

Model Curriculum

Warehouse Associate

**(Electives – Perishable Goods/ Fast-Moving Consumer Goods (FMCG)/ Automotive Goods/ Dry Bulk Cargo)
(Options – Goods and Services Tax (GST) application)**

**SECTOR: LOGISTICS
SUB-SECTOR: WAREHOUSING
OCCUPATION: OPERATIONS
REF ID: LSC/Q0101, V1.0
NSQF LEVEL: 3**



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK - NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Logistic Sector Skill Council of India

for the

Model Curriculum

Complying to National Occupational Standards of
Job Role/ Qualification Pack: **'Warehouse Associate'** QP No. **'LSC/Q0101 NSQF Level 3'**

Date of Issuance: May 4th, 2019

Valid up to: May 4th, 2022

**Valid up to the next review date of the Qualification Pack*



Authorised Signatory
(Logistics Sector Skill Council of India)

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Warehouse Associate

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Warehouse Associate”, in the “Logistics” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Warehouse Associate		
Qualification Pack Name & Reference ID.	LSC/Q0101, v1.0		
Version No.	1.0	Version Update Date	04-05-2019
Pre-requisites to Training	Class X; candidate should have completed 18 years of age		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <p>Compulsory:</p> <ul style="list-style-type: none"> • Perform picking, packaging, labelling, kitting and binning activities at the warehouse • Execute safe loading and unloading of goods at the warehouse • Comply to work place integrity, ethical and regulatory practices • Manage workplace for safe and healthy work environment by following and ensuring compliance to regulatory and safety norms <p>Electives:</p> <ul style="list-style-type: none"> • Demonstrate safe segregation, grading, storage, temperature control, and movement of goods in a cold storage warehouse for perishable goods • Execute goods sorting, storage, picking, inventory counting and movement of goods in a FMCG warehouse • Perform safe storage, packaging, palletisation and process improvement activities in an automotive warehouse • Perform cargo handling, volume/weight measurement, pest control, spillage control and equipment operations in a dry bulk warehouse <p>Options:</p> <ul style="list-style-type: none"> • Inspect invoices for correct application of GST. 		

This course encompasses 4 out of 4 Compulsory NOS (National Occupational Standards), 4 out of 4 Electives, 1 out of 1 Options of “Warehouse Associate” Qualification Pack issued by “Logistics Sector Skill Council”.

COMPULSORY NOS:

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction to Warehouse Associate</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Classify the components of supply chain and logistics sector Detail the various sub-sectors and the opportunities in them Identify various activities in warehouse, port yard, land, ship and air transportation Explain job roles in warehousing Describe your job role as warehouse associate and its interface with other job roles Describe the various MHEs and equipment used in warehouses Discuss the documentation requirements in warehousing operations 	Teaching board, computer, projector, video player or TV
2	<p>Picking, Packing, Kitting, Labelling and Binning</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N0101</p>	<ul style="list-style-type: none"> Identify the different components of a picklist Identify the type of MHE to be used for different types of goods Describe picking process Describe the items used for packing and labelling Demonstrate different types of packing and labelling process Describe the PPE and equipment used for kitting Detail the components of kitting documentation Inspect kitting items for damages and errors Demonstrate kitting process List the equipment and stationery used for binning Demonstrate binning for various types of goods Demonstrate cleaning of work area post work 	Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packing devices, packing material, markers and stationery, etc..
3	<p>Loading and unloading</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p>	<ul style="list-style-type: none"> Describe the MHE equipment used for loading/unloading Detail the PPE to be used for loading/unloading of various types of goods Demonstrate usage of tools, ropes/chains to secure product/crate Discuss handling procedure for breakage/ spillage of package/ consignment 	Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like pallet truck (manual and battery operated), etc. barcode scanner, packing

