



Facilitator Guide



Sector
Logistics

Sub-sector
Warehousing (Storage and Packaging)

Occupation
Packaging

Reference ID: LSC/Q2216, Version 3.0
NSQF Level 4

**Goods Packaging
Machine Operator**



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Logistics Sector Skill Council

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Shri Narendra Modi
Prime Minister of India

“ Skilling is building a better India.
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development then Skill Development
should be our mission. ”



Acknowledgements

We wholeheartedly thank all the organizations who have immensely helped us in endorsing the contents of this Facilitators Guide thus contributing towards skilling based on the Qualification Pack (QP) & National Occupation Standards for a Goods Packaging Machine Operator.

We thank the subject matter experts who have helped us in developing the content of this Facilitator Guide.

This Facilitator Guide will help the trainers to establish skill development initiatives in a successful manner. It is expected that this guide would meet the complete requirements of QP/ NOS based training delivery.

About this Guide

This Facilitator Guide has been designed to enable training for the “Goods Packaging Machine Operator” Qualification Pack (QP). Each National Occupational (NOS) is covered across Unit/s.

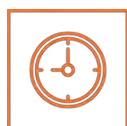
After reading this guide, one would be able to teach all the requirements and various processes to be broadly followed by a Packaging Operator. Additionally; one will be able to share insights about certain specific activities that need to be performed by an Operator from the perspective of the management.

Key Learning Objectives for the definite NOS mark the beginning of the Unit/s for that NOS. The symbols used in this book are described below.

Symbols Used



Steps



Time



Tips



Notes



Objectives



Do



Ask



Explain



Elaborate



Field Visit



Practical



Example



Demonstrate



Exercise



Team Activity



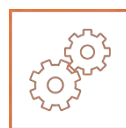
Facilitation Notes



Learning Outcomes



Say



Resources



Activity



Summary



Role Play

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The book on New Employability Skills is available at the following location:

<https://eskillindia.org/NewEmployability>

Scan the QR code below to access the ebook







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1. Introduction to Goods Packaging Machine Operator

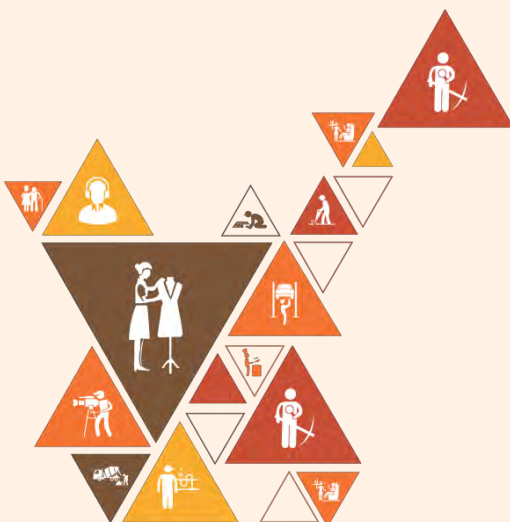
Unit 1.1 - Logistics and Supply Chain Management

Unit 1.2 – About the Course

Unit 1.3 - Introduction to Warehousing

Unit 1.4 – Warehouse Equipment and Layouts

Unit 1.5 – Roles and Responsibilities of a Goods Packaging
Machine Operator





Key Learning Outcomes



At the end of this module, the participant will be able to:

1. Describe Supply Chain and Logistics Management
2. Classify the components of supply chain and logistics sector
3. Detail the various sub-sectors and the opportunities in them
4. Explain various activities in Warehouse
5. Discuss the roles and responsibilities of goods packaging machine operator
6. Describe the organizational structure in warehousing industry
7. Discuss Warehousing industry and job opportunities in it
8. Identify the components of supply chain and logistics sector
9. Perform various activities in Warehouse
10. Identify various sub-sectors and the opportunities in them
11. Perform your job role as goods packaging machine operator
12. Identify the employment opportunities in the warehousing industry

Unit 1.1 – Logistics and Supply Chain Management

Unit Objectives

At the end of this unit, the participant will be able to:

1. Introduce Each other and Build rapport with fellow participants of the program
2. Create a Learning Environment
3. Define supply chain management
4. Define Logistics management
5. Explain the important flows in Supply Chain Management

Resources to be Used

- Teaching board, computer, projector, video player or TV, PPT

Do

- Ask the students about Supply Chain Management and engage them in a discussion
- Make the students discuss the things we need to remember in Supply Chain.
- Make a note of the important and relevant points shared by students
- Discuss the important points once all students have spoken

Ask

- The participants to form pairs of their choice.
- Let them interact with their chosen co-participant for 10 minutes and get to know each other well.
- Let each participant introduce his co-participant with whom he paired up.
- Then ask each participant whether his introduction through his friend covered all points or whether he needs to add to the list on his presentation.
- This exercise is aimed at Team building as a fun activity and getting to know each other well.
- Ask the participants about their expectations and takeaways after the course completion

Elaborate

- What is Supply Chain Management?
- What is Logistics Management?
- Components of Supply chain management

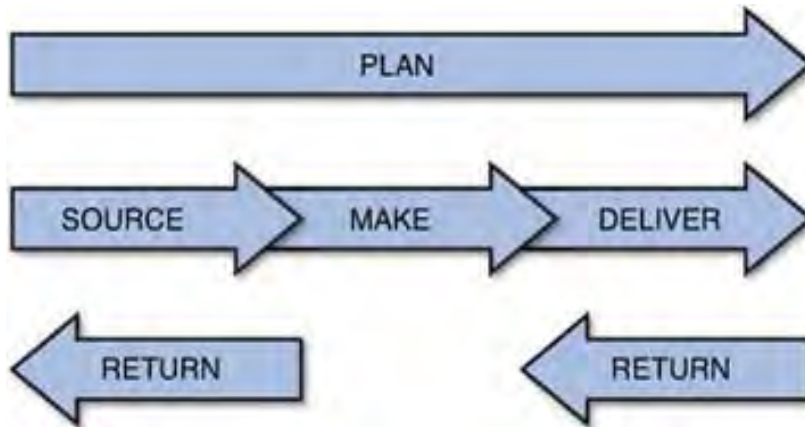


Fig.1.1.1 Components of Supply Chain

- The flows of Supply chain management –

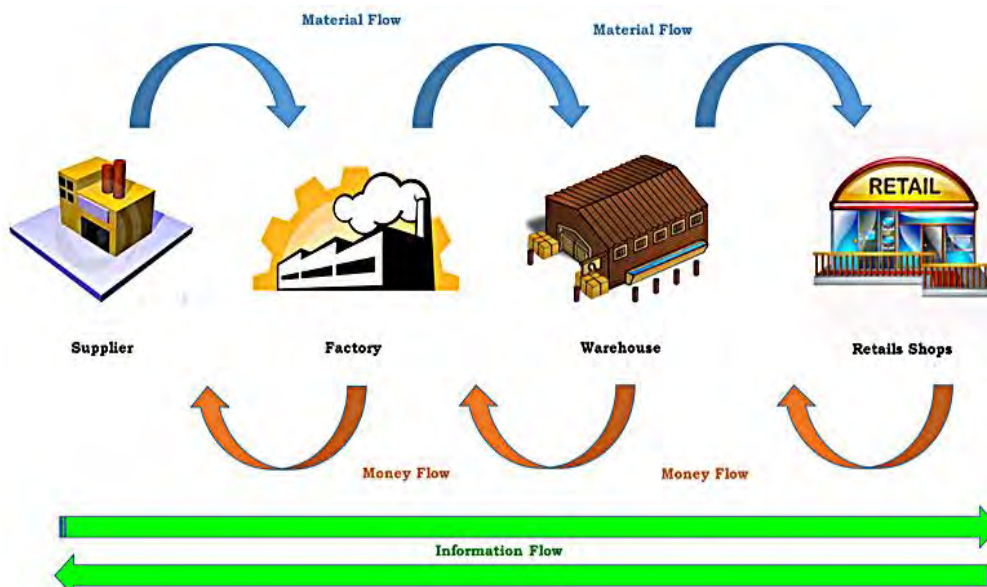


Fig 1.1.2 Supply Chain Flow

- Explain the 3 Flows product, cash & Information in a Supply chain.
- Explain the In Bound, In-Plant and Outbound areas of a Supply chain
- Explain the extended supply chain when we include Tier 2, Tier 3 etc. suppliers

Notes for Facilitation

- Ensure that the participants get to know each other and the facilitator well and ensure it acts as a good foundation for Team building.
- Discuss with each participant and try and understand each learner's individual ability of learning
- Understand learner expectations in order to mold the work plan accordingly

Exercise

1. The three important flows in Supply Chain Management
 - Product flow / Service Flow
 - Information Flow
 - Finance/Money Flow
2. Note down the components of Supply chain
 - **PLAN:** This stage addresses how customer demand will be met through the supply.
 - **SOURCE:** This is the step where one must identify the various possible vendors for the raw materials required for the manufacturing.
 - **MAKE:** The third component involve the activities like designing, producing, testing, packaging and then synchronizing all these activities for delivery.
 - **DELIVER:** This stage involves the delivering the right product at the right place at the right time in the right quantity and at the right price.
 - **RETURN:** This is the last stage in supply chain in which the defective, damaged or even the rejected goods are returned by the customer.

