

Qualification Pack



Tertiary Goods Packaging Machine Operator

Electives: Labelling Machine/ Case Packer/Palletizer/ Stretch Wrapping/ Strapping Machine

QP Code: LSC/Q2216

Version: 4.0

NSQF Level: 4

Logistics Sector Skill Council || No. 480 A, 7th Floor, Khivraj Complex II, Anna Salai, Nandanam



Qualification Pack

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LSC/Q2216: Tertiary Goods Packaging Machine Operator

Brief Job Description

Tertiary Goods Packaging Machine Operators are also known as Goods Packaging Operators or Packaging Machine Operators. Individuals in this role operate packaging equipment and feed packing materials in Automatic Packaging Lines for ambient and other non-hazardous goods. They paste labels onto the sealed packing cases. In large-scale operations, a separate person might do the labelling operation.

Personal Attributes

This job requires the individual to work well with his/her team and achieve joint goals. The individual must be able to prioritise and execute tasks within scheduled time limits and maintain high concentration levels throughout his/her shift.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSC/N2201: Prepare for Packaging](#)
2. [LSC/N0210: Perform tertiary Packaging](#)
3. [LSC/N0211: Execute Post Packaging Activities](#)
4. [LSC/N0212: Conduct preventive maintenance of the Packaging Machine](#)
5. [LSC/N9911: Follow health, safety, security procedures and maintain integrity, ethics at workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Electives(mandatory to select at least one):

Elective 1: Labelling Machine

This OS unit is about printing labels and operating the labelling machine.

1. [LSC/N0213: Operate Labelling Machine](#)

Elective 2: Case Packer/Palletizer

This OS unit is about feeding products for the Case Packer/Palletizer and operating the same.

1. [LSC/N0214: Operate Case Packer/ Palletizer](#)

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Elective 3: Stretch Wrapping/ Strapping Machine

This OS unit is about operating a Stretch Wrapping/ Strapping Machine.

1. [LSC/N0215: Operate Stretch Wrapping/ Strapping Machine](#)

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
Country	India
NSQF Level	4
Credits	20
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8183
Minimum Educational Qualification & Experience	12th grade Pass (or equivalent) OR I.T.I (2-year NTC/NAC) OR Completed 3 year diploma after 10th OR 10th grade pass with 3 Years of experience (Relevant experience in warehousing) OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience (Relevant experience in warehousing)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Trained in operating machines
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025



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Version	4.0
Reference code on NQR	QG-04-TW-03632-2025-V2-LSC
NQR Version	1.0

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LSC/N2201: Prepare for Packaging

Description

This unit is about the activities to be performed before the packaging.

Scope

The scope covers the following :

- Obtain information required for packaging
- Prepare packaging area
- Assess requirements and collect necessary items
- Get the packaging equipment ready

Elements and Performance Criteria

Obtain information required for packaging

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

- PC1.** Obtain the shift and work schedule from the supervisor with the total number of packaging to be completed for the day.
- PC2.** Calculate the raw materials required for each type of product packaging.
- PC3.** Collect a list from the supervisor with details of the type of packaging material, the size of the packaging case to be used, and the desired weight range of each product.
- PC4.** Recognise variations among packages of different products.

Prepare packaging area

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

- PC5.** Remove any unnecessary items from the area to make space for the items to be packaged.
- PC6.** Perform a quick safety inspection of the workplace.
- PC7.** Clean up any spills or breakages.

Assess requirements and collect necessary items

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

- PC8.** Assess the Personal Protective Equipment (PPE) required based on the product and the work environment.
- PC9.** Collect and wear all the necessary PPE.
- PC10.** Check the availability of additional tools, such as tape guns and their condition.

Get the packaging equipment ready

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

- PC11.** Visually check the condition of packaging equipment.
- PC12.** Examine whether the machine operating settings are correct. If any changes are found, adjust the settings according to the schedule.
- PC13.** Check for the calibration and validation tags on the packaging equipment.
- PC14.** Ensure that there are sufficient raw materials such as tapes and sealants.
- PC15.** Load the raw materials into the packaging machine.

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- PC16.** Ensure sensors and guides are clean and functioning to prevent misfeeds.
- PC17.** Read the user Manual and follow the manufacturer's instructions for the safety and functionality of the specific model.
- PC18.** Confirm the machine is connected to the appropriate power source and the electrical components are intact.
- PC19.** Switch on packaging equipment and wait till it is warmed up.
- PC20.** Perform a test run or trial packing and Recalibrate the machine settings if required.
- PC21.** Report to the supervisor if a problem cannot be fixed.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge of organisational products, policies and procedures.
- KU2.** Packaging symbols and standards.
- KU3.** Procedures for dealing with loss or damage to goods.
- KU4.** Risk and impact of not following defined procedures/work instructions.
- KU5.** Nature and characteristics of components being packaged.
- KU6.** Knowledge of all relevant safety and security procedures.
- KU7.** Knowledge of entire shop floor activities, and persons in charge of each function.
- KU8.** Knowledge of the coding system being used by the organisation for labelling.
- KU9.** Knowledge of Standard Operating Procedures (SOPs) for the products handled and how to react in emergencies.
- KU10.** Knowledge of controls and parameters that must be set to operate the packaging machine.
- KU11.** Knowledge of possible packaging machine problems and solutions.
- KU12.** Knowledge of packing materials that can be used for different products.
- KU13.** Types of workplace hazards that one can encounter on the job and safe operating practices.
- KU14.** Types of packaging and their uses.
- KU15.** Knowledge of unique characteristics of items such as hazards, handling method, etc.
- KU16.** Knowledge of using packaging equipment such as cartoners, tray packers, blister packers, over wrappers, etc., and labelling equipment.
- KU17.** Knowledge about widely used packing materials such as chipboard, corrugated cardboard, substrates, metal and plastic.
- KU18.** Characteristics of various packing materials and their handling methods.

Generic Skills (GS)

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

- GS1.** Fill out status reports, shift reports, damage reports, etc.
- GS2.** Fill out any complaint/insurance-related forms for damaged goods.
- GS3.** Read labels and interpret the codes as per company procedures.
- GS4.** Read and perform handling instructions and records.

