

MOCK TEST

Job role Name: Documentation Assistant

Time: 70 Minutes

QP Code: LSC/Q1122

NSQF Level: 4

SECTION - A

Theory Assessment

NOS 1 - LSC/N1120

- 1 In order to understand the work schedule, whom should a documentation should reach out to - (2 marks)
a) CEO b) Transport manager c) warehouse manager d) a colleague
- 2 It is issued by the carrier or their agent to acknowledge that the cargo has been received by them to be shipped from the origin port to the destination. (4 marks)
a) Bill of Reaching b) Bill of Trading c) Bill of lading d) Bill of Entry
- 3 The document indicates the destination address of the shipment and contact information of the consignee. (2 marks)
a) Bill of Lading b) Bill of entry c) AWB d) Consignment order
- 4 Which of the following forms of transportation accepts responsibility for carrying goods at anytime, to any place, and for all shippers? (1 marks)
a) common carrier b) private c) contract d) All of the above
- 5 We can save the file with another name using ____ option. (2 marks)
a) Save As b) Save c) Ctrl + S d) Ctrl + T
- 6 Which short keys is used to "Select All" Text? (1 marks)
a) CTRL+A b) CTRL+B c) CTRL+C d) CTRL+D
- 7 The shortcut key to delete the selected item permanently without placing the item in the recycling bin is - (2 marks)
a) Shift + Delete b) Delete c) F2 Key d) All of the above.
- 8 In order to prepare for consignments, which one of the following is not important information? (3 marks)
a) destination
b) weight of the consignment
c) Clients past consignment history
d) type of truck
- 9 According to traditional classification, the nature of consignee account is: (3 marks)
a) real b) valuation c) Personal d) Nominal
- 10 It is a receipt issued by transport company if goods are sent through road transport. (4 marks)
a) Lorry receipt b) Goods consignment c) Receipt book d) Inventroy list

NOS 2 - LSC/N1121

- 11 When cargo or a container is moved from one vessel to another while in transit to its final destination, it is called - (4 marks)
a) Transportation b) Transshipment c) Translocation d) Transcription

- 12 Deciding whether to use a truck, airplane, train or another method to move goods, comes under which area of inbound logistics? (4 marks)
a) Ordering/purchasing b) Transportation c) Receiving d) Material handling
- 13 What type of documentation do one require for commercial shipping? (1 marks)
a) Original commercial invoice
b) Quantity of the goods
c) Letter of credit
d) Bill of lading or airway bill
- 14 Why is it necessary to receive truck driver's signature on the form, once all the documents and goods are given to him? (1 marks)
a) To insure the goods
b) because a signature option is there
c) To ensure driver that goods are safe
d) It is a proof for document assistant
- 15 Which of the following is a formal, binding agreement of payment between buyer and seller. (1 marks)
a) Country of origin b) House B/L c) Letter of credit d) Name and address of recipient
- 16 A commercial invoice carries details such as:(2 marks)
a) Name, address of seller b) Value c) quantity of goods d) All of the above
- 17 Which of the following is a correct journal entry to record the loss incurred by a consignment: (1 marks)
a) Profit and loss on consignment Dr. & Consignment Cr.
b) Consignment Dr. & Profit and loss on consignment Cr.
c) Profit and loss on consignment Dr. & Consignee Cr.
d) Consignee Dr. & Profit and loss on consignment Cr.
- 18 A packing list contains all of the following, except: (2 marks)
a) Description of the goods
b) Type of packaging
c) Quantity and weight
d) Terms of sale
- 19 A shipping bill or bill of export is a document submitted by the ___ in the form of an application to obtain clearance from customs. (4 marks)
a) Importer b) Government c) Exporter d) Custom department
- 20 Bringing goods back from customers for reasons such as returns, defects, delivery problems, repair and refurbishment is termed as - (3 marks)
a) Reverse logistics
b) Inventory management
c) Transportation
d) Sourcing and procurement

NOS 3 - LSC/N1122

- 21 A BOL is the most important shipping document in international shipping and must be included no matter the form of transportation because - (3 marks)
a) assure shipments are legally received.
b) It covers for liability and in the event of a loss of the goods shipped.

- c) safest forms of economic transaction.
- d) guarantee all free trade agreements.

22 To be able to formulate a workable plan you must first: (3 marks)

- a) Have knowledge of utilities' policies & rules.
- b) Know of available resources.
- c) State the objective to be achieved.
- d) Understand the utilities, methods & procedures.