UNIT 1.2 – About the Course

Unit Objectives

At the end of this unit, the participant will be able to:

1. Explain the importance of the Goods Packaging Machine Operator
2. Describe the organizational structure
3. Elucidate the main objectives of this course
4. Provide a basic idea of what they are going to study in the next 30 - 45 days

Resources to be Used

- Teaching board, computer, projector, video player or TV
- Available objects such as a duster, pen, notebook, etc.
- Sheets carrying time schedules, plan for visits, important details of the course calendar
- PowerPoint presentations

Explain/Elaborate

- The importance and positioning of a Goods Packaging Machine operator in the warehouse operations.
- The several positions in a warehouse hierarchy and the pattern of growth in the current job role

Notes for Facilitation

- You could ask the students about the expectations from the course.
- Invite students to participate. List the expectations on the whiteboard.
- Give the students a brief overview of what all will be covered in the program.
- Provide information on what are they going to learn in the next 30 days
- Supply the time schedule about the learning they are going to cater periodically
- Inform about the discipline to be followed in the class, timings they have to maintain
- Share important dates, plan of visits, assessments, labs, practical classes and explain the calendar in detail as when and what is planned.
- Discuss in brief about the Packaging Operations and Packaging Operator

Unit 1.3 – Introduction to Warehousing

Unit Objectives

At the end of this unit, the participant will be able to:

1. Explain the importance of warehouse in supply chain
2. Describe the various activities carried out in a warehouse
3. Identify the significance of policy and procedures

Resources to be Used

- Available objects such as a duster, pen, notebook, etc.
- Teaching board or whiteboard
- Sheets carrying time schedules, plan for visits, important details of the course calendar
- PowerPoint presentations

Ask

- Ask the students the three important flows in Supply Chain Management
- Ask the students about the activities carried out inside the warehouse

Explain/

- The need for a warehouse
- Introduction to Warehouse Operations and Warehouse management systems
- Elaborate - A Warehouse is a place used for storage or collecting of goods, so as to make things available as and when required. There can be different types of goods stored inside a warehouse such as FG-Finished goods, WIP-Work in progress goods, RM-Raw materials etc.
- Explain the Product Supply chain with examples
- The different activities of a warehouse and performed in what order

Notes for Facilitation

- You could ask the students what they know about the Warehouse industry in India.
- Ask students about, what is their idea about Warehouse activities
- Give students some time to think about how the Warehouse industry has changed in the last ten years.
- Set the context and ask them to describe the industry trends in the Warehouse industry.
- Identify the knowledge of students on the various types of Warehouse operations.

UNIT 1.4 - Warehouse Equipments

Unit Objectives

At the end of this unit, participant will be able to:

1. Detail the different types of storage systems in a warehouse
2. Detail various MHE equipments used in a warehouse
3. Understand the concept of Warehouse layouts

Resources to be Used

- Teaching board, computer, projector, video player or TV

Explain

- What are the different types of warehousing equipments
- The several types of storage settings and equipments
- The several types of MHE used for moving and packaging
- The several types of Safety equipments important to a warehouse
- What are the several warehouse layouts and the utility of space in a warehouse

Field Visit

Take the group of Learners to a Warehouse and explain them the layouts, systems and facilities of a Warehouse

Notes for Facilitation

- Explain the Warehousing activities, the different storage types and equipments through the use of material
- Give the students a brief overview of what will be covered in the program
- Introduce them briefly to different MHE equipment and their importance in a warehouse
- Guide them through the warehouse trip and introduce them to several equipments, systems and the facility

Answers

1. What are the activities carried out inside a warehouse
 - **Receiving** – Wherein you receive the products from the supplier; Schedule Carrier, Unload Vehicle and finally Inspect
 - **Stow** – Scan the product, check it for damages, and get ready to place it in storage
 - **Put Away** - Identify Product, Identify Product Location, Move Products, Store product and Update Records
 - **Storage** - Storage location by popularity, size, cube etc, equipment storage
 - **Order Picking** - Information, Walk & Pick, Batch Picking
 - **Shipping** - Schedule Carrier, Load Vehicle, Bill of Loading, Record Update
2. Enlist and understand the several storage systems in a warehouse

Name	Description
Selective Pallet Racking	Selective Pallet Racking is the simplest & economical racking system which allows 100% accessibility to each pallet. This racking is suitable for large variety of SKU's irrespective of quantity.
Heavy Duty Racks	Heavy duty shelving is a simple storage solution which facilitates storage of non-palletized items. Ideal for large variety of medium to big sized items that can be handled manually.
Longspan Shelving Racks	Longspan Shelving is ideally suited for items which are light/medium in weight and voluminous in nature. This types of racking is used for Auto, Retail, Engineering Sectors
Bin Racking	Usually used in Spares part storage for storing smaller items.
Slotted Angle Racks	This shelving is a versatile system best suited for storage of small components, bins, cartons having light loads up to (300 kgs) level.
Mezzanine Flooring	Column based Mezzanine floor system is a light weight steel flooring system provided at a suitable height above the ground. The system can be configured to suit the layout of the room, taking into account pillar positions, door positions etc.
Cantilever Racking System	Generally used where the need is to hang the products like tyre.

UNIT 1.5 - Roles and Responsibilities of a Goods Packaging Machine Operator

Unit Objectives

At the end of this unit, participant will be able to:

1. Detail several job roles of a goods packaging machine operator
2. Understand the responsibilities of a goods packaging machine operator

Resources to be Used

Teaching board, computer, projector, video player or TV

Say

- Goods Packaging Machine Operators are also known as Goods Packaging Operators or Packaging Operators. Individuals in this role are responsible for operating packaging equipment to pack goods and pasting labels onto the sealed packing cases
- Be open to learning and understand the expectation of the course
- Gain knowledge about your position in the organizational flow and your supervisors
- Goods Packaging machine operators helps increase in Productivity, Optimum use of packaging material and packaging space and increases in efficiency and timely delivery of work
- There are four main roles and responsibilities of a Goods Packaging Machine Operator:
 1. Prepare for Packaging
 2. Packaging Operations
 3. Labelling
 4. Post Packaging Activities
 5. Housekeeping
 6. Maintain Health, Safety and Security Measures

Notes for Facilitation

- You could ask the students what they know about the need for a Packaging operator
- Give students some tips for how to become a successful Packaging machine operator
- Give the students a brief overview of what will be covered in the program
- Introduce them briefly to different packaging equipments while at the warehouse trip and their responsibility at a warehouse

Summary

The basics of Supply chain management is discussed at the ground level and the importance of Logistics linkage in managing an efficient supply chain. Three main flows of supply chain management are clearly explained in this unit. The participant will be able to understand the main roles of the individual as a Goods Packaging Machine Operator with the set targets. This unit also discusses the necessity of a Warehouse and different activities carried inside the warehouse.

