

**NSQF QUALIFICATION FILE**

Approved in 23<sup>rd</sup> NSQC Meeting, 22<sup>nd</sup> August, 2019

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

**Logistics Skill Council**

**'Temple Towers', Ground Floor, No 476, Anna Salai, Nandanam, Chennai 600  
035**

**Name and contact details of individual dealing with the submission**

**Name** :Mr.Dhanasekar B

**Position in the Organization** :Head – HR, Standards & Quality  
Assurance

**Address if different from above** : Same as above

**Tel number** :+91-7200072711

**E-mail address** :dhanab@lsc-india.com

**List of documents submitted in support of the Qualifications File**

1. Model Curriculum having indicative list of equipment, lesson plan with training duration and trainer qualification
2. NSDC Human Resource & Skills Requirement in Logistics Sector
3. Qualification pack
4. Validations received from industry
5. Occupational mapping

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### • SUMMARY

1	Qualification Title		<b>CFS and ICD supervisor</b>
2	Qualification Code, if any		LSC/Q3502
3	NCO code and occupation		<ul style="list-style-type: none"> <li>NCO – 2015 – 1324.02 - Manager Transport</li> </ul>
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)		<p><b>Nature:</b> Certificate course of CFS and ICD supervisor</p> <p><b>Purpose:</b> Learners who attain this qualification would be competent to supervise loading/unloading and yard operations at ports, CFS and ICDs and would get job as supervisors in these places</p>
5	Body/bodies which will award the qualification		<b>Logistics Sector Skill Council</b>
6	Body which will accredit providers to offer courses leading to the qualification		<b>Logistics Sector Skill Council</b>
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)		<p>Yes</p> <p>For non PMKVY, both accreditation and affiliation is done by LSC based on due diligence report</p> <p>For PMKVY centres, accreditation happens via SMART portal and review of centre inspection reports. Upon obtaining accreditation from NSDC, centre will be affiliated by LSC based on due diligence</p> <p>Refer Annexure 1 – Affiliation document</p>
8	Occupation(s) to which the qualification gives access		Port Operations Coordination
9	Job description of the occupation		The individual allocates resources for cargo handling and container movement, plans and supervises repair and maintenance of containers, while overseeing operations and general cleanliness within a CFS or ICD.
10	Licensing requirements		Not Applicable

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11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)		Not applicable
12	Level of the qualification in the NSQF		5
13	Anticipated volume of training/learning required to complete the qualification		550 to 620 hrs
14	Indicative list of training tools required to deliver this qualification		<p><b>For a class of 30 candidates</b></p> <p>Teaching board – 1            Projector – 1            White board - 1            Video player or TV – 1            Printer – 1            Computer – 15            Stationaries – 30            Marker - 2            MHE equipment's – 1            Barcode scanner - 15            PPE – 15            Vessel/container tracking IT software – 1            Packing devices - 15            Packaging material - 20</p>
15	Entry requirements and/or recommendations and minimum age		<p>Education – Graduate (or) Diploma/ Class XII with relevant experience (or) Class X with relevant experience</p> <p>Job entry age – 21 years</p>
16	Progression from the qualification (Please show Professional and academic progression)		<p>Professional - After completion of course and the personal will gradually progress to CFS and ICD manager and then regional manager.</p> <p>Academic –</p> <ol style="list-style-type: none"> <li>1. For a Graduate - Post-Graduation is the next stage of progression</li> <li>2. For a Diploma – Graduation is the next stage of progression</li> <li>3. For a Class XII – Diploma or Graduation is the next stage of progression</li> <li>4. For a Class X - Candidate to clear</li> </ol>

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			Class XII through open school and proceed further to Diploma or Graduate and then to Post graduate
<b>17</b>	<b>Arrangements for the Recognition of Prior learning (RPL)</b>		<p>LSC currently undertakes RPL through the following modes –</p> <ol style="list-style-type: none"> <li>1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the short term RPL programme post which, LSC member conducts assessment and provide accreditation/ certification for the same</li> <li>2. The training centre run RPL courses in coordination with industry and companies and post the course conduct assessment and certification</li> <li>3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews and provides certifications regarding RPL</li> <li>4. LSC is developing an online RPL assessment application which will be MCQ based test.</li> </ol>
<b>18</b>	<b>International comparability where known (research evidence to be provided)</b>		<p>ISCO-08/1324 – Supply, Distribution and Related Managers</p> <p>USA- 11-3071.02 - Storage and Distribution Managers</p> <p>Australia – ANZSCO – 133611 – Supply and Distribution Manager</p> <p>UK – SOC2010 – 4134 – Supervisor Cargo</p>