23 When sharing data in office, the ___ document is the document in which the data was first entered. (4 marks)

- a) source
- b) destination
- c) original
- d) primary

24 The process of requirements discovery consists of the following activities, except (2 marks)

- a) requirements management
- b) b) sampling of existing documentation, forms and files
- c) c) requirements discovery
- d) problem discovery and analysis

25 ___ is a document certifying the country from which the goods are being exported. (2 marks)

- a) Consular invoice
- b) Certificate of origin
- c) Shipping bill
- d) Bill of lading

26 Which of the following is concerned with ensuring that the ordered products reach the customers at the right time and at the right place (2 marks)

- a) Material handling
- b) Inventory management
- c) Customer order processing
- d) Packaging

27 Which of the following is a document issued by the shipping company (2 marks)

- a) Commercial Invoice
- b) Bill of Lading
- c) Bill of Lading
- d) RCMC

28 Which short keys is used to "Copy" Text? (2 marks)

- a) CTRL+B
- b) CTRL+A
- c) CTRL+X
- d) CTRL+C

29 This is Setting up standards for a neat, clean, workplace. (3 marks)

- a) Sort
- b) Set in order
- c) Standardize
- d) Sustain

30 The acronym for proper use of a fire extinguisher is: (3 marks)

- a) PAST
- b) PASS
- c) PALS
- d) None of the Above

NOS 4 - LSC/N1129

31 Guidance on the use of service requirements and use of PPE should be found in? (3 marks)

- a) Manufacturer's instructions
- b) In an accident book
- c) Within health and safety executives leaflet
- d) By asking an employee

32 Fire prevention includes? (3 marks)

- a) Stopping fire from occurring
- b) Separating fuel load from ignition source
- c) Minimizing fuel load

d) All of the above

33 A report writing related to study unexpected incident occurrence, called as : (6 marks)

- a) trip report
- b) incident report
- c) c) recommendation report
- d) d) subject matter

34 "To operate the fire extinguisher, the acronym P.A.S.S. is often used to help us remember to _____." (3 marks)

- a) Pass by the fire, activate the sprinkler system, seal fire area from oxygen, stop unauthorized entry.
- b) Pull the alarm, alert the response team, shut down the power sources, secure the area.
- c) Pass by the fire, activate the fire alarm, select the proper extinguisher, shoot at the base of the fire.
- d) Pull the pin, aim at the base of the fire, squeeze the handle, and sweep at the base of the fire.

35 Which of the following best describes "accidents"? (3 marks)

- a) They are completely unpredictable
- b) They are usually preventable
- c) They cannot be avoided
- d) They only happen to people who deserve them

36 How soon should you write your incident report after the incident? (3 marks)

- a) As soon as possible.
- b) By your next shift
- c) When your supervisor asks you to do so
- d) Before the end of your shift.

37 Which of the following is not a good example of how to contribute to a positive health and safety culture at work? (6 marks)

- a) Complete tasks as quickly as possible
- b) Correct poor practices shown by others
- c) Avoid risk-taking behaviour
- d) Prompt reporting of defective equipment

SECTION - B

Practical Assessment

NOS 1 - LSC/N1120

1 Identify the sequence in order to Obtain all the necessary information for processing documents. (35 marks)

1. get details of the destination, route, weight of the load, type of truck, etc.
2. understand the work schedule for the day from the transport manager
3. obtain the list of inbound and outbound consignments, documentation checklists for inbound and outbound transport.
4. understand priorities

2 Demonstrate the steps in order to prepare computer and get required stationery for processing documents. (45 marks)

NOS 2 - LSC/N1121

3 "Identify the sequence in order to prepare documents for outbound consignments.

1. verify that all the required forms have been filled out
2. check the permits to ensure that they are current and that the truck could travel through the

route to its destination.

3. brief the truck driver on the end customer, destination, proposed route, transport regulations

4. confirm with the dispatcher that the truck's destination and goods loaded have been verified

5. get the truck driver's signature on a form" (40 marks)

4 Demonstrate the steps in order to receive and verify documents for inbound consignments.
(30 marks)

NOS 3 - LSC/N1122

5 Demonstrate the steps in order to resolve documentation issues. (40 marks)

6 Student 1: Documentation Assistant (40 marks)

Student 2: Driver

Role Play: Student 1 received a call from Student 2 regarding some documentation related issues at checkpoints.

Scenario: Student 1 has to update the details in the system and report the issue to management.
Demonstrate the steps of performing the same.

NOS 4 - LSC/N1129

7 Demonstrate the steps to maintain health, safety and security measures during all activities.
(35 marks)

8 Demonstrate the steps in order to improve workplace safety (35 marks)