Qualification Pack



Warehouse Packer

QP Code: LSC/Q2303

Version: 2.0

NSQF Level: 3

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LSC/Q2303: Warehouse Packer

Brief Job Description

Warehouse Packer in the Logistics industry is also known as Packer, Floor Staff, Warehouse Associate. Individuals in this role need to pack items that have been picked or require binning. Individuals are responsible for packing items that require additional pre-packing or outbound packaging. Additional responsibilities could at times include loading and unloading cargo, labeling, re-packaging items and documenting cargo that has been moved. The difference in tasks performed under the Packer role thus varies according to the volume of operations, however the core function of the role is to pack items according to the nature of the product either for storage or transportation.

Personal Attributes

This job requires the individual to work well with his/her team and achieve joint goals. The individual must be able to prioritize and execute tasks within scheduled time limits. High attentional to detail is a critical attribute for this role. The individual should be able to maintain high concentration levels throughout his/her shift.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. LSC/N2104: To Carry Out Housekeeping
2. LSC/N2308: Prepare For Packing
3. LSC/N2309: Perform Packing
4. LSC/N2310: Perform Post Packing Activities

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2004/413

Minimum Educational Qualification & Experience	10th Class OR 8th Class (+ 2 years of ITI) OR 8th Class (+ 1 year of ITI) with 1 Year of experience relevant experience OR Certificate-NSQF (Loader/ Unloader - level 2/ Kitting and Labelling Executive - level 2) with 2 Years of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Trained in packing techniques
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	2.0

LSC/N2104: To Carry Out Housekeeping

Description

This unit is about carrying out housekeeping activities

Scope

This unit/task covers the following:

Elements and Performance Criteria

Preparing for housekeeping activities

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

PC1. inspect the area while taking into account various surfaces

PC2. identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain

PC3. ensure that the cleaning equipment is in proper working condition

PC4. select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person

PC5. plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces

PC6. inform the affected people about the cleaning activity

PC7. display the appropriate signage for the work being conducted

PC8. ensure that there is adequate ventilation for the work being carried out

PC9. wear the personal protective equipment required for the cleaning method and materials being used

Carry out Housekeeping

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

PC10. use the correct cleaning method for the work area, type of soiling and surface

PC11. carry out cleaning activity without disturbing others

PC12. deal with accidental damage, if any, caused while carrying out the work

PC13. report to the appropriate person any difficulties in carrying out your work

PC14. identify and report to the appropriate person any additional cleaning required that is outside ones responsibility or skill

Post housekeeping activities

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

PC15. ensure that there is no oily substance on the floor to avoid slippage

PC16. ensure that no scrap material is lying around

PC17. maintain and store housekeeping equipment and supplies

PC18. follow workplace procedures to deal with any accidental damage caused during the cleaning process

PC19. ensure that, on completion of the work, the area is left clean and dry and meets requirements

PC20. return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored

PC21. dispose the waste garnered from the activity in an appropriate manner

PC22. dispose of used and un-used solutions according to manufacturers instructions, and clean the equipment thoroughly

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the levels of hygiene required by workplace and why it is important to maintain them during your work

KU2. how to inspect a work area to decide what cleaning it needs

KU3. methods and materials that used for cleaning variety of surfaces kb4

KU4. the types of cleansing agents that are not to be mixed together

KU5. the correct method for cleaning equipment and/or machinery used during your work

KU6. the importance of personal protective equipment

KU7. appropriate personal protective equipment for the work area,cleaning equipment, tools, materials and chemicals used

KU8. the correct sequence for cleaning the work area

KU9. the time taken by the treatment to work

KU10. the importance of following manufacturer's instructions on cleaning agents

KU11. the most appropriate place to carry out test cleans and why this should be done before applying treatments

KU12. the importance of applying treatments evenly and the effect of not doing this

KU13. process of cleaning the surfaces without causing injury or damage

KU14. the method to check the treated surface and equipment on completion of cleaning