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSC/N0102	<ul style="list-style-type: none"> Demonstrate the procedure of parking MHE equipment correctly Report daily operations 	devices, packing material, markers and stationery, etc.
4	Guidelines on integrity and ethics Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSC/ N9904	<ul style="list-style-type: none"> Describe the concepts of integrity, ethics Detail the various regulatory requirements related to logistics industry Explain data and information security practices Identify corrupt practices Comply to regulatory requirements Practice code of conduct and etiquettes Document integrity and ethics violations Explain escalation matrix for reporting deviation 	SOP, Teaching board, computer, projector, video player, stationery, worksheets and TV
5	Compliance to health, safety and security norms Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSC/ N9905	<ul style="list-style-type: none"> Detail health, safety and security procedures in port terminals, CFS and ICD Implement 5S at workplace Inspect the activity area and equipment, for appropriate and safe conditions Identify unsafe working conditions Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods Implement standard protocol in case of emergency situations, accidents, and breach of safety Document health, safety and security violations Explain the escalation matrix for reporting deviation 	PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, markers and stationery, etc.
	COMPULSORY NOS: Total Duration 270:00 Theory Duration 80:00 Practical Duration 190:00	Unique Equipment Required: Teaching board, computer, projector, video player or TV, Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, manual and battery operated pallet truck, SOP, barcode scanner, packaging devices, packaging material, markers and stationery, etc..	

ELECTIVES (Mandatory to select at least one)

ELECTIVE 1: Perishable Goods

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Perishable goods handling</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N0103</p>	<ul style="list-style-type: none"> Describe the coding requirement for various types of products Discuss cold chain warehouse temperature management requirements for different types of products Demonstrate segregation, sorting, and grading operations in a cold chain warehouse List the equipment used while handling goods in cold chain warehouse Demonstrate MHE usage for loading, unloading and movement of goods Identify contaminated goods Explain quarantine procedure for contaminated goods Detail the precautions to be followed to avoid contamination Describe the cleaning process of cold chain warehouse and its equipment 	<p>Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packing devices, packing material, markers and stationery, etc.</p>
	<p>ELECTIVE 1 : Total Duration</p> <p>Theory Duration 20:00</p> <p>Practical Duration 50:00</p>	<p>Unique Equipment Required: Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packing devices, packing material, markers and stationery, etc.</p>	

ELECTIVE 2: Fast-Moving Consumer Goods (FMCG)

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>FMCG handling</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N0104</p>	<ul style="list-style-type: none"> List the various types of coding in a FMCG warehouse Detail the components of documentation for FMCG warehouse goods movement process Identify goods and its storage location based on picklist Perform various types of order picking such as, single order picking, batch picking, zone picking, pick and pass, multi batch picking, order consolidation, wave picking etc. Demonstrate sorting and placing of goods as per size, type, style, colour, or product code Demonstrate the process of packaging and labelling Explain FIFO, LIFO inventory 	<p>Personal Protective Equipment (PPEs), Material Handling Equipment's (MHEs) like pallet truck (manual and battery operated), barcode scanner, packing devices, packing material, markers and stationery, etc.</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		management processes <ul style="list-style-type: none"> Detail the steps in inventory counting process Perform cleaning of aisles and product slots Report defective or broken products 	
	ELECTIVE 2: Total Duration Theory Duration 20:00 Practical Duration 50:00	Unique Equipment Required: Personal Protective Equipment (PPEs), Material Handling Equipment's (MHEs) like pallet truck (manual and battery operated), barcode scanner, packing devices, packing material, markers and stationery, etc.	

ELECTIVE 3: Automotive Goods

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Automotive goods handling Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N0105	<ul style="list-style-type: none"> Demonstrate packing/ de-packing and labelling of automotive goods Demonstrate loading/ unloading of goods from fixtures/ crates/ pallets/ boxes Discuss Kanban process of material storage and inventory management Explain the MHE used for various types of automotive goods Discuss the precautions to be taken while loading/ unloading, strapping and lashing of goods Demonstrate loading/ unloading, strapping and lashing of goods Demonstrate different types of packaging and palletisation Report defective or broken products Detail the steps in inventory counting process Discuss the process improvement tools such as 5S, JIT, FMEA, kaizen, poka-yoke etc. Prepare reports on daily activities 	Personal Protective Equipment (PPEs), Material Handling Equipment's (MHEs) like forklift, reach stacker, pallet truck, etc., walkie stacker, barcode scanner, packing devices, packing material, markers and stationery, etc.
	ELECTIVE 3: Total Duration Theory Duration 20:00 Practical Duration 50:00	Unique Equipment Required: Personal Protective Equipment (PPEs), Material Handling Equipment's (MHEs) like forklift, reach stacker, pallet truck, etc., walkie stacker, barcode scanner, packing devices, packing material, markers and stationery, etc.	