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- GS5.** Read safety manuals and safety signs on the shop floor.
- GS6.** Communicate clearly with supervisors and peers.
- GS7.** Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations.
- GS8.** Provide advice and guidance to peers and juniors.
- GS9.** Ability to judge the extent of damage.
- GS10.** Ability to make a judgment as to whether the packaging equipment is in good condition or not.
- GS11.** Adjust according to volume, capacity and manpower needs during peak and non-peak hours.
- GS12.** Prioritize and execute tasks within the scheduled time limits.
- GS13.** Maintain schedules and punctuality; Avoid absenteeism.
- GS14.** Be a team player and achieve joint goals.
- GS15.** Flexibility to re-assess the schedule in case of delays/additional orders.
- GS16.** Value the customer's requirements and ensure that they are met.
- GS17.** Identify trends/common causes for errors and suggest possible solutions to the supervisor.
- GS18.** Handle day-to-day problems like delays, staffing shortages, etc.
- GS19.** Suggest methods to streamline the packaging process.
- GS20.** Ability to identify the packaged product and paste all the required labels.
- GS21.** Ability to concentrate on the task at hand and complete it without errors.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Obtain information required for packaging</i>	4	8	-	2
PC1. Obtain the shift and work schedule from the supervisor with the total number of packaging to be completed for the day.	1	2	-	1
PC2. Calculate the raw materials required for each type of product packaging.	1	2	-	-
PC3. Collect a list from the supervisor with details of the type of packaging material, the size of the packaging case to be used, and the desired weight range of each product.	1	2	-	1
PC4. Recognise variations among packages of different products.	1	2	-	-
<i>Prepare packaging area</i>	3	6	-	2
PC5. Remove any unnecessary items from the area to make space for the items to be packaged.	1	2	-	1
PC6. Perform a quick safety inspection of the workplace.	1	2	-	-
PC7. Clean up any spills or breakages.	1	2	-	1
<i>Assess requirements and collect necessary items</i>	3	6	-	1
PC8. Assess the Personal Protective Equipment (PPE) required based on the product and the work environment.	1	2	-	-
PC9. Collect and wear all the necessary PPE.	1	2	-	1
PC10. Check the availability of additional tools, such as tape guns and their condition.	1	2	-	-
<i>Get the packaging equipment ready</i>	20	40	-	5
PC11. Visually check the condition of packaging equipment.	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Examine whether the machine operating settings are correct. If any changes are found, adjust the settings according to the schedule.	1	2	-	-
PC13. Check for the calibration and validation tags on the packaging equipment.	2	4	-	1
PC14. Ensure that there are sufficient raw materials such as tapes and sealants.	2	4	-	-
PC15. Load the raw materials into the packaging machine.	2	4	-	1
PC16. Ensure sensors and guides are clean and functioning to prevent misfeeds.	2	4	-	-
PC17. Read the user Manual and follow the manufacturer's instructions for the safety and functionality of the specific model.	2	4	-	1
PC18. Confirm the machine is connected to the appropriate power source and the electrical components are intact.	2	4	-	-
PC19. Switch on packaging equipment and wait till it is warmed up.	2	4	-	1
PC20. Perform a test run or trial packing and Recalibrate the machine settings if required.	2	4	-	-
PC21. Report to the supervisor if a problem cannot be fixed.	2	4	-	-
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2201
NOS Name	Prepare for Packaging
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
NSQF Level	4
Credits	2
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQF Clearance Date	18/02/2025

Qualification Pack

LSC/N0210: Perform tertiary Packaging

Description

This unit is about performing tertiary packaging, manual labelling and resolving common packaging machine problems.

Scope

The scope covers the following :

- Perform tertiary Packaging
- Perform manual Labelling
- Resolve common packaging machine problems

Elements and Performance Criteria

Perform tertiary Packaging

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

- PC1.** Set the machine's feeding speed according to the product's type, size, weight and handling requirements.
- PC2.** Check that the goods to be packed are in their appropriate packaging cases.
- PC3.** Visually inspect the goods to be packed for damage or defects.
- PC4.** Ensure the packaging cases are ready, lined up within reach, adequately stacked, and free from obstructions.
- PC5.** Make any necessary adjustments for spacing between items to avoid jams.
- PC6.** Follow the manufacturer's guidelines for loading.
- PC7.** Place the products onto the feed conveyor or designated area of the packaging machine.
- PC8.** Use the packaging equipment to seal the packaging cases in an optimal manner.
- PC9.** Weigh the package to determine if it is within the allowed limits.
- PC10.** Report errors and discrepancies, if any, to the supervisor.
- PC11.** Remove the sealed package from the packaging machine.
- PC12.** Follow guidelines concerning handling and moving sealed packages to the labelling area or hand them over to carpenters if required.
- PC13.** Perform labelling or handover the sealed packages to a labeller for labelling as per company policy.

Perform manual Labelling

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

- PC14.** Collect sealed packages from the labelling area and cross-check the product in the packing case.
- PC15.** Paste all the required labels straight onto the packing case in the right areas and Ensure they're fully adhered.
- PC16.** Avoid overlapping with other labels or packaging details.
- PC17.** Review each labelled product to ensure all information is correct and matches the reference.

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- PC18.** Move labelled packages to the finished packages area.
- PC19.** Keep any unused labels in a designated area to prevent damage or loss.
- PC20.** Dispose of any label scraps or mistakes appropriately to maintain a tidy workspace.

Resolve common packaging machine problems

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

- PC21.** Continuously check for jams or misfeeds.
- PC22.** Perform corrective measures, such as pressing the reset button, if a machine jams or the conveyor gets stuck.
- PC23.** Reload the sealant if the machine stops due to insufficient sealant.
- PC24.** Identify packages left unpacked and place them near the end of the line to be sealed again.
- PC25.** Ensure the machine is not operated beyond rated capacity in case of a breakdown.
- PC26.** Report to the supervisor in case of discrepancies like accidents.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge of organisational products, policies and procedures.
- KU2.** Packaging symbols and standards.
- KU3.** Procedures for dealing with loss or damage to goods.
- KU4.** Risk and impact of not following defined procedures/work instructions.
- KU5.** Nature and characteristics of components being packaged.
- KU6.** Knowledge of all relevant safety and security procedures.
- KU7.** Knowledge of entire shop floor activities, and persons in charge of each function.
- KU8.** Knowledge of the coding system being used by the organisation for labelling.
- KU9.** Knowledge of Standard Operating Procedures (SOPs) for the products handled and how to react in emergencies.
- KU10.** Knowledge of controls and parameters that must be set to operate the packaging machine.
- KU11.** Knowledge of possible packaging machine problems and solutions.
- KU12.** Knowledge of packing materials that can be used for different products.
- KU13.** Types of workplace hazards that one can encounter on the job and safe operating practices.
- KU14.** Types of packaging and their uses.
- KU15.** Knowledge of unique characteristics of items such as hazards, handling method, etc.
- KU16.** Knowledge of using packaging equipment such as cartoners, tray packers, blister packers, over wrappers, etc., and labelling equipment.
- KU17.** Knowledge about widely used packing materials such as chipboard, corrugated cardboard, substrates, metal and plastic.
- KU18.** Characteristics of various packing materials and their handling methods.