KU15. procedures for reporting any unidentified soiling

KU16. procedures for disposing off waste

KU17. procedures for disposing off or storing personal protective equipment

KU18. escalation procedures for soils or stains that could not be removed

Generic Skills (GS)

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

GS1. construct simple sentences and express ideas clearly through written communication

GS2. fill up appropriate technical forms, process charts, activity logs in required format of the company

GS3. write simple letters, mails, etc

GS4. read and understand manuals, health and safety instructions, memos, reports etc

GS5. read images, graphs, diagrams

GS6. understand the various color codes, as per company nomenclature

GS7. express statements, opinions or information clearly so that others can hear and understand

GS8. participate in and understand the main points of simple discussions
GS9. respond appropriately to any queries
GS10. communicate with supervisor
GS11. handle cleaning equipment
GS12. handle cleaning agents
GS13. handle scrap
GS14. handle chemicals and other material
GS15. select the appropriate cleaning compound for different jobs, sections of the shop floor
GS16. suggest improvements(if any) in process based on experience

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Preparing for housekeeping activities	**16**	**24**	**-**	**-**
PC1. inspect the area while taking into account various surfaces	1	3	-	-
PC2. identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	1	3	-	-
PC3. ensure that the cleaning equipment is in proper working condition	2	3	-	-
PC4. select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	2	3	-	-
PC5. plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	2	2	-	-
PC6. inform the affected people about the cleaning activity	2	2	-	-
PC7. display the appropriate signage for the work being conducted	2	2	-	-
PC8. ensure that there is adequate ventilation for the work being carried out	2	3	-	-
PC9. wear the personal protective equipment required for the cleaning method and materials being used	2	3	-	-
Carry out Housekeeping	**10**	**15**	**-**	**-**
PC10. use the correct cleaning method for the work area, type of soiling and surface	2	3	-	-
PC11. carry out cleaning activity without disturbing others	2	3	-	-
PC12. deal with accidental damage, if any, caused while carrying out the work	2	3	-	-
PC13. report to the appropriate person any difficulties in carrying out your work	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. identify and report to the appropriate person any additional cleaning required that is outside ones responsibility or skill	2	3	-	-
Post housekeeping activities	**14**	**21**	**-**	**-**
PC15. ensure that there is no oily substance on the floor to avoid slippage	2	3	-	-
PC16. ensure that no scrap material is lying around	2	3	-	-
PC17. maintain and store housekeeping equipment and supplies	2	3	-	-
PC18. follow workplace procedures to deal with any accidental damage caused during the cleaning process	2	3	-	-
PC19. ensure that, on completion of the work, the area is left clean and dry and meets requirements	2	3	-	-
PC20. return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	2	3	-	-
PC21. dispose the waste garnered from the activity in an appropriate manner	2	3	-	-
PC22. dispose of used and un-used solutions according to manufacturers instructions, and clean the equipment thoroughly	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2104
NOS Name	To Carry Out Housekeeping
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	16/12/2014
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015

LSC/N2308: Prepare For Packing

Description

This OS unit is about preparing for Packing goods

Scope

The unit/ task covers the following:

Elements and Performance Criteria

Receive all goods requiring packing from picker/binner

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

PC1. receive list of items that require packing from supervisor and determine schedule based on inbound/outbound timelines

PC2. receive the goods that require pre-packing/ packing from picker or binner

PC3. verify that all the items are listed on the inventory list

PC4. make notes for a report on any variances in quality of load, scheduled time

PC5. handle the items with care to ensure minimal damage to person and good

Check received goods for damages/spills/errors

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

PC6. identify any discrepancies such as physical damage, quantity variance, wrong part number, wrong document, damages etc.

PC7. notify the supervisor of any damaged items that need to be fixed

PC8. notify administration for any additional orders that need to be placed to replace misplaced/irreparable items

PC9. notify administration or supervisor in case of any other variances and errors

Check packaging requirements for each type of product

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

PC10. check packing requirements for each type of product

PC11. ensure packing material required for all products to be packed are available in packing area

PC12. inform supervisor once material is assembled in packing area

PC13. inform supervisor of any additional material required

PC14. clean and prepare any packing boxes or containers before performing packing

PC15. coordinate with picker on timelines for batches of packed goods to be handed over

Safety, Security and Administrative

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

PC16. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.

