisor.	2	4	-	-
PC19. segregate items to be sequenced together and check with BOM to identify any missing components, report the same to supervisor.	2	4	-	-
PC20. place items in specific handling devices based on the component which are installed on carriages as per SOP.	2	4	-	-
PC21. attach carriages to MHE / tigger trains for transporting to the designated assembly line as per SOP.	1	3	-	-
NOS Total	30	70	-	-

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	1.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQC Clearance Date	25/08/2022

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.** check to ensure that the temperature of the warehouse is maintained between 15°C to 27°C & 30% to 60% relative humidity.
- PC2.** check for adherence to different certifications for electronic components such as ISO 9001:2015, AS9100 etc.
- PC3.** transport components as per pick list to the kitting area using MHE if required.
- PC4.** unpack and segregate components carefully such as PCB, camera, chips etc. as per the pick list.
- PC5.** dispose packaging materials such as plastic films, component tubes, anti-static bags, sheet metal, cast metals etc. as per standard operating procedure.
- PC6.** handle PCB as per the handling and storage guidelines prescribed in PCB – 1601, ANSI/ESD S20.20 or equivalent.
- PC7.** arrange components in the designated tray based on component size and requirement as per SOP and transport to the appropriate line feeding area in tote trolleys.
- PC8.** report defective or broken components to the supervisor.
- PC9.** perform pest control to avoid destruction from pests such as insects, mice, and rats.
- PC10.** 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.

Qualification Pack

- 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
- KU23.** corrective and preventive action

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.

Qualification Pack

- 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
- GS27.** digital literacy
- GS28.** e-mail etiquettes
- GS29.** telephone etiquettes

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle electronic components in warehouse</i>	30	70	-	-
PC1. check to ensure that the temperature of the warehouse is maintained between 15°C to 27°C & 30% to 60% relative humidity.	3	7	-	-
PC2. check for adherence to different certifications for electronic components such as ISO 9001:2015, AS9100 etc.	3	7	-	-
PC3. transport components as per pick list to the kitting area using MHE if required.	3	7	-	-
PC4. unpack and segregate components carefully such as PCB, camera, chips etc. as per the pick list.	3	7	-	-
PC5. dispose packaging materials such as plastic films, component tubes, anti-static bags, sheet metal, cast metals etc. as per standard operating procedure.	3	7	-	-
PC6. handle PCB as per the handling and storage guidelines prescribed in PCB - 1601, ANSI/ESD S20.20 or equivalent.	3	7	-	-
PC7. arrange components in the designated tray based on component size and requirement as per SOP and transport to the appropriate line feeding area in tote trolleys.	3	7	-	-
PC8. report defective or broken components to the supervisor.	3	7	-	-
PC9. perform pest control to avoid destruction from pests such as insects, mice, and rats.	3	7	-	-
PC10. submit a daily report to the supervisor.	3	7	-	-
NOS Total	30	70	-	-

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	1.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQF Clearance Date	25/08/2022

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 procedure for materials
- quantity verification procedure
- storage of raw materials

Elements and Performance Criteria

De Dusting Procedure for materials

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

- PC1.** clean the surface of the container/packs by using the vacuum cleaner/dry lint free cloth as per SOP
- PC2.** segregate material as per batch/lot wise and transfer the cleaned containers/packs on to the clean pallet
- PC3.** transfer the cleaned container/packs top to the weighing area by using appropriate MHE

Quantity verification procedure

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

- PC4.** check the cleanliness of the balance and ensure its routine calibration as per SOP
- PC5.** weigh the containers/packs received one by one, on the balance provided and ensure that quantity received is tallying as mentioned in delivery documents.
- PC6.** record the gross weight in “Quantity Verification Record” as per SOP
- PC7.** transfer the container/packs on pallets and affix quarantine label on the packs and shift them to the respective quarantine area as per SOP
- PC8.** affix “Approved” label on each container/packs after the material has been released by quality check and transfer the material in 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:

- PC9.**
 - 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 “Cool” place.
 - store below 25°C.
- PC10.** store loose raw materials separately

Qualification Pack

- PC11.** store liquid raw materials in a separate storage area and protect from direct sunlight
- PC12.** store hazardous materials as per specifications in the dedicated area
- PC13.** If material is rejected by QC, transport it back to the rejected storage area and inform the supervisor
- PC14.** check temperature of storage area and in case it exceeds the limit inform the maintenance department
- PC15.** label material in the storage area such a batch no, status of content, expiry date etc.
- PC16.** handle nearby expiry product as per SOP and manufacturer's 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
- 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