Team Activity

- Take a trip to the warehouse
- Divide the group of learners into teams and ask them to observe the packaging operations
- Ask them to make notes of their observation and present their understanding of packaging operations to the class
- Ask them to specifically observe the goods packaging machine operator and interact with them in their free time

Answers

Multiple Choice Questions

- The correct sequence of supply chain process is
 - Plan – Make - Source – Make – Return
 - Plan – Source – Make – Deliver – Return ☒
 - Plan – Make – Deliver – Source - Return
 - Plan – Source – Deliver - Make – Return

2. Which of the following is not a classification of equipment being used in the warehouse?
 - A. Storage
 - B. Safety
 - C. Earth moving ☒
 - D. Material handling

3. Which of the following activity is part of the shipping activity in the warehouse process?
 - A. Order processing
 - B. Unload vehicle ☒
 - C. Cycle count
 - D. Filling bill of transport

4. Which of the following is not a role played by the warehouse?
 - A. Consolidation hub
 - B. Break bulk
 - C. Value added services
 - D. None of the above ☒

Fill in the Blanks

1. What are the three important flows in logistics management?
 - **Product flow / Service Flow**
 - **Information Flow**
 - **Finance/Money Flow**

2. The **Information** flows in both directions in logistics management?

3. A goods packaging operator reports to a **Goods Packaging Supervisor**?

4. What are the different types of goods stored inside a warehouse?

There can be different types of goods stored inside a warehouse such as FG-Finished goods, WIP-Work in progress goods, RM-Raw materials etc.

5. Order picking is an **Out-bound** process?

6. A packaging operator is responsible for packaging, **Labelling** and housekeeping

True or False

1. Logistics management is part of supply chain management. **(True)**
2. Audit is not one of the requirements for conducting documentation in the warehouse. **(False)**
3. A goods packaging operator has to ensure that there is sufficient tape and other sealants to carry out operations. **(True)**



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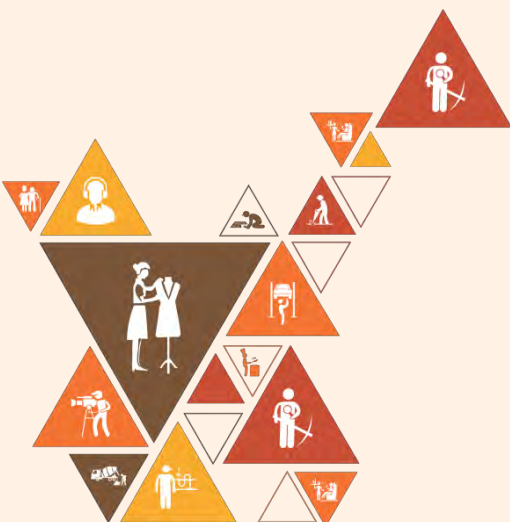


2. Prepare for Packaging

Unit 2.1 – Introduction to Packaging

Unit 2.2 – Prepare Packaging Area

Unit 2.3 – Prepare Packaging Equipment



LSC/N2201

Key Learning Outcomes



At the end of this module, the participant will be able to:

1. Describe the different types of packaging material and packaging techniques
2. Explain how to calculate the amount of packaging accessories and stationary requirements for the day
3. Discuss the evaluation process of the necessary space and area required to perform operations based on the product type
4. List the various inspections to be performed to ensure proper functioning of the packaging machine
5. Identify the different types of packaging material and packaging techniques
6. Calculate the amount of packaging accessories and stationary requirements for the day
7. Evaluate the necessary space and area required to perform operations based on the product type
8. Comply with the safety rules and regulations at the workplace
9. Choose the appropriate PPE based on the environment
10. Perform various inspections to ensure proper functioning of the packaging machine operator

Unit 2.1 – Introduction to Packaging

Unit Objectives

At the end of this unit, the participant will be able to:

1. Understand Packaging
2. Detail on the types of Packaging material and techniques
3. Understand the Packaging Process

Resources to be Used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, types of packaging material and stationery.

Explain/Elaborate

- The concept and need for packaging in warehousing
- The different types of packaging techniques used in a warehouse
- The several types of packaging materials used and their pros n cons

Do

- Discuss the overall scope of this module on Packaging processes.
- Show the several types of packaging materials to the learners and let them analyse it
- Discuss the process of calculating requirements of packaging material, accessories and stationary

Task

Divide the participants into groups of two and give them scenarios for carrying out calculation of packaging material and stationary requirements.

Let them practice till they achieve the right results

Notes for Facilitation

- Guide the learners through the several other types of packaging materials available at a warehouse.
- Explain that each warehouse has its own protocol for packaging and moving products and they will have to work according to SOP's
- Ask them to keep in mind the product being packaged before selecting the material
- Explain the role of the supervisor in this process and tell them that the supervisor will guide them in this process.
- Make them practice calculation of material requirements as it is extremely important to reduce wastage.

Unit 2.2 – Prepare the Packaging Area

Unit Objectives

At the end of this unit, the participant will be able to:

1. Understand the process of preparing the packaging area
2. Prepare for packaging according to product type

Resources to be used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, types of packaging material and stationery, Inspection checklist for packaging area

Ask

- What according to the participants is preparing the packaging area?
- What kind of inspections are necessary for carrying out smooth packaging operations?
- How to understand packaging needs for different products?

Explain/Elaborate

- The process of packing based on the items to be packed like Fragile / FMCG / Automobile and Heavy Goods / Bulk Orders etc.
- The things to keep in mind while inspecting the packaging area and the inspection checklists to be followed
- The importance of Returnable Packaging and its contribution to environmental protection

Demonstrate

- Gather the learners and demonstrate the packaging process according to product type; you can use different types of products, from light to heavy.
- Demonstrate the use of a Tape Machine and a Shrink Wrap machine

Activity



- Ask the learners to perform Pre Packaging Inspections in groups of two
- Hand them the sample inspection sheets and evaluate them on their ability to inspect
- Let the learners then try out packaging process with the help of Tape gun and Shrink wrap machine, they can package different types of products using different materials

Notes for Facilitation



- Explain the importance of each piece of packaging material while demonstrating packaging
- Let the learners touch, feel and evaluate the role of packaging materials and stationary while performing activities
- Encourage them to ask questions about the tasks and the materials
- Assist them in mastering the Tape Gun and Shrink wrap machine operations, so that they can move on to operating bigger machines for packaging in the following units

Unit 2.3 – Prepare Packaging Equipments

Unit Objectives

At the end of this unit, the participant will be able to:

1. Enlist the necessary pre- packaging checks to be performed
2. Detail on the different types of Packaging Machines used in a Warehouse

Resources to be Used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, Inspection checklist for packaging machine, Packaging machines

Explain/Elaborate

- The concept and need for packaging machines
- The pre packaging inspections to be carried out before operating these machines
- The several types of packaging machines used in a warehouse

Do

- Share the details of pre- packaging inspections to be carried out and perform the inspection in front of the learners
- Demonstrate the different packaging machines used at a warehouse and explain the function of each machine; you can also show them the functioning of a few machines

Practical

Ask the participants to carry out pre- packaging inspections on the machines using the inspection guidelines and checklist if any

Notes for Facilitation

- Explain to the learners that every warehouse has their own machines and operating systems, learn these systems and operations from your supervisor
- Explain the safety precautions and pre inspections to be carried out using sample checklists and SOP's to give the learners an idea
- Demonstrate an understanding of packaging equipments / machines and their usage

Summary

In this chapter we discussed the process to prepare for packaging of goods. A goods packaging machine operator needs to be aware about the several packaging techniques, equipments and machines and we discussed about these in detail. Personal Protection equipments are the important tool for a warehouse operations, this will ease the work and maintain safety in operations. Different forms of packing technologies used in the warehouse operations are explained in this unit. We have highlighted in great detail the need for packaging and benefits.

Answers

Multiple Choice Questions

1. Explain the different types of packaging in a warehouse
 - a. **Internal and External Packaging**
 - b. **Protective Packaging –**
 - **Primary packaging**
 - **Secondary packaging**
 - **Display packaging**
 - **Transportation packaging**
2. Which of the following is not used as PPE in FMCG?
 - A. Helmet
 - B. Bags
 - C. **Safety Belts and Harness** ☒
 - D. Shoes

3. The packing material most to protect products from impact is
- A. Paper bag
 - B. Cartons
 - C. **Corrugated boxes** ☒
 - D. Pallets

4. What is the use of a Tape Gun?

Most of the cargo is taped. This machine helps to tape the cartons efficiently and effectively.