PC17. wear all safety equipment including protective gear, helmets etc.

PC18. follow organization procedures with respect to security, materials handling and accidents

PC19. maintain distance between moving machinery and stay within designated areas

PC20. park or handover pallet trolleys/carts in case of shift breaks to authorized personnel

PC21. adhere to security regulations of the company

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organizational procedures for stock recording
KU2. all safety and health requirements while handling goods
KU3. organization procedure for handling different types of goods such as fragile, heavy, loose etc.
KU4. roles and responsibilities of different colleagues on the shop floor
KU5. who to reach out to and when to ask for assistance with handling goods
KU6. escalation matrix for reporting identified problems
KU7. how to place goods so they can be easily identified and accessed
KU8. procedures for dealing with loss or damage of goods
KU9. risk and impact of not following defined procedures/work instructions prescribed by the organization
KU10. implications of poor performance
KU11. importance of identifying possible errors upon unloading
KU12. awareness of the nature and value of items being stored
KU13. types of organizational documentation regarding codes followed, process charts, operating procedures etc. and importance of the same
KU14. records to be maintained and implications of non-maintenance of the same
KU15. outbound packaging labelling norms and company/product details
KU16. the nature and characteristics of goods being handled
KU17. the various kinds of packing for items according to their type
KU18. different types of packing material and their use
KU19. application of various methods of pre-packing for goods
KU20. how to identify damages to goods and potential fixes
KU21. types of workplace hazards that one can encounter on the job
KU22. usage of tools such as hand trolleys, carts etc.
KU23. company codes/labels for storage bays and goods
KU24. types of labels for storage items/items scheduled for delivery

Generic Skills (GS)

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

GS1. fill in appropriate forms for inventory received, accidents/damages
GS2. write down observations or notes about items received
GS3. mark items as packed for internal understanding if required
GS4. read inventory/pick list and task schedule and understand the codes as per company manuals/operating procedure

GS5. read list of items that require packing /marking on pick list
GS6. read and understand safety instructions/labels such as fragile or heavy
GS7. communicate clearly with supervisors, administrative staff and peers
GS8. provide advice and guidance to peers and juniors
GS9. adjust according to volume, capacity and manpower needs during peak and non-peak hours
GS10. prioritize and execute tasks within the scheduled time limits
GS11. flexibility to re-organize work schedules in case of delays/additional work load
GS12. understand the customer timelines and ensure that they are met.
GS13. identify trends/common causes for errors and suggest possible solutions to supervisor
GS14. perform counting in a systematic manner.
GS15. suggest methods to streamline the packing/pre-packing techniques

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Receive all goods requiring packing from picker/binner	**7**	**15**	**-**	**-**
PC1. receive list of items that require packing from supervisor and determine schedule based on inbound/outbound timelines	2	3	-	-
PC2. receive the goods that require pre-packing/ packing from picker or binner	1	3	-	-
PC3. verify that all the items are listed on the inventory list	1	4	-	-
PC4. make notes for a report on any variances in quality of load, scheduled time	2	3	-	-
PC5. handle the items with care to ensure minimal damage to person and good	1	2	-	-
Check received goods for damages/spills/errors	**5**	**15**	**-**	**-**
PC6. identify any discrepancies such as physical damage, quantity variance, wrong part number, wrong document, damages etc.	2	3	-	-
PC7. notify the supervisor of any damaged items that need to be fixed	1	4	-	-
PC8. notify administration for any additional orders that need to be placed to replace misplaced/irreparable items	1	4	-	-
PC9. notify administration or supervisor in case of any other variances and errors	1	4	-	-
Check packaging requirements for each type of product	**9**	**21**	**-**	**-**
PC10. check packing requirements for each type of product	1	4	-	-
PC11. ensure packing material required for all products to be packed are available in packing area	1	4	-	-
PC12. inform supervisor once material is assembled in packing area	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. inform supervisor of any additional material required	2	3	-	-
PC14. clean and prepare any packing boxes or containers before performing packing	2	3	-	-
PC15. coordinate with picker on timelines for batches of packed goods to be handed over	2	3	-	-
Safety, Security and Administrative	**9**	**19**	**-**	**-**
PC16. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.	2	3	-	-
PC17. wear all safety equipment including protective gear, helmets etc.	1	4	-	-
PC18. follow organization procedures with respect to security, materials handling and accidents	1	4	-	-
PC19. maintain distance between moving machinery and stay within designated areas	2	3	-	-
PC20. park or handover pallet trolleys/carts in case of shift breaks to authorized personnel	1	2	-	-
PC21. adhere to security regulations of the company	2	3	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2308
NOS Name	Prepare For Packing
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	16/12/2014
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015