Generic Skills (GS)

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

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- GS1.** Fill out status reports, shift reports, damage reports, etc.
- GS2.** Fill out any complaint/insurance-related forms for damaged goods.
- GS3.** Read labels and interpret the codes as per company procedures.
- GS4.** Read and perform handling instructions and records.
- GS5.** Read safety manuals and safety signs on the shop floor.
- GS6.** Communicate clearly with supervisors and peers.
- GS7.** Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations.
- GS8.** Provide advice and guidance to peers and juniors.
- GS9.** Ability to judge the extent of damage.
- GS10.** Ability to make a judgment as to whether the packaging equipment is in good condition or not.
- GS11.** Adjust according to volume, capacity and manpower needs during peak and non-peak hours.
- GS12.** Prioritise and execute tasks within the scheduled time limits.
- GS13.** Maintain schedules and punctuality; Avoid absenteeism.
- GS14.** Be a team player and achieve joint goals.
- GS15.** Flexibility to re-assess the schedule in case of delays/additional orders.
- GS16.** Value the customer's requirements and ensure that they are met.
- GS17.** Identify trends/common causes for errors and suggest possible solutions to the supervisor.
- GS18.** Handle day-to-day problems like delays, staffing shortages, etc.
- GS19.** Suggest methods to streamline the packaging process.
- GS20.** Ability to identify the packaged product and paste all the required labels.
- GS21.** Ability to concentrate on the task at hand and complete it without errors.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform tertiary Packaging</i>	13	26	-	5
PC1. Set the machine's feeding speed according to the product's type, size, weight and handling requirements.	1	2	-	1
PC2. Check that the goods to be packed are in their appropriate packaging cases.	1	2	-	-
PC3. Visually inspect the goods to be packed for damage or defects.	1	2	-	-
PC4. Ensure the packaging cases are ready, lined up within reach, adequately stacked, and free from obstructions.	1	2	-	1
PC5. Make any necessary adjustments for spacing between items to avoid jams.	1	2	-	-
PC6. Follow the manufacturer's guidelines for loading.	1	2	-	-
PC7. Place the products onto the feed conveyor or designated area of the packaging machine.	1	2	-	1
PC8. Use the packaging equipment to seal the packaging cases in an optimal manner.	1	2	-	-
PC9. Weigh the package to determine if it is within the allowed limits.	1	2	-	-
PC10. Report errors and discrepancies, if any, to the supervisor.	1	2	-	1
PC11. Remove the sealed package from the packaging machine.	1	2	-	-
PC12. Follow guidelines concerning handling and moving sealed packages to the labelling area or hand them over to carpenters if required.	1	2	-	-
PC13. Perform labelling or handover the sealed packages to a labeller for labelling as per company policy.	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform manual Labelling</i>	7	14	-	2
PC14. Collect sealed packages from the labelling area and cross-check the product in the packing case.	1	2	-	-
PC15. Paste all the required labels straight onto the packing case in the right areas and Ensure they're fully adhered.	1	2	-	-
PC16. Avoid overlapping with other labels or packaging details.	1	2	-	1
PC17. Review each labelled product to ensure all information is correct and matches the reference.	1	2	-	-
PC18. Move labelled packages to the finished packages area.	1	2	-	-
PC19. Keep any unused labels in a designated area to prevent damage or loss.	1	2	-	1
PC20. Dispose of any label scraps or mistakes appropriately to maintain a tidy workspace.	1	2	-	-
<i>Resolve common packaging machine problems</i>	10	20	-	3
PC21. Continuously check for jams or misfeeds.	1	2	-	-
PC22. Perform corrective measures, such as pressing the reset button, if a machine jams or the conveyor gets stuck.	1	2	-	1
PC23. Reload the sealant if the machine stops due to insufficient sealant.	2	4	-	-
PC24. Identify packages left unpacked and place them near the end of the line to be sealed again.	2	4	-	1
PC25. Ensure the machine is not operated beyond rated capacity in case of a breakdown.	2	4	-	-
PC26. Report to the supervisor in case of discrepancies like accidents.	2	4	-	1
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N0210
NOS Name	Perform tertiary Packaging
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
NSQF Level	4
Credits	3
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQF Clearance Date	18/02/2025

Qualification Pack

LSC/N0211: Execute Post Packaging Activities

Description

This unit is about post packaging activities such as cleaning and maintaining the packaging machine, shift hand-over, etc.

Scope

The scope covers the following :

- Shutdown and Daily Maintenance
- Clean the Packaging Area
- Hand over and reporting

Elements and Performance Criteria

Shutdown and Daily Maintenance

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

- PC1.** Turn off the machinery correctly to avoid unnecessary wear and tear.
- PC2.** Clean and inspect the packaging equipment to ensure it is fit for the next day's operations.
- PC3.** Perform routine maintenance, such as lubricating moving parts, checking belts, and inspecting sensors.

Clean the Packaging Area

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

- PC4.** Dispose of waste materials, such as damaged labels, packing cases, etc., safely as per the waste management policy of the company.
- PC5.** Perform a quick safety inspection of the packaging and labelling areas.
- PC6.** Clean up any spills or breakages.
- PC7.** Return any PPE, tools, materials and equipment used to their storage racks.

Hand over and reporting

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

- PC8.** Notify the supervisor of any concerns at work, such as delays due to machine stops, damaged packages, etc.
- PC9.** Provide feedback regarding damage, if any, delays in packaging and labelling, inability to meet an order, etc.
- PC10.** Restock packaging supplies as needed to ensure readiness for the next shift.
- PC11.** Complete any forms as management requires, such as packaging machine status, shift status, etc.
- PC12.** Maintain Batch Packaging Record (BPR), including packaging process-related logbooks and documents.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** Knowledge of organisational products, policies and procedures.
- KU2.** Packaging symbols and standards.
- KU3.** Procedures for dealing with loss or damage to goods.
- KU4.** Risk and impact of not following defined procedures/work instructions.
- KU5.** Nature and characteristics of components being packaged.
- KU6.** Knowledge of all relevant safety and security procedures.
- KU7.** Knowledge of entire shop floor activities, and persons in charge of each function.
- KU8.** Knowledge of the coding system being used by the organisation for labelling.
- KU9.** Knowledge of Standard Operating Procedures (SOPs) for the products handled and how to react in emergencies.
- KU10.** Knowledge of controls and parameters that must be set to operate the packaging machine.
- KU11.** Knowledge of possible packaging machine problems and solutions.
- KU12.** Knowledge of packing materials that can be used for different products.
- KU13.** Types of workplace hazards that one can encounter on the job and safe operating practices.
- KU14.** Types of packaging and their uses.
- KU15.** Knowledge of unique characteristics of items such as hazards, handling method, etc.
- KU16.** Knowledge of using packaging equipment such as cartoners, tray packers, blister packers, over wrappers, etc., and labelling equipment.
- KU17.** Knowledge about widely used packing materials such as chipboard, corrugated cardboard, substrates, metal and plastic.
- KU18.** Characteristics of various packing materials and their handling methods.

Generic Skills (GS)

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

- GS1.** Fill out status reports, shift reports, damage reports, etc.
- GS2.** Fill out any complaint/insurance-related forms for damaged goods.
- GS3.** Read labels and interpret the codes as per company procedures.
- GS4.** Read and perform handling instructions and records.
- GS5.** Read safety manuals and safety signs on the shop floor.
- GS6.** Communicate clearly with supervisors and peers.
- GS7.** Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations.
- GS8.** Provide advice and guidance to peers and juniors.
- GS9.** Ability to judge the extent of damage.
- GS10.** Ability to make a judgment as to whether the packaging equipment is in good condition or not.
- GS11.** Adjust according to volume, capacity and manpower needs during peak and non-peak hours.
- GS12.** Prioritise and execute tasks within the scheduled time limits.
- GS13.** Maintain schedules and punctuality; Avoid absenteeism.
- GS14.** Be a team player and achieve joint goals.