Fill in the Blanks

1. Packaging process provides **Protection** to the product when it is moved from one place to another
2. **Coggrugated Boxes** is the most durable and commonly used packaging material
3. **Wooden Boxes** and **Metal Packaging** are used for heavy duty packaging
4. Automobile industry has two types of packaging **Expandable** and **Returnable**
5. **Skin Packaging Machine** and **Stretch Wrap** machines use plastic sheets as their primary material for packaging

True or False

1. Wooden storage is very sturdy and durable **(True)**
2. Plastic packaging is durable and can be easily disposed, without any environmental harm **(False)**
3. Packaging area should be cleaned and maintained before packaging **(True)**
4. After inspection of the packaging machine an operator can start packaging process immediately **(False)**





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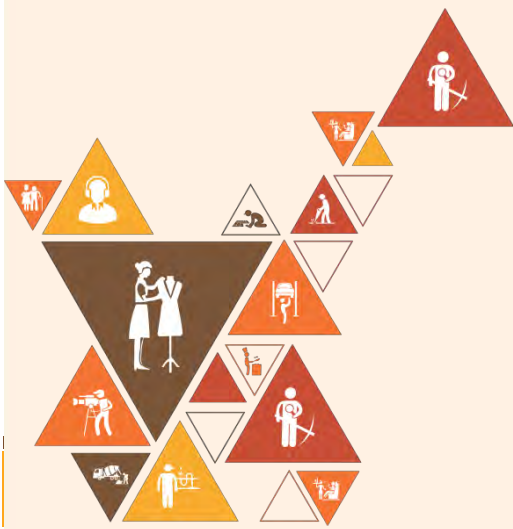
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3. Packaging

Unit 3.1 - Seal the Packages

Unit 3.2 – Deal with issues and common packaging
machine problems



LSC/N2202



Key Learning Outcomes



At the end of this module, the participant will be able to:

1. List the various steps involved in packaging of goods
2. Explain how to assess the proper sequence of packaging on the conveyor
3. Discuss how to check if packaging is within weight limits
4. Explain the escalation matrix for reporting deviation
5. Discuss the guidelines and SOP while moving sealed packages to labeling areas
6. Define the process to be followed in case of a breakdown
7. Discuss the corrective measures to resolve packaging machine malfunctions
8. Perform the various steps involved in packaging of goods
9. Assess the proper sequence of packaging on the conveyor
10. Check to ensure that the packaging is within weight limits
11. Report deviation as per escalation matrix
12. Follow the guidelines and SOP while moving sealed packages to labeling areas
13. Follow the standard protocol in case of a breakdown
14. Demonstrate the corrective measures to resolve packaging machine malfunctions

Unit 3.1 –Sealing Packages

Unit Objectives

At the end of this unit, the participant will be able to:

1. Identify the steps involved in goods packaging
2. Enlist the sequence of packaging on a conveyor
3. Discuss the guidelines and SOP while sealing the packages and moving sealed packages to labeling areas

Resources to be Used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, Inspection checklist for packaging machine, Packaging machines, packaging material

Ask

- What is the goal of packaging?
- What are the different steps involved in packaging?

Explain/Elaborate

- The importance for order packaging
- The process of carton packaging
- The use of conveyers for packaging process and their benefits
- Specific guidelines to be followed while sealing packages

Steps

- Discuss the Steps in the process of Packaging and demonstrate them to the learners
- Ask the learners to perform these steps in groups of two for practical hands on learning
- Steps are as follows:

1. **Step 1** - Once the products have been picked and brought to the packing area, packers choose an appropriate box or container to put the products in
2. **Step 2** - The next step is to actually pack the products. Packers usually choose packaging material based on the nature of the products that they are packing

Product-Carton-Master Carton-Pallet Packing

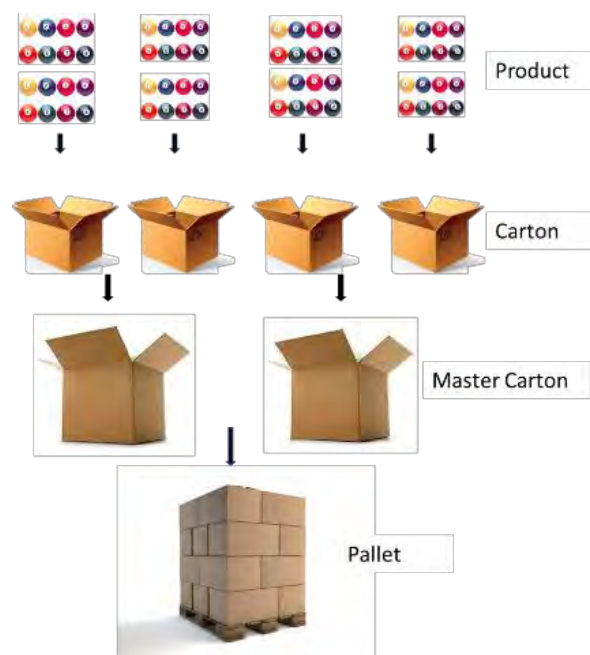


Fig. 3.1.1 Carton Packing

1. **Step 3** - After the products have been packed, wrapped, and sealed, the package is weighed and measured.
2. **Step 4** - Packers print out the shipping label for the package and the invoice for the order, and attach both to the package. Once this is done, the package is ready to be shipped!

Notes for Facilitation



- Guide the participants through each step of packaging
- Let them perform the steps till they achieve perfection
- Explain the guidelines for sealing packages in detail and guide the learners through the whole process
- Conveyor packaging is extremely important packaging technique used in a warehouse, guide participants through the process of packaging on a conveyor belt and also the usage of several other packaging machines
- Follow the SOP for packaging process while training

Unit 3.2 – Deal with Issues and Common Packaging Machine Problems

Unit Objectives

At the end of this unit, the participant will be able to:

1. Understand the aspects of efficient packaging
2. Discuss the escalation matrix to be followed for reporting deviations
3. Define the process to be followed in case of a breakdown
4. Discuss the corrective measures to resolve packaging machine malfunctions

Resources to be Used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, Inspection checklist for packaging machine, Packaging machines

Explain/Elaborate

- The important aspects of efficient packaging
- The importance of – weight while packaging and internal as well as external packaging
- The importance of Escalation Matrix to report deviation
- The different protocols and guidelines to be followed to avoid issues at work place
- The procedure to identify deviations and follow proper code of ethics
- Guidelines to follow when there is a breakdown of any kind at the workplace

Demonstrate

- Gather the learners and demonstrate the process of handling a breakdown.
- Explain and showcase corrective measure to follow in order to resolve packaging machine malfunctions
- Demonstrate the standard protocols to be followed in case of breakdown of machine
- Demonstrate the usage of Escalation Matrix

Activity



- Ask the learners to perform processes required to resolve technical breakdowns and malfunctions
- Let the learners perform minor repairs and procedures to take care of proper functioning of packaging machines

Notes for Facilitation



1. Explain the codes and ethics of packaging and working in a warehouse
2. Introduce the escalation matrix and ask the learners to utilize it to ensure smooth functioning in the warehouse
3. Explain and demonstrate the safety precautions and pre inspections to be carried out
4. Hand-hold the learners to understand the corrective measures, guidelines and SOPs for maintaining smooth functioning and resolving breakdowns

Summary



In this chapter we discussed the process of Packaging goods. A goods packaging machine operator needs to be aware about the several steps in the process of packaging, the use of several packaging materials and machines. The operator should also be aware about the process of getting optimum use out of a machine and the warehouse area for good packaging. Important concepts such as integrity and ethics are discussed in this chapter. There are a set of code of conduct and etiquettes which needs to be followed and practiced by all the employees. Any violations of ethics and code of conduct should be properly dealt with and escalated to the seniors as per the matrix set by the organization.

Answers



Multiple Choice Questions

1. Highlight the benefits of conveyors in packaging.
 - Automated movement of goods
 - Lower energy consumption
 - Reduces risk of accidents
 - High accuracy and reliability
 - Maximizing floor space

2. Which of the following is not a step of Carton Packaging
 - a. Carton
 - b. Product
 - c. **Label** ☒
 - d. Pallet packaging
 - e. Master carton

4. Which of the following is not a part of packaging product segregation
 - a. Fragile
 - b. Heavy
 - c. Light
 - d. Glass
 - e. **Plastic** ☒

5. The final sealed package should include
 - a. **Packaging slip** ☒
 - b. Packing tape
 - c. **Company tape** ☒
 - d. Weight and dimensions
 - e. **Handling instructions** ☒

Fill in the Blanks

1. **Nature of the product** and **weight of the product** help to determine the packaging requirements
2. Paste **“Handle with Care”** instructions on the box with Fragile products
3. Machines should be regularly checked for **Sealant** and **Lubricant**
4. If a machine is not working then switch it off and put the **“Under Maintenance”** sign on it for safety.
5. The **Packaging Slip** should be inserted inside the packaged box for customer’s reference.