ELECTIVE 4: Dry Bulk Cargo

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Dry bulk cargo handling Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N0106	<ul style="list-style-type: none"> Discuss the space and volume computation methods for different types of goods in dry bulk warehouse Detail the usage of various MHE and conveyors in dry bulk warehouse Discuss the appropriate PPEs to be used while handling dry bulk cargo Demonstrate usage of MHE for cargo movement List the precautions to be taken while moving cargo Explain weight and volume measurement methods to distribute storage in different locations Detail pest control methods to be undertaken for different types of goods Explain inventory measurement in dry bulk warehouse 	Personal Protective Equipment (PPEs), Material Handling Equipment's (MHEs), conveyors, measuring devices, markers and stationery, etc.
	ELECTIVE 4: Total Duration Theory Duration 20:00 Practical Duration 50:00	Unique Equipment Required: Personal Protective Equipment (PPEs), Material Handling Equipment's (MHEs), conveyors, measuring devices, markers and stationery, etc.	

OPTIONS (Optional to choose any or all or none)
OPTION 1: GST Application

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Verify GST application Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N9906	<ul style="list-style-type: none"> Differentiate location of service recipient and place of supply of services in GST application Determine classification of the transaction to apply the right CGST, IGST, and SGST Detail the rules and regulation in applying and reversing GST Discuss the details required for applying GST, such as GSTIN, PAN, email id, HSC code, SAC code, UIN number etc. Compute the applicable GST based on documentation Inspect invoice for availability of mandatory information relating to GST application 	Laptop, MS office, ERP, stationery, worksheets, computer, projector, GST guidelines etc.
	OPTION 1: Total Duration	Unique Equipment Required: Laptop, MS office, ERP, stationery, worksheets, computer,	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration 20:00 Practical Duration 50:00	projector, GST guidelines etc.	

	GRAND Duration Total Minimum Duration for the QP= <u>340 hrs</u> Theory: 100 hrs Practical: 240 hrs Maximum Duration for the QP= 620 hrs Theory: 180 hrs Practical: 440 hrs	Unique Equipment Required: Teaching board, computer, projector, video player or TV, Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, manual and battery operated pallet truck, conveyor, SOP, barcode scanner, packaging devices, packaging material, markers and stationery, ERP, GST guidelines etc..	
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(This syllabus/ curriculum has been approved by Logistics Sector Skill Council)

Trainer Prerequisites for Job role: “Warehouse Associate” mapped to Qualification Pack: “LSC/Q0101, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSC/ Q0101”
2	Personal Attributes	The job requires the individual to have strong communication skills, presentation skills, measuring, evaluating and problem-solving skills. He/she should be able to facilitate learning
3	Minimum Educational Qualifications	Class X; candidate should have completed 18 years of age
4a	Domain Certification	Certified for Job Role: “Warehouse Associate” mapped to QP: “LSC/Q0101, v1.0”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score is 80%
5	Experience	<ul style="list-style-type: none"> Graduate with minimum 5 years (with minimum 2 years of experience as Supervisor/ Manager) of experience in Warehouse operations (or) Diploma with minimum 7 years (with minimum 3 years of experience as Supervisor) of experience in Warehouse operations (or) Class XII pass with minimum 9 years (with minimum 3 years of experience as Supervisor) of experience in Warehouse operations (or) Detailed knowledge of warehouse operations management including goods receipt and dispatch, inventory analysis, maintenance and repair, budgeting and resource management Has supervisory skills with good knowledge of IT and control systems in Warehousing, and reporting and data management skills The trainer should have the ability to read write and communicate in vernacular language, Hindi and English

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Warehouse Associate
Qualification Pack	LSC/Q0101, v1.0
Sector Skill Council	Logistics Sector Skill Council

Sr. No.	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 center based on this criterion
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in each NOS
6	In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack