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- GS15.** Flexibility to re-assess the schedule in case of delays/additional orders.
- GS16.** Value the customer's requirements and ensure that they are met.
- GS17.** Identify trends/common causes for errors and suggest possible solutions to the supervisor.
- GS18.** Handle day-to-day problems like delays, staffing shortages, etc.
- GS19.** Suggest methods to streamline the packaging process.
- GS20.** Ability to identify the packaged product and paste all the required labels.
- GS21.** Ability to concentrate on the task at hand and complete it without errors.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Shutdown and Daily Maintenance</i>	9	15	-	3
PC1. Turn off the machinery correctly to avoid unnecessary wear and tear.	3	5	-	1
PC2. Clean and inspect the packaging equipment to ensure it is fit for the next day's operations.	3	5	-	1
PC3. Perform routine maintenance, such as lubricating moving parts, checking belts, and inspecting sensors.	3	5	-	1
<i>Clean the Packaging Area</i>	11	20	-	4
PC4. Dispose of waste materials, such as damaged labels, packing cases, etc., safely as per the waste management policy of the company.	3	5	-	1
PC5. Perform a quick safety inspection of the packaging and labelling areas.	3	5	-	1
PC6. Clean up any spills or breakages.	3	5	-	1
PC7. Return any PPE, tools, materials and equipment used to their storage racks.	2	5	-	1
<i>Hand over and reporting</i>	10	25	-	3
PC8. Notify the supervisor of any concerns at work, such as delays due to machine stops, damaged packages, etc.	2	5	-	1
PC9. Provide feedback regarding damage, if any, delays in packaging and labelling, inability to meet an order, etc.	2	5	-	1
PC10. Restock packaging supplies as needed to ensure readiness for the next shift.	2	5	-	1
PC11. Complete any forms as management requires, such as packaging machine status, shift status, etc.	2	5	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Maintain Batch Packaging Record (BPR), including packaging process-related logbooks and documents.	2	5	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N0211
NOS Name	Execute Post Packaging Activities
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQF Clearance Date	18/02/2025

Qualification Pack

LSC/N0212: Conduct preventive maintenance of the Packaging Machine

Description

This OS unit is about performing maintenance operations.

Scope

The scope covers the following :

- Conduct preventive maintenance

Elements and Performance Criteria

Conduct preventive maintenance

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

- PC1.** Collect maintenance schedule from the supervisor and arrange for necessary tools, such as wrenches, screwdrivers, cleaning supplies, and lubricants.
- PC2.** In case of a machine overhaul, plan maintenance in advance and recommend it during holidays or non-peak hours.
- PC3.** Check the manufacturer's instruction manual for specific maintenance instructions and safety precautions.
- PC4.** Examine for any visible signs of wear or damage, such as frayed belts, leaks, or loose components.
- PC5.** Observe the overall functioning of the packaging machine to identify any problems with material flow, quality of output, cycle time analysis, power and controls, etc.
- PC6.** Make any minor adjustments in settings or parameters if required to ensure smooth functioning.
- PC7.** Clean packaging equipment and remove debris, dust, or product residues from the machine's surfaces, including belts, hoppers, and control panels.
- PC8.** Apply appropriate lubricants to bearings, gears, and other moving parts as specified in the manual.
- PC9.** Inspect the Electrical Components, such as wiring and connections, for any signs of wear or damage.
- PC10.** Ensure that all safety features like safety alarms and indicators, etc., are functioning properly.
- PC11.** Verify that the machine is correctly calibrated for product measurements, speeds, and settings.
- PC12.** Replace any parts that have worn out at the times specified by the manufacturer.
- PC13.** Assess the packaging machine and escalate to the supervisor if there is a likelihood of future problems; replacement of parts or service from a specialised technician is required.
- PC14.** Complete and check off all the line items in the preventive maintenance checklist.
- PC15.** Test run the packaging equipment to ensure that it is fully functional and safe for use.
- PC16.** Record all maintenance performed, including dates, completed tasks, and replaced parts.
- PC17.** Clean the area after maintenance activity.

Qualification Pack

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Types of documentation used in the organisation, e.g. daily maintenance checklist and importance of the same.
- KU2.** Risk and impact of not following defined procedures/ work instructions.
- KU3.** Records to be maintained and implications of non-maintenance of the same.
- KU4.** Knowledge of security procedures, e.g. secure storage of inventory.
- KU5.** Rules and regulations of the shop floor as per company's standard operating procedure (SOP).
- KU6.** Risk and impact of not following safety procedures.
- KU7.** Escalation matrix for reporting identified problems.
- KU8.** Cost of equipment and loss for the company that results from damage to equipment.
- KU9.** Implications of delays in the process to the company.
- KU10.** Controls and switches used to operate the packaging machine properly.
- KU11.** Basic physics and mechanics associated with the packaging machine.
- KU12.** Factory signs and other safety and emergency signals.
- KU13.** Ability to understand the hazard labels for the supplies being used.
- KU14.** Correct maintenance procedures for packaging machines.
- KU15.** Response to emergencies, e.g. fire.
- KU16.** Safety regulations while operating the packaging machine.
- KU17.** The optimal working condition of the packaging machine and its components
- KU18.** Optimal levels of fluids and lubricants.
- KU19.** Packaging machine components and particular areas that require greasing.
- KU20.** Knowledge of all the packaging machine components and their functions.
- KU21.** Ability to test and safely carry out maintenance tasks on the packaging machine.
- KU22.** Ability to identify deviations from normal operations and diagnose and repair packaging machines.

Generic Skills (GS)

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

- GS1.** Fill out checklists and maintenance logbooks detailing maintenance activities conducted.
- GS2.** Ability to prepare detailed technical reports.
- GS3.** Read labels to identify the product and its associated hazards.
- GS4.** Read and understand instructions from checklists /company logbooks and records.
- GS5.** Read safety manuals and safety signs on the warehouse floor.
- GS6.** Communicate clearly with supervisors and peers.
- GS7.** Regularly communicates with all employees in the chain of activities on the shop floor to ensure activities are running smoothly.