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<b>19</b>	<b>Date of planned review of the qualification.</b>	05/2022		
<b>20</b>	<b>Formal structure of the qualification</b>			
	<b>CFS and ICD supervisor</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
<b>A</b>	<b>Mandatory components</b>			
	Introduction	Mandatory	30	5
	LSC/N3501 Allocate resources and streamline operations in ports, ICD and CFS	Mandatory	70	5
	LSC/N3507 Extract and analyse shipment information from IT system	Mandatory	70	5
	LSC/N3503 Plan and ensure optimal utilization of yard space	Mandatory	70	5
	LSC/N3509 Plan and coordinate for optimal utilization of containers	Mandatory	70	5
	LSC/N3510 Plan and execute repair and maintenance of containers	Mandatory	70	5
	LSC/N3504 Handle hazardous goods	Mandatory	70	5
	LSC/N9904 Maintain and monitor integrity, and ethics in operations	Mandatory	50	5
	LSC/N9905 Follow and monitor health, safety and security procedures	Mandatory	50	5
	<b>Sub Total (A)</b>		<b>550 Hrs</b>	
<b>B</b>	<b>Elective/ Optional component</b>			
	<b>CFS and ICD supervisor</b>	<b>Elective/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	LSC/N3502 Yard planning and cargo handling	Optional	70	5
	<b>Sub total B</b>			
	<b>Total (A+B)</b>		<b>550 hrs to 620 hrs</b>	

**SECTION 1**  
**ASSESSMENT**

<p><b>21</b></p>	<p><b>Body/Bodies which will carry out assessment:</b></p> <table border="1"> <thead> <tr> <th>SI.No.</th> <th>Assessment Agency</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hemsen EXIM LLP</td> </tr> <tr> <td>2</td> <td>Mettl</td> </tr> <tr> <td>3</td> <td>I-Vintage solutions Pvt. Ltd.</td> </tr> <tr> <td>4</td> <td>CoCubes</td> </tr> <tr> <td>5</td> <td>Samhit Assessments &amp; research foundation</td> </tr> <tr> <td>6</td> <td>Formac Software Services</td> </tr> <tr> <td>7</td> <td>Lead</td> </tr> <tr> <td>8</td> <td>C &amp; K Management Limited</td> </tr> <tr> <td>9</td> <td>Krish Networks</td> </tr> <tr> <td>10</td> <td>Green Arrows</td> </tr> <tr> <td>11</td> <td>Anagha Solutions</td> </tr> <tr> <td>12</td> <td>Logistics Sector Skill Council (LSSC Agency)</td> </tr> <tr> <td>13</td> <td>Eminence Solutions</td> </tr> </tbody> </table>	SI.No.	Assessment Agency	1	Hemsen EXIM LLP	2	Mettl	3	I-Vintage solutions Pvt. Ltd.	4	CoCubes	5	Samhit Assessments & research foundation	6	Formac Software Services	7	Lead	8	C & K Management Limited	9	Krish Networks	10	Green Arrows	11	Anagha Solutions	12	Logistics Sector Skill Council (LSSC Agency)	13	Eminence Solutions
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<p><b>22</b></p>	<p><b>How will RPL assessment be managed and who will carry it out?</b></p> <p>RPL courses would be conducted based on the demand and requirement of industry as and when they approach LSC. There are three ways of conducting RPL assessments -</p> <ol style="list-style-type: none"> <li>1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the short term RPL programme post which, LSC member conducts assessment and provide accreditation/ certification for the same</li> <li>2. The training centre run RPL courses in coordination with industry and companies and post the course conduct assessment and certification</li> <li>3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews and provides certifications regarding RPL</li> <li>4. LSC is developing an online RPL assessment application which will</li> </ol>																												