Compulsory					
Total Marks: 400				Marks Allocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
LSC/N0101 Picking, packing, labeling, kitting and binning	PC1. obtain picklist from supervisor for picking and arrange MHE equipment, if required	100	6	1	5
	PC2. locate the physical item in the warehouse		6	1	5
	PC3. take the assistance of MHE operator to pick the items from the pallet or racks, if required		6	2	4
	PC4. deliver to packer or binner as per instructions		5	1	4
	PC5. submit daily reports to the supervisor		5	1	4
	PC6. obtain packing list from the supervisor		5	1	4
	PC7. collect the packing material and Non-Production Material (NPM) such as labels, tags, barcodes, etc from the stores		4	2	2
	PC8. receive the items for packing from the picker or binner, check for damages and report on the same to supervisor		3	1	2
	PC9. segregate and pack items, label them with bar codes and product tags and seal the packages		3	1	2
	PC10. handover the packed items to binner		3	1	2

	or loader				
	PC11. clean the area after packing operations and submit daily reports to the supervisor		3	1	2
	PC12. obtain kitting list from supervisor and details of shift schedule for kitting		3	1	2
	PC13. use the appropriate PPE based on the product and environment		3	1	2
	PC14. check items received for kitting for damages, bar code /product label errors and report the same to supervisor		3	1	2
	PC15. segregate items to be kitted and check Bill of Material (BOM) for any missing components, and report the same to supervisor		3	1	2
	PC16. receive replacement or missing components		3	1	2
	PC17. collect required packing cases and sealing material from the packing and storage supervisor		3	1	2
	PC18. kit the items as per BOM, Standard Operating Procedures (SOP) and place it in the packing case		3	1	2
	PC19. seal the packing case and label it with tags and barcodes		3	1	2
	PC20. handover kitted items to picker or loader for transport		3	1	2
	PC21. clean the area after kitting operation and submit daily reports to supervisor reporting total kitting done, damages, delays and accidents		3	1	2
	PC22. obtain binning instructions for the day from supervisors		3	1	2
	PC23. arrange for various equipment and stationery required like bins, bar codes and product tags		3	1	2
	PC24. receive the items for binning, check for damages and report the same to supervisor		3	1	2
	PC25. segregate items that need to be stored in the warehouse and the ones that need to be shipped in different bins of different geographical regions		3	1	2
	PC26. bin the items as per instructions, seal and attach label and bar code		3	1	2
	PC27. handover binned items to the picker or loader for transport		3	1	2
	PC28. clean the area after binning and submit daily reports to the supervisor		3	1	2
			100	30	70
LSC/N0102 Loading and unloading	PC1. obtain loading and unloading schedule including docking bay and time of transport arrival from supervisor	100	9	2	7
	PC2. arrange necessary material handling equipment, tools, tackles, chains, and ropes for loading or unloading		9	3	6

	PC3. wear the appropriate PPE required for operations		9	3	6
	PC4. check the product to be loaded or unloaded with respect to the order and report to supervisor, in case of discrepancies		11	3	8
	PC5. use the appropriate tools, ropes/chains and secure the product/crate		11	3	8
	PC6. operate MHE to load or unload the items from the pallet/ racks/ vehicle as required		9	3	6
	PC7. deliver the unloaded packages to the specified location as per the instructions		11	3	8
	PC8. report any breakages, spillages of package or consignment		10	3	7
	PC9. move damaged goods to the quarantine area		9	3	6
	PC10. park the MHE at the designated parking location		6	2	4
	PC11. submit a daily report to the supervisor		6	2	4
			100	30	70
LSC/N9904 Maintain integrity and ethics in operation	PC1. refrain from indulging in corrupt practices	100	6	3	3
	PC2. avoid using company's funds, property or resources for undertaking personal activities		6	3	3
	PC3. protect customer's information and ensure it is not misused		6	2	4
	PC4. protect data and information related to business or commercial decisions		6	2	4
	PC5. avoid acceptance of cash or kind from vendors for support or contract negotiations		6	2	4
	PC6. demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues		5	2	3
	PC7. avoid nepotism		5	2	3
	PC8. consult supervisor or senior management when in situations that may require differentiating between ethical and unethical		5	2	3
	PC9. report promptly all violations of code of ethics		5	2	3
	PC10. dress up and conduct in a professional manner		5	2	3
	PC11. communicate with clients and stakeholders in a soft and polite manner		5	2	3
	PC12. follow etiquettes in accordance to the place		5	2	3
	PC13. check for regulatory documentation and compliances for the shop floor as per information from the supervisor		5	2	3
	PC14. perform activities considering the regulatory requirements		5	2	3
	PC15. use Personal Protective Equipment		5	2	3