Qualification Pack

- GS8.** Provide advice and guidance to peers and juniors.
- GS9.** Act objectively, rather than impulsively or emotionally, when faced with difficult/stressful or emotional situations.
- GS10.** Ability to make a judgment as to whether the packaging machines are in good condition or not.
- GS11.** Adjust according to volume, capacity and manpower needs during peak and non-peak hours.
- GS12.** Prioritise and execute tasks within the scheduled time limits.
- GS13.** Maintain schedules, punctuality and avoid absenteeism.
- GS14.** Be a team player and achieve joint goals.
- GS15.** Flexibility to re-assess schedule in case of delays/additional orders.
- GS16.** Analyse the internal customer requirements and ensure that they are met.
- GS17.** Identify trends/common causes for errors and suggest possible solutions to the supervisor.
- GS18.** Handle day-to-day problems like delays, staffing shortages, etc.
- GS19.** Suggest methods to streamline the maintenance process.
- GS20.** Ability to assess the condition of each packaging machine.
- GS21.** Ability to concentrate on the task at hand and complete it without errors.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct preventive maintenance</i>	30	60	-	10
PC1. Collect maintenance schedule from the supervisor and arrange for necessary tools, such as wrenches, screwdrivers, cleaning supplies, and lubricants.	2	3	-	1
PC2. In case of a machine overhaul, plan maintenance in advance and recommend it during holidays or non-peak hours.	2	3	-	-
PC3. Check the manufacturer's instruction manual for specific maintenance instructions and safety precautions.	2	3	-	1
PC4. Examine for any visible signs of wear or damage, such as frayed belts, leaks, or loose components.	2	3	-	-
PC5. Observe the overall functioning of the packaging machine to identify any problems with material flow, quality of output, cycle time analysis, power and controls, etc.	2	3	-	1
PC6. Make any minor adjustments in settings or parameters if required to ensure smooth functioning.	2	3	-	-
PC7. Clean packaging equipment and remove debris, dust, or product residues from the machine's surfaces, including belts, hoppers, and control panels.	2	3	-	1
PC8. Apply appropriate lubricants to bearings, gears, and other moving parts as specified in the manual.	2	3	-	-
PC9. Inspect the Electrical Components, such as wiring and connections, for any signs of wear or damage.	2	4	-	1
PC10. Ensure that all safety features like safety alarms and indicators, etc., are functioning properly.	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Verify that the machine is correctly calibrated for product measurements, speeds, and settings.	2	4	-	1
PC12. Replace any parts that have worn out at the times specified by the manufacturer.	2	4	-	-
PC13. Assess the packaging machine and escalate to the supervisor if there is a likelihood of future problems; replacement of parts or service from a specialised technician is required.	2	4	-	1
PC14. Complete and check off all the line items in the preventive maintenance checklist.	1	4	-	-
PC15. Test run the packaging equipment to ensure that it is fully functional and safe for use.	1	4	-	1
PC16. Record all maintenance performed, including dates, completed tasks, and replaced parts.	1	4	-	1
PC17. Clean the area after maintenance activity.	1	4	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N0212
NOS Name	Conduct preventive maintenance of the Packaging Machine
Sector	Logistics
Sub-Sector	
Occupation	Packaging
NSQF Level	4
Credits	3
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Follow health, safety and security measures during all activities

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

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

Maintain a healthy and hygienic workplace

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

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

Handle emergency situations

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

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

Qualification Pack

Maintain integrity and ensure data security

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

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

Professional and ethical practice

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

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

Ensure regulatory compliance

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N9911
NOS Name	Follow health, safety, security procedures and maintain integrity, ethics at workplace
Sector	Logistics
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

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	-	-	-	-

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	30/04/2028
NSQC Clearance Date	08/05/2025

Qualification Pack

LSC/N0213: Operate Labelling Machine

Description

This OS unit is about printing labels and operating the labelling machine.

Scope

The scope covers the following :

- Print Labels using a label maker or printer
- Prepare and set up Labelling Machine
- Load Labels and Products
- Adjust Machine Settings
- Operate the Labeling Machine

Elements and Performance Criteria

Print Labels using a label maker or printer

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

- PC1.** Check the settings of label maker/ printer.
- PC2.** Load necessary label roll/ tape/ label sheets, etc.
- PC3.** Check alignment and format by printing sample labels.
- PC4.** Print the required labels according to the labelling schedule.
- PC5.** Cut the labels according to the required size and shape in case the labels are printed in a roll.

Prepare and set up Labelling Machine

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

- PC6.** Follow the steps involved in the Prepare for Packaging process.
- PC7.** Check for any visible signs of wear or damage on the machine and make sure that all parts, such as the rollers, sensors, and label applicators, are in good condition.
- PC8.** Ensure there is no debris or leftover material from previous runs, which could cause issues during labelling.

Load Labels and Products

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

- PC9.** Place the roll of labels onto the machine, ensuring it is loaded correctly with the right orientation.
- PC10.** Ensure the labels are properly wound on the spool and the leading edge is aligned with the feeding mechanism.
- PC11.** Adjust the label roll tension to avoid over or underfeeding of labels.
- PC12.** Confirm the labels are the correct size for the product being labelled. The machine may have adjustable label length, width, and position settings.
- PC13.** Make sure that the product is placed correctly on the conveyor or labelling station and aligned properly for certain machines to avoid label misapplication.

Qualification Pack

Adjust Machine Settings

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

- PC14.** Adjust the position of the label on the product (e.g., front, back, or wraparound labelling).
- PC15.** Input the correct label size (height and width) into the machine's control panel so it applies the label correctly.
- PC16.** Set the desired labelling speed, which should match the product flow on the conveyor.
- PC17.** Adjust the sensor to recognise the exact position of the product to trigger the labelling mechanism.
- PC18.** Set the applicator head (roller, tamp, or blow) to the correct position of the labelling product.
- PC19.** Confirm that the applicator will cover the entire product circumference if it's a wraparound labelling machine.

Operate the Labeling Machine

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

- PC20.** Start the Machine and Monitor the Labeling Process.
- PC21.** Ensure that labels are placed at the right spot on the product or package, and Adjust the Speed if Needed.
- PC22.** Regularly inspect the position of labels on the products to ensure they are applied correctly (e.g., not skewed, at the right location).
- PC23.** Ensure that labels are not wrinkled or bubbling up, which can affect the product's appearance and presentation.
- PC24.** Verify that the label is securely adhered to and that the adhesive is applied effectively.
- PC25.** Perform the steps involved in Post Packaging Activities.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Types of documentation used in the organisation, e.g. daily maintenance checklist and importance of the same.
- KU2.** Risk and impact of not following defined procedures/ work instructions.
- KU3.** Records to be maintained and implications of non-maintenance of the same.
- KU4.** Knowledge of security procedures, e.g. secure storage of inventory.
- KU5.** Rules and regulations of the shop floor as per company's standard operating procedure (SOP).
- KU6.** Risk and impact of not following safety procedures.
- KU7.** Escalation matrix for reporting identified problems.
- KU8.** Cost of equipment and loss for the company that results from damage to equipment.
- KU9.** Implications of delays in the process to the company.
- KU10.** Controls and switches used to operate the packaging machine properly.
- KU11.** Basic physics and mechanics associated with the packaging machine.
- KU12.** Factory signs and other safety and emergency signals.
- KU13.** Ability to understand the hazard labels for the supplies being used.
- KU14.** Correct maintenance procedures for packaging machines.

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- KU15.** Response to emergencies, e.g. fire.
- KU16.** Safety regulations while operating the packaging machine.
- KU17.** The optimal working condition of the packaging machine and its components.
- KU18.** Optimal levels of fluids and lubricants.
- KU19.** Packaging machine components and particular areas that require greasing.
- KU20.** Knowledge of all the packaging machine components and their functions.
- KU21.** Ability to test and safely carry out maintenance tasks on the packaging machine.
- KU22.** Ability to identify deviations from normal operations and diagnose and repair packaging machines.