True or False

1. Goods packaging should be pretty to look at **(False)**
2. Packages once sealed, need to be moved to labeling **(True)**
3. Pallets are a great way to package and arrange products **(True)**
4. Packaging is essential to minimize damage **(True)**





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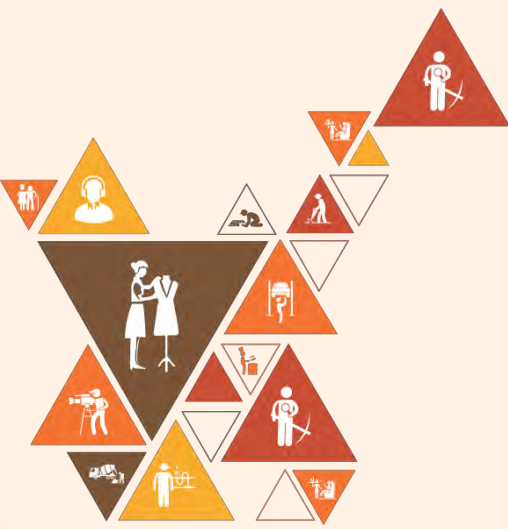
Transforming the skill landscape



4. Labelling

Unit 4.1 – Prepare for Labeling

Unit 4.2 – Sealed Packages: Collect, Label and Move



LSC/N2203



Key Learning Outcomes

At the end of this module, the participant will be able to:

1. Discuss the different types of labeling used as per product requirement
2. Detail the steps to be followed during and after labeling
3. Discuss the procedure for handling goods after labelling is completed
4. Identify the different types of labeling used as per product requirement
5. Demonstrate the steps to be followed during and after labeling
6. Demonstrate the procedure for handling goods after labelling is completed

Unit 4.1 – Prepare for Labelling

Unit Objectives

At the end of this unit, the participant will be able to:

1. Understand the process of Labelling and its importance in a Warehouse
2. Describe different types of labeling according to product type
3. Enlist the points to be kept in mind while preparing for labeling

Resources to be Used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, different types of labels

Ask

- What do they understand by the Labelling process?
- What are the different types of labels used in a warehouse?
- Ask them to look around the warehouse and identify the various types of labels they can see around them

Say

- Warehouse labels are essential in inventory management, product picking and packing and most importantly in identifying a product
- The main objective of the product label is to identify the product, its description like dimensions and weight and commodity code.
- There are several products in the warehouse which require special handling, they may be flammable, Fragile, heavy or limited shelf life. This is all indicated through labels outside the packaging

Explain/Elaborate



- Explain the different categories of labels
 - Warehouse and Product Labelling
 - Shipping and Safety labels
- Elaborate how and where to put labels on a box
- Explain the meaning of each label and the aim behind it using images of each label
- Discuss the guidelines to be followed while preparing for labeling

Notes for Facilitation



- Show the different types of labeling available at a warehouse and let the participants identify and understand these different forms of labeling
- Elaborate the process of preparing for labeling and demonstrate it in front of the learners for their better understanding

Unit 4.2 – Sealed Packages: Collect, Label and Move

Unit Objectives

At the end of this unit, the participant will be able to:

1. Understand the importance and benefits of correct Labelling
2. Detail the aspects of a good Label
3. Discuss the procedure for handling goods after Labeling is completed

Resources to be Used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, different types of labels

Explain/Elaborate

- Explain the importance of labeling
- Explain the different functions of labeling like – product identification, product grades, product descriptions and Promotion of the products
- Elaborate the things to be placed on a good label through the following image



Fig. 4.2.1 Information on Labelling

P	TO: Company Name Address, City ZIP, State	
	PRIORITY MAIL	
FROM: Company Name , Address, City, ZIP, State		
LOT NUMBER:		REF NUMBER:
SHIP DATE:		WEIGHT:
   HANDLE WITH CARE		Item nr.:  00000000000000
Delivery instruction:		

Fig. 4.2.2 Information on Labelling

- Elaborate and showcase the guidelines essential for handling goods during and post labeling like – inspection of goods or sealed packages for damages etc., identifying the product, requirement of safety labels, how to safely move goods from packing area to finishing area, and explain the outbound packaging labelling norms laid by the company. These norms are specific to the company and the product

Demonstrate



- Demonstrate the steps to be followed during and after labeling
- Demonstrate the procedures for handling goods after labelling

Notes for Facilitation



- Showcase the different kinds of labels that are used in a warehouse and explain its usage while demonstrating the labeling process
- Explain the several symbols for ensuring safety of product as well as personnel at the warehouse
- Assist the learners to understand the role of a supervisor and the SOP for labeling

Summarize






In this chapter we discussed the process of Labelling. A goods packaging machine operator needs to be aware about the several steps in the process of labeling, the different types and post labeling activities. The operator should also be aware about the process of moving sealed products post labeling. We have covered these points in the above chapter and have created clear guidelines to perform these activities.

Answers

Ask the following questions to the learners

1. Describe the types of labeling done for finished goods / sealed packages.
 - a. **Shipping Labels:** Shipping labels display the key information for a carrier to transport a package from their start destination (warehouse) to its end destination (the customer's hands).
 - b. **Safety and Handling Labels:** These labels contain headers, graphics, and messages that enable clear communication about hazards and handling instructions for the product being packed.
2. List down the must have information required to be added to labels
 - Country of origin
 - Ingredients / Items in the package
 - Date of making or manufacturing
 - Expiry date of the product in case of perishable items
 - Weight of the product
 - Dimensions/ Size of the packaging
 - Direction of use
 - How to store
 - Handling marks / instructions
 - Brand name / Brand Logo
 - Barcode / SKU's
 - Warnings in case of chemicals or hazardous goods

3. Identify the following signs

	This symbol reminds those handling the package to keep out of the rain and not to store it in damp conditions. It is normally found on card based packages which would be damaged if placed in contact with water.
	The broken wine glass suggests that the product inside the packaging could be easily damaged if dropped or handled without care and attention. The contents are fragile!
	The symbol seen opposite tells those handling the package that it must be stored the right way up. The arrows point towards the top of the package.
	Chemicals that may catch fire in contact with air, only need brief contact with an ignition source, have a very low flash point or evolve highly flammable gases in contact with water.
	Chemicals that at low levels cause damage to health.

True or False

1. Labels have to be applied to both the internal and the external packaging (**True**)
2. Packages once sealed, need to be moved to labeling (**True**)
3. A label includes the product name, weight, barcodes, SKU's etc (**True**)
4. Labelling is essential as it enhances the look of a product (**False**)
5. Safety labels are common for all the products across warehouses (**False**)

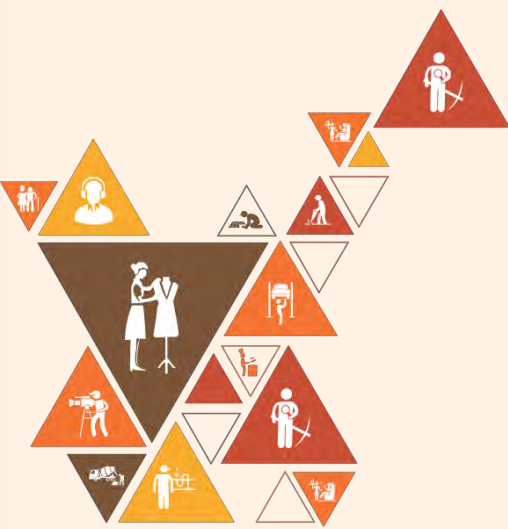




5. Post Packaging Activities

Unit 5.1 – Post Packaging Activities and Inspections

Unit 5.2 – Prepare Packaging Area





Key Learning Outcomes



At the end of this module, the participant will be able to:

- Explain the various inspections to be done post packaging
- Explain the safety inspection parameters to be followed in the work area
- Describe the process of handling waste labels and waste packaging materials
- Discuss the process of storing the unused packaging materials and accessories
- Define the steps to be followed to prepare the facility for the next shift
- Explain the escalation matrix for reporting deviation
- Explain how to fill the necessary documents such as packaging machine status, shift status etc.
- Follow the safety inspection parameters in the work area
- Demonstrate the process of handling waste labels and waste packaging materials
- Demonstrate the process of storing the unused packaging materials and accessories

Unit 5.1 – Post Packaging Activities and Inspections

Unit Objectives

At the end of this unit, the participant will be able to:

1. Describe the inspections to be done post packaging operations
2. Discuss the process of handling waste labels and packaging material
3. Explain the process of storing unused packing material and accessories

Resources to be Used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, storage areas, waste disposal bins.