	<p>be MCQ based test.</p> <p>The assessment would be done by either LSC or the affiliated assessment agencies listed in the previous point</p>
<p><b>23</b></p>	<p><b>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</b></p> <p><b>1. ASSESSMENT Guideline</b></p> <p>Assessment of the Candidates on completion of the Training is a very important activity that is monitored by Logistics Sector Skill Council (LSC). It ensures sustained quality of training delivery. It also indicates to the LSC the need for any changes in training content. LSC has developed policies related to affiliation of assessment agencies and assessment process to enhance the quality of assessments and they are outlined in succeeding paragraphs.</p> <p>1) Policy on affiliation of assessment agencies:</p> <p>LSC has created a policy for affiliation of assessment agencies as under mentioned.</p> <ol style="list-style-type: none"> <li>1) Affiliating Industry as assessment agencies</li> <li>2) Affiliation of assessment agencies set up by individuals with relevant and extensive industry experience</li> <li>3) Affiliation of assessment agencies set up by individuals retired from Defence academies</li> <li>4) Affiliation of academic assessment agencies with strong industry connect and ability to place candidates in logistics sector.</li> </ol> <p>2) Assessment process:</p> <ol style="list-style-type: none"> <li>1) The assessment process would begin by developing the correct qualitative questions for theory/practical and viva. Questions papers are submitted by Assessment Bodies (AB) to LSC for approval.</li> <li>2) AB submits Assessor's details, their experience and credentials to LSC for approval.</li> <li>3) Third step in the process would be allocation of batches by LSC to AB for which LSC has shifted from a manual allocation system to automated allocation on the basis of grading system on the below mentioned parameters.             <ol style="list-style-type: none"> <li>i. Quality of the assessors submitted by the assessment agency</li> <li>ii. Certification of the assessor by LSC basis the training of assessor's program conducted by LSC</li> <li>iii. Adherence to schedule of assessments by the assessment agencies</li> <li>iv. Integrity of the assessor in conducting quality assessments</li> <li>v. Quality of the question papers submitted by the assessment agencies to LSC</li> </ol> </li> </ol>



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vi. Submission of quality documents of the assessments conducted as insisted by LSC

vii. Time of submission of the required assessment related documents to LSC for approval

viii. Time of submission of results in SDMS system post approval by LSC

Basis the above grading metrics the system would allocate the batches to the assessment agencies, which has brought transparency in the system of who are allocated how many batches and it is made very clear to the ecosystem that performance matters a lot.

This has in turn also helped to improve the quality of the trainings as the check list of documents advised by LSC to be submitted by the assessment agencies speaks on the quality of trainings happening.

### 2. ASSESSORS

SI.No.	Assessment Agency
1	Hemsen EXIM LLP
2	Mettl
3	I-Vintage solutions Pvt. Ltd.
4	CoCubes
5	Samhit Assessments & research foundation
6	Formac Software Services
7	Lead
8	C & K Management Limited
9	Krish Networks
10	Green Arrows
11	Anagha Solutions
12	Logistics Sector Skill Council (LSSC Agency)
13	Eminence Solutions

### 3. ELIGIBILITY TO APPEAR IN THE EXAM:

**Minimum Educational Qualification:** Graduate (or) Diploma/ Class XII with relevant experience (or) Class X with relevant experience

**Work experience:** Diploma/ Class XII with 3 years of experience in Warehouse and EXIM/ Ports, ICD& CFS operations (or)

Class X with 5 years of experience in Warehouse and EXIM/ Ports, ICD & CFS operations

### 4. MARKING SCHEME:

Sr. No.	Method of Assessments	Weightage (Max. marks)
1	Theory	30%
2	Practical	70%

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	<b>Total</b>	<b>100</b>	
	<b>5. PASSING MARKS:</b> Every trainee should score minimum 70% in every NOS		
	<b>6. RESULTS AND CERTIFICATION:</b> Logistics Sector Skill Council		

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

### ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

*NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e. Learning Outcomes to be assessed, assessment criteria and the means of assessment.*