LSC/N2309: Perform Packing

Description

This OS unit is about performing Packing of items

Scope

The unit/ task covers the following:

- Pack all goods that require packing
- Ensure goods are ready for storage/delivery
- Safety, Security and Maintenance aspects

Elements and Performance Criteria

Pack all goods that require packing

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

PC1. ensure all items that require packing are at the appropriate packing area

PC2. locate the appropriate bays and bins for the packages unloaded

PC3. assist picker/binner with moving goods to packing area

PC4. if required enlist the assistance of a forklift or pallet truck operator for moving goods

PC5. identify any errors occurring prior to the packing process such as damaged/misplaced goods/wrong labels and report the problems accordingly

PC6. separate goods that require packing and those requiring pre-packing

PC7. apply pre-packing methods specified by the organizational procedure tof rhte type of goods, size of orders

PC8. apply packing methods specified by the organizational procedure for the type of goods and size of orders

PC9. provide additional packing for fragile goods with protective materials, such as bubble wrap and polystyrene chips

Ensure goods are ready for storage/delivery

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

PC10. check to ensure container/packing material is damage free

PC11. measure, weigh, and count products and materials.

PC12. examine and inspect containers, materials, and products in order to ensure that packing specifications are met.

PC13. seal and label each container/package if required

PC14. mark and label containers if required

PC15. seal containers with glue and fasteners.

PC16. tag containers with marking for internal processing, if required by organizational procedure

PC17. remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks. pc18

PC18. verify all items are labeled and packed appropriately

PC19. stack and pile finished goods into containers.

PC20. move completed packages for loading/binning/storage or hand over to relevant picker/binner/loader

Safety, Security and Maintenance

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

PC21. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.

PC22. wear all safety equipment including protective gear, helmets etc.

PC23. follow organization procedures with respect to security, materials handling and accidents

PC24. maintain distance between moving machinery and stay within designated areas

PC25. maintain a clean, neat and orderly working area

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organizational procedures for stock recording

KU2. all safety and health requirements while handling goods

KU3. organization procedure for handling different types of goods such as fragile, heavy, loose etc.

KU4. roles and responsibilities of different colleagues on the shop floor

KU5. who to reach out to and when to ask for assistance with handling goo

KU6. escalation matrix for reporting identified problems

KU7. how to place goods so they can be easily identified and accessed

KU8. procedures for dealing with loss or damage of goods

KU9. risk and impact of not following defined procedures/work instructions prescribed by the organization

KU10. implications of poor performance

KU11. importance of identifying possible errors upon unloading

KU12. awareness of the nature and value of items being stored

KU13. types of organizational documentation regarding codes followed, process charts, operating procedures etc. and importance of the same

KU14. records to be maintained and implications of non-maintenance of the same

KU15. outbound packaging labelling norms and company/product details

KU16. the nature and characteristics of goods being handled

KU17. the various kinds of packing for items according to their type

KU18. different types of packing material and their use

KU19. application of various methods of pre-packing for goods

KU20. how to identify damages to goods and potential fixes

KU21. types of workplace hazards that one can encounter on the job

KU22. usage of tools such as hand trolleys, carts etc.