Generic Skills (GS)

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

- GS1.** Fill out checklists and maintenance logbooks detailing maintenance activities conducted.
- GS2.** Ability to prepare detailed technical reports.
- GS3.** Read labels to identify the product and its associated hazards.
- GS4.** Read and understand instructions from checklists /company logbooks and records.
- GS5.** Read safety manuals and safety signs on the warehouse floor.
- GS6.** Communicate clearly with supervisors and peers.
- GS7.** Regularly communicates with all employees in the chain of activities on the shop floor to ensure activities are running smoothly.
- GS8.** Provide advice and guidance to peers and juniors.
- GS9.** Act objectively, rather than impulsively or emotionally, when faced with difficult/stressful or emotional situations.
- GS10.** Ability to make a judgment as to whether the packaging machines are in good condition or not.
- GS11.** Adjust according to volume, capacity and manpower needs during peak and non-peak hours.
- GS12.** Prioritise and execute tasks within the scheduled time limits.
- GS13.** Maintain schedules, punctuality and avoid absenteeism.
- GS14.** Be a team player and achieve joint goals.
- GS15.** Flexibility to re-assess schedule in case of delays/additional orders.
- GS16.** Analyse the internal customer requirements and ensure that they are met.
- GS17.** Identify trends/common causes for errors and suggest possible solutions to the supervisor.
- GS18.** Handle day-to-day problems like delays, staffing shortages, etc.
- GS19.** Suggest methods to streamline the maintenance process.
- GS20.** Ability to assess the condition of each packaging machine.
- GS21.** Ability to concentrate on the task at hand and complete it without errors.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Print Labels using a label maker or printer</i>	5	10	-	2
PC1. Check the settings of label maker/ printer.	1	2	-	1
PC2. Load necessary label roll/ tape/ label sheets, etc.	1	2	-	-
PC3. Check alignment and format by printing sample labels.	1	2	-	-
PC4. Print the required labels according to the labelling schedule.	1	2	-	1
PC5. Cut the labels according to the required size and shape in case the labels are printed in a roll.	1	2	-	-
<i>Prepare and set up Labelling Machine</i>	3	6	-	1
PC6. Follow the steps involved in the Prepare for Packaging process.	1	2	-	-
PC7. Check for any visible signs of wear or damage on the machine and make sure that all parts, such as the rollers, sensors, and label applicators, are in good condition.	1	2	-	1
PC8. Ensure there is no debris or leftover material from previous runs, which could cause issues during labelling.	1	2	-	-
<i>Load Labels and Products</i>	5	10	-	2
PC9. Place the roll of labels onto the machine, ensuring it is loaded correctly with the right orientation.	1	2	-	-
PC10. Ensure the labels are properly wound on the spool and the leading edge is aligned with the feeding mechanism.	1	2	-	1
PC11. Adjust the label roll tension to avoid over or underfeeding of labels.	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Confirm the labels are the correct size for the product being labelled. The machine may have adjustable label length, width, and position settings.	1	2	-	-
PC13. Make sure that the product is placed correctly on the conveyor or labelling station and aligned properly for certain machines to avoid label misapplication.	1	2	-	1
<i>Adjust Machine Settings</i>	6	12	-	2
PC14. Adjust the position of the label on the product (e.g., front, back, or wraparound labelling).	1	2	-	-
PC15. Input the correct label size (height and width) into the machine's control panel so it applies the label correctly.	1	2	-	-
PC16. Set the desired labelling speed, which should match the product flow on the conveyor.	1	2	-	1
PC17. Adjust the sensor to recognise the exact position of the product to trigger the labelling mechanism.	1	2	-	-
PC18. Set the applicator head (roller, tamp, or blow) to the correct position of the labelling product.	1	2	-	-
PC19. Confirm that the applicator will cover the entire product circumference if it's a wraparound labelling machine.	1	2	-	1
<i>Operate the Labeling Machine</i>	11	22	-	3
PC20. Start the Machine and Monitor the Labeling Process.	1	2	-	-
PC21. Ensure that labels are placed at the right spot on the product or package, and Adjust the Speed if Needed.	2	4	-	-
PC22. Regularly inspect the position of labels on the products to ensure they are applied correctly (e.g., not skewed, at the right location).	2	4	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. Ensure that labels are not wrinkled or bubbling up, which can affect the product's appearance and presentation.	2	4	-	-
PC24. Verify that the label is securely adhered to and that the adhesive is applied effectively.	2	4	-	1
PC25. Perform the steps involved in Post Packaging Activities.	2	4	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N0213
NOS Name	Operate Labelling Machine
Sector	Logistics
Sub-Sector	
Occupation	Packaging
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

LSC/N0214: Operate Case Packer/ Palletizer

Description

This OS unit is about feeding products for the Case Packer/Palletizer and operating the same.

Scope

The scope covers the following :

- Prepare and Set up the Case Packer/Palletizer
- Load Products into the Case Packer
- Operate the Case Packer
- Transition to the Palletizer
- Monitor and Troubleshoot

Elements and Performance Criteria

Prepare and Set up the Case Packer/Palletizer

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

- PC1.** Follow the steps involved in the Prepare for Packaging process.
- PC2.** Ensure that the correct size cases are used or set the machine to adjust to different sizes automatically.

Load Products into the Case Packer

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

- PC3.** Ensure products are aligned according to the packing requirements (e.g., standing or lying down).
- PC4.** Place empty cases (boxes) in the machine's loading area.

Operate the Case Packer

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

- PC5.** Turn on the case packer and ensure that the product feeder and robotic arms (if applicable) work properly.
- PC6.** Adjust the machine's speed to ensure smooth operation.
- PC7.** Watch for jams, misalignments, or malfunctioning components.
- PC8.** Occasionally check the packed cases to ensure they meet quality standards.

Transition to the Palletizer

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

- PC9.** Unload the Packed Cases from the case packer and transfer them to the palletizer.
- PC10.** Ensure that the palletizer arranges and stacks the packed cases onto a pallet according to the specified stacking pattern.
- PC11.** Confirm that the palletizer stacks the boxes in multiple layers according to the size of the cases and weight, ensuring stability and weight distribution.

Monitor and Troubleshoot

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

Qualification Pack

- PC12.** If the case packer or palletizer jams, stop the machine, remove the obstruction, and restart once the issue is resolved.
- PC13.** Handle Error Codes or error messages displayed on the control panel and follow the troubleshooting guide to resolve issues.
- PC14.** Be familiar with the emergency stop button and how to use it.
- PC15.** Ensure the equipment is locked out and tagged out when performing maintenance or repairs.
- PC16.** Perform the steps involved in Post Packaging Activities.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Types of documentation used in the organisation, e.g. daily maintenance checklist and importance of the same.
- KU2.** Risk and impact of not following defined procedures/ work instructions.
- KU3.** Records to be maintained and implications of non-maintenance of the same.
- KU4.** Knowledge of security procedures, e.g. secure storage of inventory.
- KU5.** Rules and regulations of the shop floor as per company's standard operating procedure (SOP).
- KU6.** Risk and impact of not following safety procedures.
- KU7.** Escalation matrix for reporting identified problems.
- KU8.** Cost of equipment and loss for the company that results from damage to equipment.
- KU9.** Implications of delays in the process to the company.
- KU10.** Controls and switches used to operate the packaging machine properly.
- KU11.** Basic physics and mechanics associated with the packaging machine.
- KU12.** Factory signs and other safety and emergency signals.
- KU13.** Ability to understand the hazard labels for the supplies being used.
- KU14.** Correct maintenance procedures for packaging machines.
- KU15.** Response to emergencies, e.g. fire.
- KU16.** Safety regulations while operating the packaging machine.
- KU17.** The optimal working condition of the packaging machine and its components.
- KU18.** Optimal levels of fluids and lubricants.
- KU19.** Packaging machine components and particular areas that require greasing.
- KU20.** Knowledge of all the packaging machine components and their functions.
- KU21.** Ability to test and safely carry out maintenance tasks on the packaging machine.
- KU22.** Ability to identify deviations from normal operations and diagnose and repair packaging machines.