#### 24. Assessment evidences

##### Guidelines for Assessment

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

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**Title of Component:**

<b>Sr. No</b>	<b>Outcomes to be assessed</b>	<b>Assessment criteria for the outcome</b>
1	Allocate resources and streamline operations at ports, ICD and CFS	<p>The candidate should able to;</p> <ol style="list-style-type: none"> <li>1.1 obtain details of vessel docking plans, cargo and container movement plans, etc.</li> <li>1.2 develop daily work plan factoring in priority cases, time bound requirements, special handling requirements, etc.</li> <li>1.3 get the work plan approved from the yard manager or CFS/ICD manager and allocate tasks to workers and associates</li> <li>1.4 budget and allocate the requisite MHE for different tasks at hand</li> <li>1.5 inspect yard for markings/demarcation, storage and cleanliness, as per safety norms</li> <li>1.6 monitor cargo loading, unloading and movement operations</li> <li>1.7 engage resources in alternate operation when there is a delay of planned operations</li> <li>1.8 allocate additional and ad-hoc manpower and equipment during exigency</li> <li>1.9 escalate issues regarding MHE operations, transporter delays, vessel delays, accidents, damages, etc. to manager</li> <li>1.10 provide corrective and preventive action plans based on accident and damage reports</li> <li>1.11 liaise with port officials, customs officials and external stakeholders</li> <li>1.12 conduct periodic inspection of the yard for cleanliness, usage of PPEs and adherence to SOP and regulations</li> <li>1.13 ensure cargo bays are clearly marked and segregated, containers and cargo are stored as per prescribed norms</li> <li>1.14 check for parking and positioning of equipment as per SOP</li> <li>1.15 ensure all necessary precautions for storage of hazardous cargo are complied with and emergency services are available</li> <li>1.16 submit inspection report highlighting any deviation from SOP</li> <li>1.17 review escalated issues and identify root cause for providing corrective action</li> <li>1.18 provide technical guidance to the team for</li> </ol>

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Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
		execution 1.19 escalate the issues to manager when external or additional help is required 1.20 coordinate with other departments, transporters, freight operators, port authorities, shipping companies and others to resolve escalations if required
2	Extract and analyse shipment information from IT systems	The candidate should able to; 2.1 obtain details of all containers moving in and out the CFS including container number, cargo content, destination, shipper and vessel details, date of servicing, etc. 2.2 cross verify container status based on physical inspection report and yard utilization report 2.3 correct the information in the shipment tracking ERP 2.4 track position of container in the ERP by feeding the Container index number 2.5 extract information regarding present location, shipper details, cargo content, estimated date of arrival at destination, etc. 2.6 estimate equipment and workforce requirement considering the type of cargo, stuffing/destuffing/packing requirement based on location and route 2.7 prepare detailed documentation and present the analysis to the CFS or ICD manager 2.8 highlight any accidents, issues in tracking, etc. 2.9 suggest corrective action in case of container packing mistakes, sealing errors, that has led to damage or accidents
3	Plan and check for optimal utilization of yard space	The candidate should able to; 3.1 review the yard and bay space utilization by cargo and container and assess current available storage capacity 3.2 review ageing of different containers and dry bulk cargo that has come onto the port / CFS and are due for movement to the CFS/ client respectively 3.3 conduct meeting with yard staff and check for reasons for over or underutilization of yard space, reasons for delay in cargo movement and take corrective action

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.		<p>3.4 escalate issues to terminal manager if required</p> <p>3.5 obtain details of vessel berthing plan and cargo loading and unloading plan into the CFS, ICD</p> <p>3.6 check if the yard has appropriate yard capacity to handle the incoming cargo</p> <p>3.7 make adjustment by shipping out aged cargo onto the CFS, shipper or exporting the cargo onto the vessel (port in case of CFS)</p> <p>3.8 identify and finalise yards and bays for storage of incoming cargo considering the various demarcations and precautions to be taken, particularly for hazardous and dry bulk cargo</p> <p>3.9 prepare cargo storage plans based on vessel berthing plan and get it approved from the terminal manager</p> <p>3.10 communicate the cargo storage plan to the cargo handlers, lifting supervisors and vessel planners</p> <p>3.11 coordinate with vessels, transporters and shippers for movement cargo to and from the CFS/ICD</p> <p>3.12 oversee movement of cargo from port terminal, CFS via rail and road lines and export via vessels</p> <p>3.13 review cargo movement documentation and ensure correctness</p> <p>3.14 prepare report on cargo storage plans, their adherence, cargo movement plans and cargo ageing</p> <p>3.15 check for cleanliness, adequate use of Personal Protective Equipment (PPEs), regulations and norms for workforce are clearly followed</p> <p>3.16 ensure that cargo bays are clearly marked and segregated, containers and cargo are stored as per prescribed norms</p> <p>3.17 inspect that equipment are parked are right positions</p> <p>3.18 confirm that all necessary precautions for storage of hazardous cargo is in place including emergency services</p> <p>3.19 prepare inspection report highlighting any anomalies or changes, as required</p>