Generic Skills (GS)

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

- GS1.** read written instructions

Qualification Pack

- 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.** 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 Procedure for materials</i>	6	14	-	-
PC1. clean the surface of the container/packs by using the vacuum cleaner/dry lint free cloth as per SOP	2	4	-	-
PC2. segregate material as per batch/lot wise and transfer the cleaned containers/packs on to the clean pallet	2	5	-	-
PC3. transfer the cleaned container/packs top to the weighing area by using appropriate MHE	2	5	-	-
<i>Quantity verification procedure</i>	10	24	-	-
PC4. check the cleanliness of the balance and ensure its routine calibration as per SOP	2	4	-	-
PC5. weigh the containers/packs received one by one, on the balance provided and ensure that quantity received is tallying as mentioned in delivery documents.	2	5	-	-
PC6. record the gross weight in “Quantity Verification Record” as per SOP	2	5	-	-
PC7. transfer the container/packs on pallets and affix quarantine label on the packs and shift them to the respective quarantine area as per SOP	2	5	-	-
PC8. affix “Approved” label on each container/packs after the material has been released by quality check and transfer the material in the designated approved storage area as per storage requirements	2	5	-	-
<i>Storage of raw materials in the plant</i>	14	32	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. <ul style="list-style-type: none"> • segregate raw materials as per the required storage conditions as stated on the label such as: <ul style="list-style-type: none"> • store in 'cold' temperature. • store in temperature between 2°C to 8°C. • store below 15°C temperature. • store in "Deep Freezer". • store in "Cool" place. • store below 25°C. 	2	4	-	-
PC10. store loose raw materials separately	2	4	-	-
PC11. store liquid raw materials in a separate storage area and protect from direct sunlight	2	4	-	-
PC12. store hazardous materials as per specifications in the dedicated area	2	4	-	-
PC13. If material is rejected by QC, transport it back to the rejected storage area and inform the supervisor	2	4	-	-
PC14. check temperature of storage area and in case it exceeds the limit inform the maintenance department	2	4	-	-
PC15. label material in the storage area such a batch no, status of content, expiry date etc.	1	4	-	-
PC16. handle nearby expiry product as per SOP and manufacturer's guidelines	1	4	-	-
NOS Total	30	70	-	-

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	1.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQF Clearance Date	25/08/2022

Qualification Pack

LSC/N1004: Route planning and vendor coordination

Description

This unit is about conducting route survey, preparing route plan and coordinating with vendors

Scope

The scope covers the following :

- Collect primary data and route planning
- Coordinate with internal and external stakeholders

Elements and Performance Criteria

Receive order details from customers and plan for vehicle

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

- PC1.** collect details on point of origin, point of destination, type of goods, pickup date and time, delivery date and time, volume of goods, vehicle capacity, vehicle traffic constraint and transporter details
- PC2.** calculate the pickup and delivery sequence for optimal time, allocation of loads, vehicle capacity by entering the details in route planning software
- PC3.** plan optimised routes for multiple depots ensuring cost efficiency across the whole operation
- PC4.** identify the various tolls, rest stops, driver shift change, vehicle relay, re-fueling of vehicle etc.
- PC5.** plan daily truck coverage, driver and trip assignment
- PC6.** communicate route information with staff
- PC7.** identify alternate routes to maintain service standards in case of contingency requirements like inclement weather, natural calamities etc.
- PC8.** communicate to the customer on the finalised route plan

Coordinate with internal and external stakeholders

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

- PC9.** coordinate with other internal departments regarding the route plan for consignment schedule
- PC10.** make necessary arrangements for consignment pickup/ delivery with the assigned vehicle driver or transporter
- PC11.** ensure the assigned vehicle is in good condition to operate as per the planned schedule, if not coordinate with maintenance department or transporter
- PC12.** coordinate with transportation supervisor for required drivers and cleaners allocation for the planned schedule