	(PPEs) in accordance to regulatory requirements				
	PC16. identify the different types of dangerous goods and handling methodologies		5	2	3
	PC17. follow the SOP for handling of different types of dangerous goods		5	2	3
	PC18. consult supervisor or senior management when in situations that may require differentiating between ethical and unethical		5	2	3
	PC19. promptly report all regulatory violations		5	2	3
			100	40	60
LSC/N9905 Follow health, safety and security procedures	PC1. make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation	100	6	3	3
	PC2. wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area		6	3	3
	PC3. follow standard driving practice to ensure safety of life and material		6	3	3
	PC4. follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety		6	3	3
	PC5. undertake periodical preventive health check ups		6	3	3
	PC6. follow necessary Standard Operating Procedures (SOP) and precautions while handling dangerous and hazardous goods		6	3	3
	PC7. follow security procedures like green gate in port, customs area, factory security, etc.		5	2	3
	PC8. comply with data safety regulations of the organisation		5	2	3
	PC9. follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway		5	2	3
	PC10. recognise unsafe conditions and safety practices at the workplace and report it to concerned authority		5	2	3
	PC11. inspect the activity area and equipment for appropriate and safe condition		4	2	2
	PC12. check if stacking is done at defined height and is not on the walk way		4	2	2
	PC13. check if walk way is free from grease/ oil		4	2	2
	PC14. check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places		4	1	3
	PC15. participate in fire drills		4	1	3
	PC16. check if standard material handling procedure are being followed		4	1	3

	PC17. check if hold ladders, platforms and hand rails to be in a sound and safe condition		4	1	3
	PC18. check if all the safety and security related tags, labels and signage are placed in the cargo		4	1	3
	PC19. check if loading instrument is certified and operational		4	1	3
	PC20. implement 5S at workplace		4	1	3
	PC21. check if cargo has passed security checks and report in case of any violation		4	1	3
			100	40	60

Electives					
Elective 1 - Perishable Goods					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N0103 handle perishable goods in warehouse	PC1. identify and comply with various coding of perishables goods stored in warehouse	100	10	3	7
	PC2. maintain ambient temperature as per product		10	3	7
	PC3. follow handling precautions as per Standard Operating Procedures (SOP) for various perishable products		10	3	7
	PC4. perform sorting and grading of perishable goods as per SOP and customer standards		10	3	7
	PC5. identify goods to be moved either to the storage from the staging area / unloading area		8	2	6
	PC6. identify the right equipment required for handling the goods		9	3	6
	PC7. make arrangement for equipment/tools such as pallets, reach stack, fork lift, PPE, etc. according to type of product		9	3	6
	PC8. operate MHE or use MHE operator to pick the items		9	3	6
	PC9. load finished pallets of product onto assigned trailers safely and accurately		9	3	6
	PC10. identify contaminated goods and quarantine them as per SOP		8	2	6
	PC11. clean and maintain warehouse aisles and product slots		8	2	6
			100	30	70
Elective 2 – Fast-Moving Consumer Goods (FMCG)					
Total marks 100				Marks allocation	
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N0104 Handle FMCG goods in a warehouse	PC1. identify and comply to coding requirements for storage of FMCG goods	100	9	3	6
	PC2. review daily plan for goods to be moved in or out of warehouse/fulfilment centre/ mother hub/ distribution centre/ delivery centre		9	3	6
	PC3. identify goods to be moved either to the		9	3	6

	storage from the staging area / unloading area			
	PC4. make arrangement for equipment/tools such as pallets, reach stack, fork lift, PPE, etc. according to the kind of product to be handled	9	3	6
	PC5. take the assistance of MHE operator to pick the items from the pallet or racks, if required	8	2	6
	PC6. execute different types of order picking such as, single order picking, batch picking, zone picking, pick and pass, multi batch picking, order consolidation, wave picking etc.	8	2	6
	PC7. sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code	8	2	6
	PC8. handle all activities related to packaging, labeling etc. of stock during shift.	8	2	6
	PC9. report defected or broken products to the supervisor	8	2	6
	PC10. ensure First-In, First-Out (FIFO)/ Last In, First Out (LIFO) inventory management as per company/product Standard Operating Procedures (SOP)	8	2	6
	PC11. assist during inventory cycle counting as per SOP and report the status	8	3	5
	PC12. clean and maintain warehouse aisles and product slots.	8	3	5
		100	30	70