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4	Plan and coordinate for optimal utilization of available containers	<p>The candidate should able to;</p> <ul style="list-style-type: none"> <li>4.1 track status of containers in the ERP and identify containers that are empty or returning from servicing or repairs, and containers that are carrying LCL load</li> <li>4.2 check with shipper the requirement regarding the type of cargo and if FCL or LCL is required and recommend solution with available container</li> <li>4.3 check that necessary precaution and segregation of type of cargo has been considered while allocating LCL containers</li> <li>4.4 coordinate with client and finalise the timelines for container loading and movement</li> <li>4.5 obtain the weekly container movement plan and prepare the daily stuffing and de-stuffing plan</li> <li>4.6 budget and allocate resources for stuffing, de-stuffing</li> <li>4.7 conduct morning meeting with staff and workers to communicate the daily plan and allocate the tasks</li> <li>4.8 coordinate with the shipper or transporter to ensure if the cargo is available for stuffing</li> <li>4.9 oversee that container cargo handling operations are done with all precautions and as per SOP to minimise errors and damages</li> <li>4.10 allocate resources and work orders for storage of stuffed/ de-stuffed containers within the yard</li> <li>4.11 coordinate with the equipment handlers regarding daily task for container movement within the yard</li> <li>4.12 coordinate with shipper and transporter for movement of stuffed/ de-stuffed containers outside the CFS/ ICD</li> <li>4.13 check gate logs and entries for movement of containers into and outside of the CFS/ ICD</li> <li>4.14 prepare documentation of daily container movement and cargo handling activities</li> <li>4.15 update the ERP regarding the container details, location and status</li> <li>4.16 provide daily end of the day report to manager regarding status of activities</li> </ul>

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Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
5	Plan and execute repair and maintenance of containers	<p>The candidate should able to;</p> <ul style="list-style-type: none"> <li>5.1 track status of different containers in the ERP, their ageing and damage reports</li> <li>5.2 conduct physical verification of container present in yard for damages and ageing of service</li> <li>5.3 identify the containers that require service or repairs and segregate them</li> <li>5.4 update the service or repair requirement status in ERP making and mark them out of service</li> <li>5.5 contact the service and repair agent regarding the requirement</li> <li>5.6 coordinate and fix timelines for on-site or off-site servicing and arrange for pickup and drop of containers in case of off-site servicing</li> <li>5.7 review initial service assessment to see estimated part changes and repairs and authorise repairs</li> <li>5.8 conduct inspection of containers post servicing and repairs and check for compliance to requirement; check for errors and take corrective action</li> <li>5.9 induct the containers which have cleared repair/service requirements back into service</li> <li>5.10 update service/repairs undertaken in ERP and endorse usage of containers in ERP</li> </ul>
6	Handle Hazardous goods	<p>The candidate should able to;</p> <ul style="list-style-type: none"> <li>6.1 read and interpret different cargo labels associated with different class and types of hazardous goods</li> <li>6.2 check for permissible limits and available documentation for hazardous goods as per approvals and acceptable specifications</li> <li>6.3 check IMDG code to identify the precautions and permissible limits for handling</li> <li>6.4 ensure that the port and yard terminal if the port is equipped to handle the identified class of hazardous goods</li> <li>6.5 check if all the necessary precautions, PPEs and emergency response teams are in position prior to loading/unloading of</li> </ul>