Generic Skills (GS)

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

- GS1.** Fill out checklists and maintenance logbooks detailing maintenance activities conducted.

Qualification Pack

- GS2.** Ability to prepare detailed technical reports.
- GS3.** Read labels to identify the product and its associated hazards.
- GS4.** Read and understand instructions from checklists /company logbooks and records.
- GS5.** Read safety manuals and safety signs on the warehouse floor.
- GS6.** Communicate clearly with supervisors and peers.
- GS7.** Regularly communicates with all employees in the chain of activities on the shop floor to ensure activities are running smoothly.
- GS8.** Provide advice and guidance to peers and juniors.
- GS9.** Act objectively, rather than impulsively or emotionally, when faced with difficult/stressful or emotional situations.
- GS10.** Ability to make a judgment as to whether the packaging machines are in good condition or not.
- GS11.** Adjust according to volume, capacity and manpower needs during peak and non-peak hours.
- GS12.** Prioritise and execute tasks within the scheduled time limits.
- GS13.** Maintain schedules, punctuality and avoid absenteeism.
- GS14.** Be a team player and achieve joint goals.
- GS15.** Flexibility to re-assess schedule in case of delays/additional orders.
- GS16.** Analyse the internal customer requirements and ensure that they are met.
- GS17.** Identify trends/common causes for errors and suggest possible solutions to the supervisor.
- GS18.** Handle day-to-day problems like delays, staffing shortages, etc.
- GS19.** Suggest methods to streamline the maintenance process.
- GS20.** Ability to assess the condition of each packaging machine.
- GS21.** Ability to concentrate on the task at hand and complete it without errors.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and Set up the Case Packer/Palletizer</i>	4	6	-	1
PC1. Follow the steps involved in the Prepare for Packaging process.	2	3	-	1
PC2. Ensure that the correct size cases are used or set the machine to adjust to different sizes automatically.	2	3	-	-
<i>Load Products into the Case Packer</i>	4	6	-	1
PC3. Ensure products are aligned according to the packing requirements (e.g., standing or lying down).	2	3	-	1
PC4. Place empty cases (boxes) in the machine's loading area.	2	3	-	-
<i>Operate the Case Packer</i>	8	12	-	2
PC5. Turn on the case packer and ensure that the product feeder and robotic arms (if applicable) work properly.	2	3	-	-
PC6. Adjust the machine's speed to ensure smooth operation.	2	3	-	1
PC7. Watch for jams, misalignments, or malfunctioning components.	2	3	-	-
PC8. Occasionally check the packed cases to ensure they meet quality standards.	2	3	-	1
<i>Transition to the Palletizer</i>	6	11	-	3
PC9. Unload the Packed Cases from the case packer and transfer them to the palletizer.	2	3	-	1
PC10. Ensure that the palletizer arranges and stacks the packed cases onto a pallet according to the specified stacking pattern.	2	4	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Confirm that the palletizer stacks the boxes in multiple layers according to the size of the cases and weight, ensuring stability and weight distribution.	2	4	-	1
<i>Monitor and Troubleshoot</i>	8	25	-	3
PC12. If the case packer or palletizer jams, stop the machine, remove the obstruction, and restart once the issue is resolved.	2	5	-	1
PC13. Handle Error Codes or error messages displayed on the control panel and follow the troubleshooting guide to resolve issues.	2	5	-	-
PC14. Be familiar with the emergency stop button and how to use it.	2	5	-	1
PC15. Ensure the equipment is locked out and tagged out when performing maintenance or repairs.	1	5	-	-
PC16. Perform the steps involved in Post Packaging Activities.	1	5	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N0214
NOS Name	Operate Case Packer/ Palletizer
Sector	Logistics
Sub-Sector	
Occupation	Packaging
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

LSC/N0215: Operate Stretch Wrapping/ Strapping Machine

Description

This OS unit is about operating a Stretch Wrapping/ Strapping Machine.

Scope

The scope covers the following :

- Prepare and Set up the Stretch Wrapping/ Strapping Machine
- Load the Product or Pallet
- Operate the Stretch Wrapping Machine
- Operate the Strapping Machine
- Monitor the Process

Elements and Performance Criteria

Prepare and Set up the Stretch Wrapping/ Strapping Machine

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

- PC1.** Follow the steps involved in the Prepare for Packaging process.
- PC2.** Set Parameters and modify the settings based on the type of product being wrapped or strapped.
- PC3.** Adjust the number of film layers, stretch percentage, and wrapping speed.
- PC4.** Align the tension, strap width, and the number of straps to be applied for the strapping machine.

Load the Product or Pallet

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

- PC5.** Ensure that the product or pallet is properly placed in the machine's loading area and that the load is stable and centered.
- PC6.** Position the pallet or product correctly on the turntable or conveyor belt (depending on the machine type).

Operate the Stretch Wrapping Machine

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

- PC7.** Turn on the machine by pressing the start button or following the instructions for the machine.
- PC8.** Ensure the pallet rotates and the film is applied to the product as it spins on the turntable.
- PC9.** Check that the film is threaded correctly through the machine and that the machine automatically applies the wrap.
- PC10.** Adjust film tension or wrapping speed Manually based on the product size and requirements.
- PC11.** Confirm that there's a consistent overlap with each film layer and that the load is secure.
- PC12.** Ensure 2-3 full film turns are done for proper security or add as required.

Operate the Strapping Machine

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

Qualification Pack

- PC13.** Place the strapping coil onto the machine.
- PC14.** Verify that the strap is aligned properly so it feeds through the machine without jamming.
- PC15.** Set down the pallet or load in the designated area for strapping.
- PC16.** Press the start button or foot pedal to activate the strapping machine once the product is stable and aligned.
- PC17.** Ensure the machine applies the strap around the load, automatically tensioning, sealing, and cutting it.
- PC18.** Adjust the strap tension (some machines allow for manual or automatic tensioning) to ensure the strap is tight enough to secure the load without damaging the product.