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** organizational procedures
- KU2.** documentation and reporting as per organization's mandate
- KU3.** security procedures to be followed
- KU4.** escalation matrix for reporting identified problems
- KU5.** risk and impact of not following defined procedures/work instructions
- KU6.** use of computer and associated equipment like scanner
- KU7.** geographical spread of states and cities
- KU8.** planning w.r.t routes and network
- KU9.** types of goods being handled
- KU10.** federal and state laws pertaining to transportation
- KU11.** route optimization software
- KU12.** loading/unloading and transports that can be used for different types of shipments
- KU13.** different cargo arrangements to maximize space utilization

Generic Skills (GS)

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

- GS1.** written instructions
- GS2.** route network
- GS3.** write shipment details in the software
- GS4.** write report regarding damages, mismatch, etc
- GS5.** communicate clearly in local language with team members and vendors
- GS6.** provide guidance to peers & juniors
- GS7.** communicate with workers for delays and updates in schedules
- GS8.** identify the space required for loading and unloading based on shipment and trucking details
- GS9.** identify the optimal route for efficient fleet utilization
- GS10.** estimate time required for each activity and make realistic plans
- GS11.** maintain schedules and punctuality
- GS12.** prioritize and execute tasks within the scheduled time limits
- GS13.** flexibility to re-assess schedule in case of delays/additional orders
- GS14.** importance of customer timelines
- GS15.** identify trends/common causes for errors and suggest possible solutions to the supervisor
- GS16.** handle day to day problems like delays, staffing shortage, etc.
- GS17.** suggest methods to minimise errors
- GS18.** analyse breakdown to determine most cost effective and timely course of action

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive order details from customers and plan for vehicle</i> <i>Collect primary data and route planning</i>	22	46	-	-
PC1. collect details on point of origin, point of destination, type of goods, pickup date and time, delivery date and time, volume of goods, vehicle capacity, vehicle traffic constraint and transporter details	3	6	-	-
PC2. calculate the pickup and delivery sequence for optimal time, allocation of loads, vehicle capacity by entering the details in route planning software	3	6	-	-
PC3. plan optimised routes for multiple depots ensuring cost efficiency across the whole operation	3	5	-	-
PC4. identify the various tolls, rest stops, driver shift change, vehicle relay, re-fueling of vehicle etc.	3	5	-	-
PC5. plan daily truck coverage, driver and trip assignment	3	6	-	-
PC6. communicate route information with staff	3	6	-	-
PC7. identify alternate routes to maintain service standards in case of contingency requirements like inclement weather, natural calamities etc.	2	6	-	-
PC8. communicate to the customer on the finalised route plan	2	6	-	-
<i>Coordinate with internal and external stakeholders</i>	8	24	-	-
PC9. coordinate with other internal departments regarding the route plan for consignment schedule	2	6	-	-
PC10. make necessary arrangements for consignment pickup/ delivery with the assigned vehicle driver or transporter	2	6	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure the assigned vehicle is in good condition to operate as per the planned schedule, if not coordinate with maintenance department or transporter	2	6	-	-
PC12. coordinate with transportation supervisor for required drivers and cleaners allocation for the planned schedule	2	6	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N1004
NOS Name	Route planning and vendor coordination
Sector	Logistics
Sub-Sector	Land Transportation
Occupation	Transport Operations, Vehicle Operations, Customer Support/Relations
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQC Clearance Date	25/08/2022

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.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N0102.Loading and Unloading	30	70	-	-	100	20
LSC/N3205.Handling stock at In-plant warehouse	30	70	-	-	100	20
LSC/N3206.Perform Line Feeding Operations	30	70	-	-	100	20
LSC/N9908.Maintain and monitor integrity and ethics in operations	30	70	-	-	100	10
LSC/N9909.Follow and monitor health, safety and security procedures	30	70	-	-	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	170	380	-	-	550	90

Elective: 1 Handling leather in the 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	70	-	-	100	10
Total	30	70	-	-	100	10

Elective: 2 Handling raw materials in the FMCG manufacturing plant

Qualification Pack

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	70	-	-	100	10
Total	30	70	-	-	100	10

Elective: 3 Handling automotive components in the 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	70	-	-	100	10
Total	30	70	-	-	100	10

Elective: 4 Handling components and parts in the 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	70	-	-	100	10
Total	30	70	-	-	100	10

Elective: 5 Handling raw materials in the 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	70	-	-	100	10
Total	30	70	-	-	100	10

Optional: 1 Route planning and vendor coordination

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N1004.Route planning and vendor coordination	30	70	-	-	100	10
Total	30	70	-	-	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.