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		<p>cargo</p> <p>6.6 check that the allocated storage bay in the yard is adequately separated and precautions with respect to heat, light, temperature control, etc. are taken</p> <p>6.7 provide instructions for segregation of hazard goods as per classification</p> <p>6.8 use separate teams for handling different classes of hazardous goods</p> <p>6.9 check if appropriate PPEs, MHEs and other equipment are being used to prevent contamination or exposure</p> <p>6.10 check if all PPEs and equipment are functional and contamination proof</p> <p>6.11 ensure all precautions are taken as per SOP while handling hazardous cargo</p> <p>6.12 confirm emergency response action with the emergency team and cargo handling team prior to operations</p> <p>6.13 inspect containers for damages, leakage, exposure and labels</p> <p>6.14 check if cargo movement via conveyors, dump trucks is spillage free</p> <p>6.15 ensure clear and obstacle free movement of cargo from vessel to yard and yard to transport</p> <p>6.16 ensure that all required precautions and segregations for cargo storage are undertaken</p> <p>6.17 report closure of exercise highlighting handling losses, storage location and coordinates, etc.</p> <p>6.18 periodically inspect yard space to check if adequate segregation and precautions are taken for storage of hazardous goods</p> <p>6.19 report to manager in case of any leakage, damages, exceptions in handling precautions and segregation</p> <p>6.20 document and file inspection reports</p>
7	Maintain and monitor integrity and ethics	<p>The candidate should able to;</p> <p>7.1 refrain from indulging in corrupt practices</p> <p>7.2 avoid using company's funds, property or resources for undertaking personal activities</p> <p>7.3 protect customer's information and ensure acquired information is not used for</p>



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		<p>personal advantage</p> <p>7.4 protect data and information related to business or commercial decisions</p> <p>7.5 avoid acceptance of cash or kind from vendors for support or contract negotiations</p> <p>7.6 demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues</p> <p>7.7 avoid nepotism</p> <p>7.8 consult supervisor or senior management when in situations that may require differentiating between ethical and unethical</p> <p>7.9 report promptly all violations of code of ethics</p> <p>7.10 dress up and conduct in a professional manner</p> <p>7.11 communicate with clients and stakeholders in a soft and polite manner</p> <p>7.12 follow etiquettes in accordance to the place</p> <p>7.13 check for regulatory documentation and compliances for the shop floor as per information from the supervisor</p> <p>7.14 perform activities considering the regulatory requirements</p> <p>7.15 use PPEs in accordance to regulatory requirements</p> <p>7.16 identify the different types of dangerous goods and handling methodologies</p> <p>7.17 follow the SOP for handling of different types of dangerous goods</p> <p>7.18 consult supervisor or senior management when in situations that may require differentiating between ethical and unethical</p> <p>7.19 promptly report all regulatory violations</p>
8	Follow and monitor health, safety and security procedures	<p>The candidate should able to;</p> <p>8.1 make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation</p> <p>8.2 wear all personal protective equipment (PPE) such as goggles, ear plugs, helmet,</p>

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Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
.		<p>mask, shoes, etc. as applicable in the cargo movement area</p> <p>8.3 follow standard driving practice to ensure safety of life and material</p> <p>8.4 follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety</p> <p>8.5 undertake periodical preventive health check ups</p> <p>8.6 follow necessary standard operating procedures (SOP) and precautions while handling dangerous and hazardous goods</p> <p>8.7 follow security procedures like green gate in port, customs area, factory security, etc.</p> <p>8.8 comply with data safety regulations of the organisation</p> <p>8.9 follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway</p> <p>8.10 recognise unsafe conditions and safety practices at the workplace and report it to concerned authority</p> <p>8.11 inspect the activity area and equipment for appropriate and safe condition</p> <p>8.12 check if stacking is done at defined height and is not on the walk way</p> <p>8.13 check if walk way is free from grease/ oil</p> <p>8.14 check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places</p> <p>8.15 participate in fire drills</p> <p>8.16 check if standard material handling procedure are being followed</p> <p>8.17 check if hold ladders, platforms and hand rails to be in a sound and safe condition</p> <p>8.18 check if all the safety and security related tags, labels and signage are placed in the cargo</p> <p>8.19 check if loading instrument is certified and operational</p> <p>8.20 implement 5S at workplace</p>