Explain

- The guidelines for inspections to be carried out post packaging like – disposing off waste and clearing the packaging area
- Elaborate the guidelines and rules to be followed for storing unpacked boxes or large cartons and unused packaging material
- The tips to keep in mind while managing waste at the warehouse post packaging
- The handling of recyclable, plastics and hazardous material

Demonstrate

- Demonstrate the process of handling waste labels and waste packaging materials in the warehouse. Talk about recycling and reusing waste materials
- Demonstrate the process of storing the unused packaging materials and accessories.
- Showcase the do's and don't's of storage and the aspects to improve longevity of packaging material.

Say

- Once the packaging is done, in order to maintain smooth handover of the shift, the packaging operator needs to follow certain steps for effective handover
- These steps include clearing up the packaging line, taking care of machines, switching them off and checking them for any repairs, filling up required documents post shift and sorting and storing waste unused packaging material
- It essential to do a quality test before storing the boxes for their next use. Simply checking the quality of the box and consistency in design will ensure that every customer has a satisfying experience
- Along with storage, managing waste is also important. Every firm has their own way of dealing with waste. However, each company has a policy to deal with waste so that there is less environmental harm

Notes for Facilitation

- Explain the steps involved post the packaging operations
- Make the learners understand the concept of recycling and reusing
- Explain the importance of storage and disposal processes and their effects on the environment
- Guide them through proper procedures while demonstrating

Unit 5.2 – Prepare Packaging Area

Unit Objectives

At the end of this unit, the participant will be able to:

1. Understand the procedures and inspections to carry out in order to prepare packaging area post operations
2. Describe Escalation matrix for reporting deviation
3. Explain the handover process and documents required for post shift activities

Resources to be Used

- SOP, Stationery, markers, PPEs, PPT's, computer, printers, documents needed for shift handover

Ask

- The students to explain the process of shift handover

Say

- The post packaging activities consist of activities like – storing the spare packaging material, disposing the waste labels and packaging accessories and lastly ensuring that the packaging area or the line is clear for the next shift.

Activity

- Familiarize the students with the essential points to be followed for shift hand over once the packaging operations are over
- Share the several documentations and forms required to be filled in post a shift for seamless handover and smooth functioning of a warehouse
- Ask the learners to studies these forms, identify them and practice filling out these forms according to requirements

Role Play



- Demonstrate the process of shift handover – focus on the points to keep in mind for shift handover, the communication skills needed for handing over shift, pay attention to details to be shared while handing over to the next operator and incorporate the forms and documentation in this process

Summarize

In the above chapter, we have covered the essential post shift duties of a packaging machine operator. To carry out any of these activities effectively it is essential that an operator works on his/her communication skills. These skills will help you in effective handover procedures as well as escalation procedures. In the above unit we have also covered processes and checklists to be used for maintenance, repair and good condition of the packaging area and the machines. It indicates the several documents required for smooth operations.

Exercise Answers



- Demonstrate the use of several packaging equipment according to the product requirements.
- Fill out a basic inspection checklist for post shift inspection.

PREVENTIVE MAINTENANCE CHECKLIST			
ITEM	TASK	COMPLETE	REMARKS
Squeegee System (If equipped)	Check condition/security and clean/wipe with oily cloth		
Drive Units	Check security and movement		
Shafts	Check security and clean/wipe with oily cloth		
Belts	Check condition and tension – replace if signs of excessive wear		
Belt guides	Check condition/security and check springs		
Drive pulleys	Check condition/security		
Air cylinders	Check condition/security and for any air leaks		
Vacuum	Vacuum belts are easily contaminated. Check and clean often.		
Knife	Remove the knife before cleaning jaw faces. Check for wear and build-up and clean/replace if necessary. Clean knife thoroughly.		
Servo motors	Check condition/security		
Couplings	Check screws for security		
Link arms	Check condition/security		
Grease zerk fittings	Clean before and after lubricating		
Heater cables and plugs	Check condition/security		
RTD cables and plugs	Check condition/security		
Rollers, all	Check that all rollers turn freely and are clean		
Rack and pinion	Wipe clean and lightly oil		
Film roll brake	Check condition/security		
Safety Checks	Check safety switches/magnets for condition/security and function. Same for Estop. With the main power on and faults reset, open and close the doors and verify the air is dumped when the guards open.		

COMPANY NAME: _____ DATE: _____
RESPONSIBLE PERSON: _____

PREVENTIVE MAINTENANCE SCHEDULE		DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		WEEK																															
		MONTH																															
DAILY	Check cleanliness of the sealing bars																																
	Check the cleanliness of the cutting knives and anvils																																
	Check and discharge the sludge container of the pressure regulator																																
	Check cleanliness of the space inside packaging machine and filter																																
WEEKLY	Check cleanliness of the optical probes																																
	Grease and lubricate all sliding surfaces inside the machine																																
MONTHLY	Check rotation of the film rollers																																
	Inspect all moving parts, tighten all bolts and nuts and check cutting and slitter knives																																
EVERY 3 MONTHS	Lubricate all rollers bearings (L.V2-3 grease or bearing oil)																																
	Lubricate oil sliding surfaces																																
	Check tension and lubricate all rollers																																
EVERY 6 MONTHS	Check oil fillings in transmissions (in case they do not have lifelong fillings)																																
	Check condition of sealing jaws																																
	Clean the entire line from dust and impurities																																

- Explain the process of effective packaging waste management.

Below are some simple and common tips for disposal:

- Recycle cardboard boxes. Paper and cardboard can easily be recycled and converted into a fresh box. Alternatively, it can also be reused to store other things.
- Create waste bins for sorting waste into: recyclable, plastics and hazardous material
- Tissue paper and other paper boxes can be composted. Build a home composting site or dispose them to a recycling facility.
- Unfortunately, foam / thermocol/ pellets cannot be recycled. You can instead reuse them for packaging other items or contact shipping stores that accept donations.
- What are the practices of a good shift handover?
 - Clear the packaging line as per SOP of line clearance.
 - Switch off packaging equipments that were used during operations
 - Check the packaging area and the machines as per the inspection checklist handed over to you by your supervisor
 - Remove all the cartons, blisters, pallets etc packaging material kept in the packaging area
 - Check the area as well as machines for spillage and ensure that they are clean and sanitized

- Before handing over the shift to the other packaging operator, make sure that all machines are checked.
- Update the other operator about the status of packages for the day, condition of the machines and availability and usage of packaging inventory.
- Fill out the important documents required for handing over of the shift



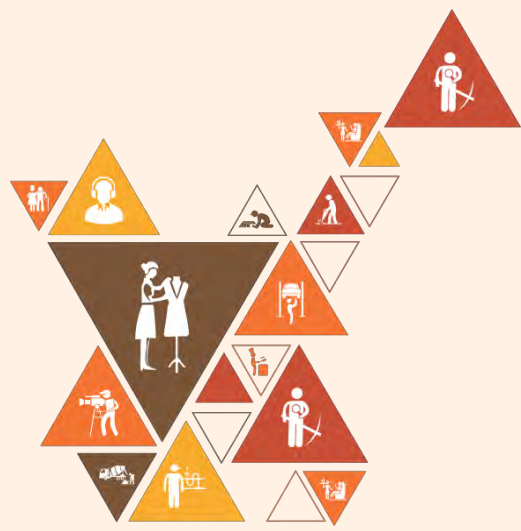


6. Housekeeping

Unit 6.1 – Prepare for Housekeeping

Unit 6.2 – Carry out Housekeeping

Unit 6.3 – Post Housekeeping activities





Key Learning Outcomes



At the end of this module, the participant will be able to:

- Discuss the various housekeeping activities to be performed based on the type of surface, strain etc.
- Describe the alternative cleaning methods
- List the appropriate cleaning materials and machines
- Discuss the steps to be followed in cleaning of an area
- Detail the process of cleaning
- Explain the process of planning the sequence of cleaning to avoid re soiling
- Discuss the steps to be followed in pre cleaning process
- Explain the process of pre cleaning
- Discuss the steps to be followed in post cleaning process
- Explain the process of post cleaning

Unit 6.1 – Prepare for Housekeeping

Unit Objectives

At the end of this unit, the participant will be able to:

1. Discuss the importance of cleanliness in warehouse.
2. Explain the procedure for maintaining proper housekeeping in warehouse.