Elective 3 - Automotive goods

Total marks 100		Marks allocation			
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N0105 Handle automotive goods in warehouse	PC1. perform packing/ de-packing and labelling of goods	100	8	2	6
	PC2. load goods on fixtures/ crates/ pallets/ boxes		8	2	6
	PC3. sort and place materials for items on racks, shelves, or in bins according to Kanban list		8	2	6
	PC4. check for adherence to different certifications for automotive goods		8	2	6
	PC5. identify goods to be moved either to the storage from the staging area / unloading area		8	2	6
	PC6. identify the MHE used for operation based on information from the supervisor		6	2	4
	PC7. make arrangement for equipment/tools such as conveyors, hand trucks and pallet jacks, pallets, reach stack, fork lift, PPE, etc. according to work requirement and the kind of product to be handled		6	2	4
	PC8. take the assistance of MHE operator to pick the items from the pallet or racks, if		6	2	4

	required				
	PC9. load finished pallets of product onto assigned trailers safely and accurately	6	2	4	
	PC10. perform safe strapping and lashing of pallets/ crates/ boxes/ fixtures	6	2	4	
	PC11. assist during inventory cycle counting as per Standard Operating Procedures (SOP) and report the status	6	2	4	
	PC12. report defected or broken products to the supervisor	6	2	4	
	PC13. clean and maintain warehouse aisles	6	2	4	
	PC14. follow 5S, just in time (JIT), Kaizen, poka-yoke and other poka yoke process improvement guidelines as instructed by supervisor	6	2	4	
	PC15. submit a daily reports to the supervisor	6	2	4	
		100	30	70	

Elective 4 - Dry Bulk cargo

Total marks 100			Marks allocation		
Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N0106 Handle bulk cargo in warehouse	PC1. identify goods to be moved either to the storage from the staging area / unloading area	100	10	3	7
	PC2. check for various space requirement and weight requirement for storage of bulk cargo		10	3	7
	PC3. make arrangement for equipment/tools such as reach stack, fork lift, PPEs, conveyor belting, etc., according to work requirement and the kind of product to be handled		10	3	7
	PC4. operate conveyors for movement of bulk cargo and ensure for smooth and pilferage free movement		10	3	7
	PC5. continuously check for the weight and volume metrics to ensure adequate storage in different locations		10	3	7
	PC6. clean and maintain warehouse aisles and storage areas		10	3	7
	PC7. check for presence of rodents, birds, insects and other pests which affect the cargo		10	3	7
	PC8. undertake pest control activity at the warehouse		10	3	7
	PC9. measure stored inventory and report to supervisor		10	3	7
	PC10. take necessary precautions to be taken while handling different bulk cargo		10	3	7
		100	30	70	

Options

Option 1 – GST application

Total marks 100	Marks allocation
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Assessment outcome	Assessment criteria	Total marks	Out of	Theory	Skills Practical
LSC/N9906 Verify GST invoices	PC1. identify location of service recipient and place of supply of services	100	11	4	7
	PC2. identify proper classification of the transaction (i.e. Intra-State or Inter-state) and determine the applicable GST: Central Goods and Services Tax (CGST), Integrated Goods and Services Tax (IGST), State Goods and Services Tax (SGST)		11	3	8
	PC3. identify if GST is payable under reverse charge in case the Service provider is unregistered party		11	3	8
	PC4. obtain name, address, GST Identification Number (GSTIN), Permanent account number (PAN) number, email id of service/ shipment provider and recipient		11	3	8
	PC5. obtain description of service, Service accounting code (SAC) / Harmonized System of Nomenclature (HSN) code		11	3	8
	PC6. receive unique identification number (UIN) for multilateral entity		11	3	8
	PC7. check for relevant notification in case of exempt clients		11	3	8
	PC8. calculate taxable value considering applicable rate of GST based on SAC/HSN		12	5	7
	PC9. check for vendor invoices for all mandatory particulars and applicable GST		11	3	8
			100	30	70