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Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
		8.21 check if cargo has passed security checks and report in case of any violation
9	Yard Planning and Cargo Handling	<p>The candidate should able to;</p> <p>9.1 check yard space utilization data in terms of open and closed yards, dry bulk cargo vs container, and assess available storage capacity</p> <p>9.2 review ageing of cargo and containers in yard, identify reasons for delay, and enable timely movement</p> <p>9.3 identify and finalise bays for storage of incoming cargo considering the various demarcations and precautions to be taken particularly for hazardous and dry bulk cargo</p> <p>9.4 plan for yard traffic and material movement routes considering terminal layout, container and cargo type, and available equipment</p> <p>9.5 prepare goods storage plans based on vessel berthing plan and get it approved by the terminal manager</p> <p>9.6 escalate issues to terminal manager if required</p> <p>9.7 obtain vessel information related to docking schedule, berth, bays and containers to be unloaded/ loaded</p> <p>9.8 obtain information regarding movement of containers/ cargo from port terminals to CFS/ ICD or client</p> <p>9.9 communicate and finalise cargo movement plan with lifting supervisors, vessel supervisors, cargo equipment handlers, and manual cargo handlers</p> <p>9.10 ensure that all equipment and workforce are ready for operations at the time of vessel docking / transport arrival</p> <p>9.11 ensure all necessary precautions are taken and adequate PPEs are used</p> <p>9.12 coordinate with vessel docking supervisor/ transport supervisor and vessel officer and get a go-ahead for cargo/ container loading/ unloading</p> <p>9.13 coordinate with cargo surveyor for receiving</p>

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Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
.		<p>'safe and secured' go-ahead before loading/ unloading</p> <p>9.14 address the queries of shipping lines and agents regarding cargo operations and storage</p> <p>9.15 check that all cargo handling activities executed are as per schedule and SOP</p> <p>9.16 document damages to cargo/ container during loading/ unloading</p> <p>9.17 provide guidance and resolve/escalate any issues faced in loading/ unloading</p> <p>9.18 check that all cargo is stored at the planned/allocated storage location in the yard</p> <p>9.19 obtain 'safe and secured' go-ahead from the cargo surveyor upon completion of loading/ unloading activities</p> <p>9.20 collect counter signature from transporter for actuals received or dispatched</p> <p>9.21 check consignments received against order and delivery documentation to confirm that the quality, quantity and condition of the cargo is acceptable, identifying and referring any discrepancies</p> <p>9.22 maintain records relating to the receipt / storage / despatch of cargo, ensuring that these are up to date and complete</p> <p>9.23 check if receipt and delivery are documented in ERP</p> <p>9.24 prepare daily report highlighting the cargo storage and movement, plan vs actual performance, cargo ageing, details of accidents and damages if any</p>

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### SECTION 2

#### 25. EVIDENCE OF LEVEL

##### Option B – CFS and ICD supervisor

Title/Name of qualification/component: CFS and ICD supervisor (NSQF – 5)			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<ul style="list-style-type: none"> <li>S/he would supervise cargo handling and yard operations in the CFS or ICD</li> </ul>	The process requires the job holder to perform supervisory functions of resource allocation for cargo handling, guiding and monitoring their operations, assisting in their compliance and documentation and ensuring safety while handling different type of hazardous and non-hazardous cargo. S/he would also monitor and coordinate for utilization of containers their maintenance and repairs	<b>5</b>
Professional knowledge	<ul style="list-style-type: none"> <li>S/he would have knowledge of different cargo handling equipment – cranes and MHEs; different type of cargo, container handling and tracking, fleet management as well as understanding of basic custom process and related documentation</li> </ul>	The job holder is required to have detailed information of different type of cargo handling equipment, their suitability of different activities, limitations, capacities and vessel type and their cargo capacities. S/he should also know the handling procedures, yard and storage precautions and SOPs for different type of cargo as well as their compliance and documentation for storage and outward or inward movement. S/he should also be skilled for using IT integrated systems and ERPs to track containers, monitor their maintenance, repair and servicing schedules, etc. S/he should have knowledge of different consolidation methods, container space utilization and organizing cargo to maximize container space utilization.	<b>5</b>
Professional	<ul style="list-style-type: none"> <li>S/he would have the skills to</li> </ul>	The job holder demonstrates the mathematical and	<b>5</b>