Resources to be Used

- SOP, Teaching board, computer, projector, video player, stationery, worksheets and TV

Ask.

- The students the meaning of housekeeping

Say

- Housekeeping is not just cleanliness. It also means ensuring a safe work environment for the people working
- Good housekeeping is a foundation of safety in every work space of every workplace. However, it's particularly important in the warehouse where a variety of workers are doing a variety of jobs with a variety of equipment.
- Why is housekeeping at work essential and how does it keep away workplace hazards
- Good housekeeping is also a basic part of accident and fire prevention.
- Effective housekeeping is an ongoing operation: it is not a hit-and-miss cleanup done occasionally.
- Periodic “panic” cleanups are costly and ineffective in reducing accidents.

Notes for Facilitation

- Explain the importance of the process of housekeeping
- Discuss the benefits of proper housekeeping and how it prevents hazards at work
- Describe the guidelines to prepare for pre cleaning / housekeeping

Unit 6.2 – Carry out Housekeeping

Unit Objectives

At the end of this unit, the participant will be able to:

1. Discuss different cleaning methods
2. Explain the different products used for cleaning
3. Enlist things to keep in mind while carrying out housekeeping activities

Resources to be Used

- SOP, Teaching board, computer, projector, video player, stationery, worksheets and TV, cleaning supplies, sample surfaces, PPE

Explain

- The purpose and benefits of housekeeping
- Discuss the process of management and planning to be carried out in the process of housekeeping
- Explain the elements of effective housekeeping programs
- The several surfaces that need housekeeping. This process should also describe the agents to be used for cleaning, the machines or gadgets to be used for cleaning and the appropriate cleaning material.
- Elaborate more on the importance of surface cleaning, storage system cleaning and proper disposal of scrap and waste

Demonstrate



- Demonstrate the steps to be followed in cleaning of an area
- Identify the guidelines to perform housekeeping
- Demonstrate the several surfaces, cleaning materials and equipments to be used during cleaning process and carry out the step by step process for learners to observe and learn

Unit 6.3 – Post Housekeeping Activities

Unit Objectives

At the end of this unit, the participant will be able to:

1. Understanding hazards of not being careful during housekeeping
2. Points to keep in mind while finishing housekeeping
3. Do's and Don'ts during Housekeeping
4. PPE to be used during Housekeeping

Resources to be Used

- SOP, Teaching board, computer, projector, video player, stationery, worksheets and TV, cleaning supplies, PPE

Notes for Facilitation

- Discuss the Post housekeeping activities and their importance
- Highlight the importance of PPE in housekeeping and the correct usage of it
- Display the materials used for housekeeping and their advantages
- Guide the learners through pre-cleaning, cleaning and post cleaning activities

Explain/Elaborate

- The risks involved in the housekeeping process and the hazards involved in the handling of cleaning materials
- Elaborate the different types of cleaning materials used
- The importance of PPE gear in the process of housekeeping and the different elements of the PPE gear
- Elaborate on the aspect of returning PPE gear post usage
- Discuss in detail the guidelines to carry out post finishing housekeeping
- Explain the Do's and Don'ts of housekeeping

Activity

- Divide the learners into groups of 2 or 3
- Give them tasks related to carrying out the housekeeping process
- You can give each group a specific cleaning surface / a specific area in the warehouse to clean
- Provide them with cleaning supplies and PPE gear
- Ask them to carry out the cleaning process, from the pre cleaning preparation to the post cleaning activities





7. Compliance to Health, Safety & Security Norms

Unit 7.1 – PPE for Goods Packaging Machine Operations

Unit 7.2 – Implement Safety in Warehouse

Unit 7.3 – Handling Hazardous Goods

Unit 7.4 – 5S Concept

Unit 7.5 – Managing Breach of Safety, Accidents and

Emergency Situations



Key Learning Outcomes

At the end of this module, the participant will be able to:

1. Describe health, safety and security procedures in warehousing
2. Describe 5S at workplace
3. Explain the process of inspecting the activity area and equipment, for appropriate and safe conditions
4. Discuss how to identify unsafe working conditions
5. Explain adherence to SOP while handling dangerous and hazardous goods
6. State the standard protocol in case of emergency situations, accidents, and breach of safety
7. Detail the reporting procedure in case of health, safety and security violations



Unit 7.1 – PPE for Goods Packaging Machine Operations

Unit Objectives

At the end of this unit, the participant will be able to:

1. Understand PPE Requirements for a packaging machine operator
2. PPE needs based on product and environment

Resources to be Used

- PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, safety signs markers and stationery, computer, projector etc

Say

- The essential factors for the smooth operation of every warehouse are health and safety.
- There are several health and safety issues to be concerned with if you are working in a warehouse and each staff member should be provided with a health and safety trainings which covers all of the main topics one should be concerned with.
- It is the responsibility of a Packaging operator that his fellow colleagues are using all the necessary PPE's- Personal Protective Equipment for safe working.
- Packaging Operator needs to ensure and maintain a safe environment by adhering to compliance with standard safety and operating procedures, processing and follow up of all Hazard Reports, needs to instruct personnel in the use and care of PPE and ensure compliance with, compliance with WHMIS and other legislation as it pertains to areas of responsibility
- Keep update on accident / incident investigation reporting and follow up

Explain/Elaborate

- The importance of PPE gear and the different elements / types of the PPE gear
- Elaborate on the aspect of returning PPE gear post usage
- PPE gear used for handling different kinds of products in a warehouse
- The precautions while handling bulk cargo

Activity

Display all the necessary PPE-Personal Protective Equipment in the classroom and ask the students to identify the following as per the usage or necessities;

- While working in heights
- While passing or walking through the aisle space where heavy materials are stored in high racks
- While handling chemicals by hand
- Safety precaution for leg safety

Notes for Facilitation

- A person (Warehouse Picker, Forklift driver, Warehouse employee, Guest from other industry etc.) whoever is entering into the warehouse floor/operation area (Storage location, Handling machine, equipment etc.) must wear Personal Protective Equipment all the time for his/her own safety.
- Usage of PPE is much important considering the safe workplace procedures, training and supervision to encourage people to work safely and responsibly

UNIT 7.2: Implementing Safety in the Warehouse

Unit Objectives

At the end of this unit, participant will be able to:

1. Discuss the criticality of safety.
2. Describe the various safety precautions to be undertaken.
3. Explain the importance of training to warehouse team.

Say

- An evacuation plan lays out how to exit a warehouse safely during an emergency time. Every member of the warehouse and visitors should be familiar with several ways to leave the warehouse and know a safe meeting place outside the building. In simple terms 'Emergency evacuation plan is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard'.
- Certain areas have been designated as 'Safe assembly points' in a warehouse. It is advisable that all the warehouse colleagues should assemble at the specified assembly points in case of an emergency. This is useful for the responsible personnel (departmental safety officers/ fire wardens/supervisors etc.) to know the where-about of their colleagues in the event of any disaster or accidents. The specific assembly points should have been indicated in the fire escape routes maps posted at the area.
- First aid mock drills will test the efficiency of the emergency response procedures required in a non-emergency situation and to educate the warehouse employee to react quickly during the critical emergency times. This could be of any types like fatal injuries to a co-worker, snake bite mock drill, fire accidents etc

Explain/Elaborate

- The concept of safety
- Safety procedures to be observed in a warehouse. These can be MHE safety, Vehicle safety, Safety from trips and falls, safety while lifting heavy goods
- Fire safety and its importance – how critical it is in warehouse operations
- Safety of charging stations, conveyers, docks etc.
- Importance of training staff in safety and PPE
- The warehouse must continually inspect all areas of the warehouse, identify unsafe operating conditions and properly correct them for safe operation.

Activity

Try to organize a 'Safety Mock drill' by carrying out the following procedures

- Give a warning to the students by blowing a whistle or siren about the mock drill
- Mark a safe assembly point outside the class room and make the students to assemble in the specified area till the next clearance command is received
- Make a report of the late arrivals, any accident happened, any challenges in arriving at the safe assembly point
- Perform some sample fire put offs using a fire extinguisher or using a sand or water bucket to put off the fire
- Perform some sample 'First aid' mock drill for any hand or leg accident by using proper medical equipment

Unit 7.3 –Handling Hazardous Goods

Unit Objectives

At the end of this unit, the participant will be able to:

1. Classify the hazardous materials.
2. Explain the concept of safety data sheet.
3. Describe the various do's and don'ts in handling hazardous chemicals.