Monitor the Process

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

- PC19.** Ensure the wrapping or strapping is consistent throughout the process, with no gaps or loose areas.
- PC20.** If the film isn't applying evenly, check the film's tension or alignment and ensure there are no obstructions in the machine's path.
- PC21.** Watch the strap's tension to avoid over-tightening or under-tightening, as either can be problematic.
- PC22.** Manually or automatically unload the pallet from the machine, once the product is securely wrapped or strapped.
- PC23.** Perform the steps involved in Post Packaging Activities.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Types of documentation used in the organisation, e.g. daily maintenance checklist and importance of the same.
- KU2.** Risk and impact of not following defined procedures/ work instructions.
- KU3.** Records to be maintained and implications of non-maintenance of the same.
- KU4.** Knowledge of security procedures, e.g. secure storage of inventory.
- KU5.** Rules and regulations of the shop floor as per company's standard operating procedure (SOP).
- KU6.** Risk and impact of not following safety procedures.
- KU7.** Escalation matrix for reporting identified problems.
- KU8.** Cost of equipment and loss for the company that results from damage to equipment.
- KU9.** Implications of delays in the process to the company.
- KU10.** Controls and switches used to operate the packaging machine properly.
- KU11.** Basic physics and mechanics associated with the packaging machine.
- KU12.** Factory signs and other safety and emergency signals.
- KU13.** Ability to understand the hazard labels for the supplies being used.
- KU14.** Correct maintenance procedures for packaging machines.
- KU15.** Response to emergencies, e.g. fire.
- KU16.** Safety regulations while operating the packaging machine.

Qualification Pack

- KU17.** The optimal working condition of the packaging machine and its components.
- KU18.** Optimal levels of fluids and lubricants.
- KU19.** Packaging machine components and particular areas that require greasing.
- KU20.** Knowledge of all the packaging machine components and their functions.
- KU21.** Ability to test and safely carry out maintenance tasks on the packaging machine.
- KU22.** Ability to identify deviations from normal operations and diagnose and repair packaging machines.

Generic Skills (GS)

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

- GS1.** Fill out checklists and maintenance logbooks detailing maintenance activities conducted.
- GS2.** Ability to prepare detailed technical reports.
- GS3.** Read labels to identify the product and its associated hazards.
- GS4.** Read and understand instructions from checklists /company logbooks and records.
- GS5.** Read safety manuals and safety signs on the warehouse floor.
- GS6.** Communicate clearly with supervisors and peers.
- GS7.** Regularly communicates with all employees in the chain of activities on the shop floor to ensure activities are running smoothly.
- GS8.** Provide advice and guidance to peers and juniors.
- GS9.** Act objectively, rather than impulsively or emotionally, when faced with difficult/stressful or emotional situations.
- GS10.** Ability to make a judgment as to whether the packaging machines are in good condition or not.
- GS11.** Adjust according to volume, capacity and manpower needs during peak and non-peak hours.
- GS12.** Prioritise and execute tasks within the scheduled time limits.
- GS13.** Maintain schedules, punctuality and avoid absenteeism.
- GS14.** Be a team player and achieve joint goals.
- GS15.** Flexibility to re-assess schedule in case of delays/additional orders.
- GS16.** Analyse the internal customer requirements and ensure that they are met.
- GS17.** Identify trends/common causes for errors and suggest possible solutions to the supervisor.
- GS18.** Handle day-to-day problems like delays, staffing shortages, etc.
- GS19.** Suggest methods to streamline the maintenance process.
- GS20.** Ability to assess the condition of each packaging machine.
- GS21.** Ability to concentrate on the task at hand and complete it without errors.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and Set up the Stretch Wrapping/ Strapping Machine</i>	4	8	-	2
PC1. Follow the steps involved in the Prepare for Packaging process.	1	2	-	1
PC2. Set Parameters and modify the settings based on the type of product being wrapped or strapped.	1	2	-	-
PC3. Adjust the number of film layers, stretch percentage, and wrapping speed.	1	2	-	1
PC4. Align the tension, strap width, and the number of straps to be applied for the strapping machine.	1	2	-	-
<i>Load the Product or Pallet</i>	2	4	-	1
PC5. Ensure that the product or pallet is properly placed in the machine's loading area and that the load is stable and centered.	1	2	-	1
PC6. Position the pallet or product correctly on the turntable or conveyor belt (depending on the machine type).	1	2	-	-
<i>Operate the Stretch Wrapping Machine</i>	6	12	-	3
PC7. Turn on the machine by pressing the start button or following the instructions for the machine.	1	2	-	1
PC8. Ensure the pallet rotates and the film is applied to the product as it spins on the turntable.	1	2	-	-
PC9. Check that the film is threaded correctly through the machine and that the machine automatically applies the wrap.	1	2	-	-
PC10. Adjust film tension or wrapping speed Manually based on the product size and requirements.	1	2	-	1
PC11. Confirm that there's a consistent overlap with each film layer and that the load is secure.	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Ensure 2-3 full film turns are done for proper security or add as required.	1	2	-	1
<i>Operate the Strapping Machine</i>	8	18	-	2
PC13. Place the strapping coil onto the machine.	1	3	-	-
PC14. Verify that the strap is aligned properly so it feeds through the machine without jamming.	1	3	-	1
PC15. Set down the pallet or load in the designated area for strapping.	1	3	-	-
PC16. Press the start button or foot pedal to activate the strapping machine once the product is stable and aligned.	1	3	-	-
PC17. Ensure the machine applies the strap around the load, automatically tensioning, sealing, and cutting it.	2	3	-	1
PC18. Adjust the strap tension (some machines allow for manual or automatic tensioning) to ensure the strap is tight enough to secure the load without damaging the product.	2	3	-	-
<i>Monitor the Process</i>	10	18	-	2
PC19. Ensure the wrapping or strapping is consistent throughout the process, with no gaps or loose areas.	2	3	-	1
PC20. If the film isn't applying evenly, check the film's tension or alignment and ensure there are no obstructions in the machine's path.	2	3	-	-
PC21. Watch the strap's tension to avoid over-tightening or under-tightening, as either can be problematic.	2	4	-	1
PC22. Manually or automatically unload the pallet from the machine, once the product is securely wrapped or strapped.	2	4	-	-
PC23. Perform the steps involved in Post Packaging Activities.	2	4	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N0215
NOS Name	Operate Stretch Wrapping/ Strapping Machine
Sector	Logistics
Sub-Sector	
Occupation	Packaging
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions validated and approved 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 these criteria.
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 reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

Qualification Pack

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

Minimum Passing % at NOS Level: 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N2201.Prepare for Packaging	30	60	0	10	100	20
LSC/N0210.Perform tertiary Packaging	30	60	0	10	100	20
LSC/N0211.Execute Post Packaging Activities	30	60	-	10	100	15
LSC/N0212.Conduct preventive maintenance of the Packaging Machine	30	60	-	10	100	15
LSC/N9911.Follow health, safety, security procedures and maintain integrity, ethics at workplace	30	60	-	10	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	170	330	-	50	550	90

Elective: 1 Labelling Machine

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N0213.Operate Labelling Machine	30	60	-	10	100	10
Total	30	60	-	10	100	10

Qualification Pack

Elective: 2 Case Packer/Palletizer

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N0214. Operate Case Packer/ Palletizer	30	60	-	10	100	10
Total	30	60	-	10	100	10

Elective: 3 Stretch Wrapping/ Strapping Machine

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N0215. Operate Stretch Wrapping/ Strapping Machine	30	60	-	10	100	10
Total	30	60	-	10	100	10



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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