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skill	allocate resources, monitor operations and ensure safety during operations, prepare budgets, compliance and other documents, monitor operations	analytical skills to assess requirement and allocate adequate resources, monitor operations and suggest corrections and resolve on ground issues and queries. S/he should also take care of the documentation requirement, prepare yard storage plans and use different tools for tracking of containers and cargo.	
Core skill	<ul style="list-style-type: none"> <li>S/he would have mathematical skills to prepare budgets, asses performance, allocate resources and good communication skills to coordinate for smooth operations with various stakeholders. S/he will understand the organisation and reporting structure associated with the occupation</li> </ul>	The job holder should have mathematical and analytical skills required to prepare budgets, estimate resource requirements, allocation plans, storage yard capacities and plans, etc. S/he is also required to have good communication and writing reskills to prepare required compliance documentations, reports and coordinate with ports, shippers, shipping lines, freight forwarders and PGAs for smooth cargo handling.	<b>5</b>
Responsibility	<ul style="list-style-type: none"> <li>S/he is responsible for cargo handling and yard operations within the port</li> </ul>	S/he is responsible and accountable for cargo handling operations, cargo damages and accidents and utilization of yard space in optimal way. S/he is also responsible for the actions of different executive and workers working under him	<b>5</b>

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### SECTION 3

#### EVIDENCE OF NEED

26	<b>Estimated uptake of Qualification? Basis</b>	<b>What evidence is there that the qualification is needed? What is this qualification and what is the basis of this? (Applicable for SSCs)</b>
	Need for the qualification	<p>While collecting data from the companies for the occupational map, we also took feedback from industry players regarding the skill gap that they foresee and select areas where the requirement is immediate and or expected to come in near future for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of LSC gave final approval and endorsement for the same.</p> <p>The same are also indicated in various skill studies conducted for the logistic sector –</p> <ol style="list-style-type: none"><li>1. Skill requirement in logistics sector</li></ol> <p><a href="https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view">https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view</a></p>
	Industry Relevance	<p>As part of the exercise for development of qualification pack and Q-file, LSC interacted with industry bodies, select companies and collected validation from industry players employing people for this job role in the sub-sector. The details of the industry interaction and validation collected have been shared as a separate folder along with the Q file.</p>
	Usage of the qualification	<p>This would be the first time formal training would be conducted in port sub sector sub-sector for supervisory roles at NSQF level 5. Previously qualification files for junior positions relate to single ground level activities at NSQF level 3 and 4 have been developed which are currently listed in NQR.</p> <p>However as these qualification catered mostly to entry level roles, the usage and uptake for this qualification cannot be assessed from their uptake</p>
	Estimated uptake	<p>Skills Gap Analysis Reports for industry demand and secondary research data, though these do not lead to accurate demand projection. The link to NSDC Human Resource &amp; Skills Requirement in Logistics Sector is</p>

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	<a href="https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing">https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing</a>
	<ul style="list-style-type: none"><li>• Feedback from industry players</li></ul>

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27	<p><b>Recommendation from the concerned Line Ministry of the Government/Regulatory body. To be supported by documentary evidence</b></p> <p>Line Ministry Validation was conducted by Ministry of Commerce in the presence of industry representatives on 4<sup>th</sup> March 2019 at Mumbai. Following the incorporation of feedback, in-principle approval has been provided by the Line Ministry.</p>
28	<p><b>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</b></p> <p>NSDC list of Approved and Under-Development QPs along with the Qualifications listed on NQR was checked prior to commissioning the work.</p>
29	<p><b>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</b></p> <ul style="list-style-type: none"><li>• Qualification that has been developed would be valid for 3 years from the date of upload in NQR. However, the internal review will happen with NOS sub-committee members who are all representatives from the industry</li><li>• Periodical interaction with the training partners to gather feedback in implementation.</li><li>• Employer feedback will be sought post-placement on performance and training standards.</li></ul>

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

### **SECTION 4**

### **EVIDENCE OF PROGRESSION**

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30	<p><b>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</b> <b><i>Show the career map here to reflect the clear progression</i></b></p> <p>Horizontal and vertical progression has been highlighted in the Occupational map. The same is attached in the following page for reference</p>
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Please attach most relevant and recent documents giving further information about any of the topics above.

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