KU23. company codes/labels for storage bays and goods

KU24. types of labels for storage items/items scheduled for delivery

Generic Skills (GS)

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

GS1. fill in appropriate forms and documents
GS2. write/re-write labels in case required
GS3. read labels and understand the codes as per company procedures
GS4. read and understand handling instructions/labels such as fragile or heavy
GS5. read and understand companys safety and operating signs on the shop floor
GS6. communicate clearly with supervisors and peers
GS7. provide advice and guidance to peers and juniors
GS8. adjust according to volume, capacity and manpower needs during peak and non-peak hours
GS9. prioritize and execute tasks within the scheduled time limits
GS10. flexibility to re-organize work schedules in case of delays/additional work load
GS11. understand the customer timelines and ensure that they are met.
GS12. identify trends/common causes for errors and suggest possible solutions to supervisor
GS13. perform counting in a systematic manner.
GS14. suggest methods to streamline the packing/pre-packing techniques
GS15. ability to concentrate on the task at hand and complete it without errors
GS16. pay attention to detail

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Pack all goods that require packing	**11**	**25**	**-**	**-**
PC1. ensure all items that require packing are at the appropriate packing area	1	3	-	-
PC2. locate the appropriate bays and bins for the packages unloaded	1	3	-	-
PC3. assist picker/binner with moving goods to packing area	1	3	-	-
PC4. if required enlist the assistance of a forklift or pallet truck operator for moving goods	1	3	-	-
PC5. identify any errors occurring prior to the packing process such as damaged/misplaced goods/wrong labels and report the problems accordingly	2	2	-	-
PC6. separate goods that require packing and those requiring pre-packing	1	3	-	-
PC7. apply pre-packing methods specified by the organizational procedure tof rhte type of goods, size of orders	1	3	-	-
PC8. apply packing methods specified by the organizational procedure for the type of goods and size of orders	2	2	-	-
PC9. provide additional packing for fragile goods with protective materials, such as bubble wrap and polystyrene chips	1	3	-	-
Ensure goods are ready for storage/delivery	**14**	**30**	**-**	**-**
PC10. check to ensure container/packing material is damage free	1	3	-	-
PC11. measure, weigh, and count products and materials.	2	2	-	-
PC12. examine and inspect containers, materials, and products in order to ensure that packing specifications are met.	1	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. seal and label each container/package if required	1	3	-	-
PC14. mark and label containers if required	2	2	-	-
PC15. seal containers with glue and fasteners.	1	3	-	-
PC16. tag containers with marking for internal processing, if required by organizational procedure	2	2	-	-
PC17. remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks. pc18	1	3	-	-
PC18. verify all items are labeled and packed appropriately	1	3	-	-
PC19. stack and pile finished goods into containers.	1	3	-	-
PC20. move completed packages for loading/binning/storage or hand over to relevant picker/binner/loader	1	3	-	-
Safety, Security and Maintenance	**5**	**15**	**-**	**-**
PC21. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.	1	3	-	-
PC22. wear all safety equipment including protective gear, helmets etc.	1	3	-	-
PC23. follow organization procedures with respect to security, materials handling and accidents	1	3	-	-
PC24. maintain distance between moving machinery and stay within designated areas	1	3	-	-
PC25. maintain a clean, neat and orderly working area	1	3	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2309
NOS Name	Perform Packing
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	16/12/2014
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015

LSC/N2310: Perform Post Packing Activities

Description

This OS unit is about performing post packing activities such as documenting undelivered items

Scope

The unit/task covers the following:

- Reporting of data/problem/incidents etc.
- Documentation and administrative duties
- Safety, Security and Maintenance aspects

Elements and Performance Criteria

Reporting of data/problem/incide nts etc.

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

PC1. review packing lists to ensure all activities have been complemeted

PC2. report the status of inventory that has been damaged/misplaced

PC3. report the status of inventory that has been successfully packed and stored

PC4. report the status of goods that has been successfully packed and transported

Documentation and administrative duties

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

PC5. assist supervisor with generation of packing slip if required

PC6. inform the supervisor of any difficulties due to task loads or time limits

PC7. fill out administrative forms and complete all organizational formalities for damages/accidents that occurred post-packing

PC8. maintain database of packages

PC9. fill in orders for new materials required with supervisors assistance

Safety, Security and Maintenance

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

PC10. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.

PC11. wear all safety equipment including protective gear, helmets, gloves etc.

PC12. follow organization procedures with respect to security, materials handling and accidents

PC13. maintain distance between moving machinery and stay within designated areas

PC14. adhere to security regulations of the company

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organizational procedures for stock recording and packing

KU2. different methods of recording information

KU3. various documents that need to be maintained
KU4. company procedure for filling/maintaining up the documents
KU5. procedures for reporting to the appropriate authority
KU6. procedures for recording damage, breakages etc.
KU7. reporting incidents where standard operating procedures are not followed
KU8. the importance of complete and accurate documentation
KU9. roles and responsibilities of different colleagues on the shop floor
KU10. risk and impact of not following defined procedures/work instructions
KU11. escalation matrix for reporting identified problems
KU12. types of organizational documentation regarding codes followed, process charts, operating procedures etc. and importance of the same

Generic Skills (GS)

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

GS1. fill in appropriate forms for any accidents/damages
GS2. fill appropriate documents for reporting and log in details of inventory
GS3. write up notes/reminders
GS4. read fluently (in english/ vernacular) with few pauses and a constant speed
GS5. read and understand manuals, health and safety instructions, memos, reports etc.
GS6. ability to read from different material sources books, screens in machines etc.
GS7. understand the various color codes, as per company nomenclature
GS8. communicate clearly with supervisors and peers
GS9. provide advice and guidance to peers and juniors
GS10. adjust according to volume, capacity and manpower needs during peak and non-peak hours
GS11. prioritize and execute tasks within the scheduled time limits
GS12. flexibility to re-organize work schedules in case of delays/additional work load
GS13. understand the customer timelines and ensure that they are met.
GS14. identify trends/common causes for errors and suggest possible solutions to supervisor
GS15. perform counting in a systematic manner.
GS16. suggest methods to streamline the packing/pre-packing techniques
GS17. ability to concentrate on the task at hand and complete it without errors
GS18. pay attention to detail

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Reporting of data/problem/incide nts etc.	**8**	**32**	**-**	**-**
PC1. review packing lists to ensure all activities have been complemeted	2	8	-	-
PC2. report the status of inventory that has been damaged/misplaced	2	8	-	-
PC3. report the status of inventory that has been successfully packed and stored	2	8	-	-
PC4. report the status of goods that has been successfully packed and transported	2	8	-	-
Documentation and administrative duties	**9**	**21**	**-**	**-**
PC5. assist supervisor with generation of packing slip if required	3	7	-	-
PC6. inform the supervisor of any difficulties due to task loads or time limits	2	3	-	-
PC7. fill out administrative forms and complete all organizational formalities for damages/accidents that occurred post-packing	2	3	-	-
PC8. maintain database of packages	1	4	-	-
PC9. fill in orders for new materials required with supervisors assistance	1	4	-	-
Safety, Security and Maintenance	**13**	**17**	**-**	**-**
PC10. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.	5	5	-	-
PC11. wear all safety equipment including protective gear, helmets, gloves etc.	2	3	-	-
PC12. follow organization procedures with respect to security, materials handling and accidents	2	3	-	-
PC13. maintain distance between moving machinery and stay within designated areas	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. adhere to security regulations of the company	2	3	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2310
NOS Name	Perform Post Packing Activities
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	16/12/2014
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015

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 : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N2104.To Carry Out Housekeeping	40	60	-	-	100	25
LSC/N2308. Prepare For Packing	30	70	-	-	100	25
LSC/N2309. Perform Packing	30	70	-	-	100	25
LSC/N2310.Perform Post Packing Activities	30	70	-	-	100	25
Total	**130**	**270**	**-**	**-**	**400**	**100**

Acronyms

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

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.
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.