Resources to be Used

- PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, safety signs markers and stationery, computer, projector etc

Say

- Ensure Compliance to all the Health, Safety & Security Norms as below
- Associates to recognize unsafe conditions and safety practices at the workplace and report it to the concerned authority
- Associates to inspect the activity area and equipment for appropriate and safe condition
- Associates to check if stacking is done at defined height and is not on the walkway
- Associates to check if the walkway is free from grease/ oil
- Associates to check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places participate in fire drills
- Associates to check if standard material handling procedure is being followed
- Associates to check if hold ladders, platforms and handrails to be in a sound and safe condition
- Associates to check if all the safety and security related tags, labels and signage are placed in the cargo
- Associates to check if loading instrument is certified and operational
- Associates to implement 5S at workplace
- Associates to check if cargo has passed security checks and report in case of any violation

Notes for Facilitation

- Begin the class by giving them an overview on inspection of Workplace for appropriate & Safe Condition.
- Detail what are Dangerous & Hazardous Goods.
- Introduce the participants to MSDS (Material Safety Data Sheet) & the PPE & SOP's to be adhered to while handling such goods.
- Lastly reinforce the compliance to Health, Safety & Security norms by saying

Unit 7.4 –5S at Workplace

Unit Objectives

At the end of this unit, the participant will be able to:

1. Explain the concept of 5S at the workplace.

Resources to be Used

- PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, safety signs markers and stationery, computer, projector etc

Ask

- What is the meaning of 5S at the Workplace?

Say

A set of 5 Japanese words which originated at Toyota Motor Company in Japan to create and maintain an intuitive Workplace. (1. Seiri 2.Seiton 3.Seisou 4.Seiketsu 5.shitkseku)

Sort - Eliminating any obstacles that get in the way of production. Remove any unneeded items, put things away, and make sure the right people are performing the right jobs.

Set in Order - Arrange things so that they are located where they need to be used. Reducing or eliminating the need for employees to walk to another area to get a tool will help prevent wasted time and effort.

Shine - Clean workplaces are much more efficient than dirty ones. Besides, clean tools and machines last longer and cause fewer issues during operation.

Standardize - Setting standards for how work should be done will reduce errors and improve efficiency. While standards can be improved upon, having everyone operating, in the same way, will help increase production.

- **Sustain** - Make sure any improvements implemented will be effective long into the future. Performing audits and inspections can help sustain the improvements gained through the other four steps

Notes for Facilitation

- Use charts & Pictorial representations to drill in this critical concept

UNIT 7.5: Managing Breach of Safety, Accidents and Emergency Situations

Unit Objectives

At the end of this unit, the participant will be able to:

1. Describe how to handle emergency situations.
2. Explain the steps to be taken in case of any accident.
3. Describe the documentation to be followed in case of any accident.
4. Explain the details on evacuation plan and safe assembly point.

Resources to be Used

- PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, safety signs markers and stationery, computer, projector etc

Say

A few examples of Breach of Health, Safety & Security norms for a better understanding of the concept.

1. Loss of keys.
2. Strange or suspicious persons.
3. Broken or malfunctioning equipment.
4. Loss of property, goods or materials.
5. Damaged property or fittings.
6. Lack of suitable signage when required.
7. Lack of training on health and safety issues

Notes for Facilitation

Explain in detail

- What are Accidents & Incidents?
- What is an Emergency?
- What is a breach of safety?
- What is the SOP for investigation & Reporting?
- How is an Emergency Response Plan designed?
- What is a Command Centre, and how does it make other teams/Departments inclusive?

Answers

Multiple Choice Questions

1. Which of the following is not an activity to maintain fire safety in the warehouse?
 - A. Banning the entry of any match boxes and lighters
 - B. Building an emergency response team
 - C. Identify the escape routes
 - D. Regular inspection and maintenance of forklifts ☒**
2. Assigning every area of the workplace to a person or a group for cleaning is part of which S in the 5S methodology
 - A. Set in Order
 - B. Shine ☒**
 - C. Standardize
 - D. Sort
3. Which of the following is not a part of material safety data sheet?
 - A. Properties of the chemical
 - B. Storage and handling instructions of the chemical
 - C. Price of the chemical ☒**
 - D. Risk to health of the chemical
4. Which of the following is not a safety hazard?
 - A. Employee working for long hours much beyond the shift hours
 - B. Employee not being trained on safety procedures
 - C. Safety signs not being displayed in the warehouse
 - D. Not holding a sunrise or sunset huddle meeting ☒**

Fill in the Blanks

1. **Slips and Falls** are the single biggest reason for work related injuries across the world.
2. Removing unnecessary items is the part of **5S** in the warehouse.
3. **Charging Stations** in warehouse facilities are formal locations used to recharge Forklifts, BOPT and other Power Equipment.
4. An employee not following safety procedures should be **terminated**.

True or False.

1. Material Safety Data Sheet will carry instructions to clean in case of any spill **(True)**
2. Conveyors are simple set of rollers and do not pose any threat to the safety of the people working near. **(False)**
3. It is optional to send an incident report after an accident as long as all the steps have been taken and everything is restored to normal. **(False)**

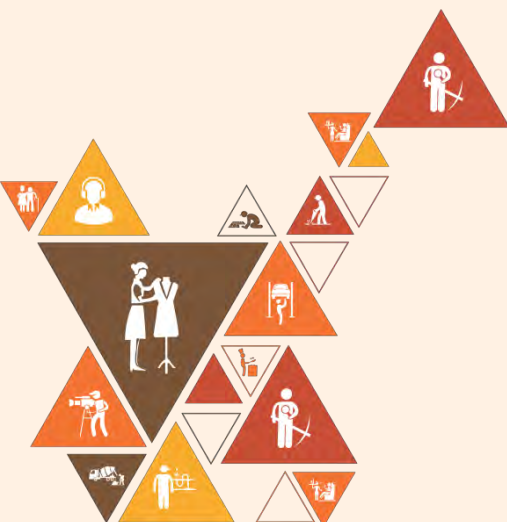


8. Annexure

Annexure 1: Training Delivery Plan

Annexure 2: Assessment Criteria

Annexure 3: QR Codes



Annexure 1: Training delivery plan

Training Delivery Plan			
Program Name	Certificate Course in Goods Packaging Machine Operator		
Qualification Pack Name & Ref. ID	Goods Packaging Machine Operator & LSC/Q2216		
Version No.	3.0	Version Update Date	25/11/2021
Pre-requisites to Training (if any)	11th grade pass or Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma or 10th grade pass plus 1-year NTC/ NAC or 8th grade pass plus 2-year NTC + 1 Year NAC or 8th pass plus 1-year NTC + 1-Year NAC plus CITS or 10th grade pass and pursuing continuous schooling or 10th Grade Pass + 2 year relevant experience or Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass + 2 year relevant experience or Previous relevant Qualification of NSQF Level 3.5 + 1 year relevant experience		
Training Outcomes	<ul style="list-style-type: none"> Describe the basic structure and function of supply chain Detail pre-packaging activities to be undertaken for hassle free packaging Perform packaging as per SOP and take corrective measures to eliminate malfunctions Demonstrate the process of labelling as per best practices Perform post packaging tasks and fill out necessary documents Perform pre cleaning, cleaning, and post cleaning activities as per SOP and safety guidelines Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms. 		

Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration in Hrs
Chapter no 1- Introduction to Goods Packaging Machine Operator	Supply Chain Management	Define supply chain management		Lecture	Teaching board, computer, projector, video player or TV	5
	Logistics Management	Define Logistics management		Lecture		5
	Logistics Management	Explain the important flows in Supply Chain Management		Lecture		5
	Goods Packaging Machine Operator	Explain the importance of the Goods Packaging Machine Operator		Lecture		5
	Warehouse Activities	Discuss the various activities carried out in a warehouse		Practical		5
	Warehouse Handling Equipment	Detail on various MHE equipment used in a warehouse		Practical		5
Chapter 2- Prepare for Packaging	Types of Packaging	Detail on the type of Packaging material and techniques	LSC/N2201	Lecture	Teaching board, computer, projector, video player or TV	5
	Pre- Packaging Work Area Inspections	Explain Pre-Packaging Work Area Inspections		Lecture		5
	Items used for Packaging	Discuss the main items used for packaging		Practical		4

	Major types of packaging	Discuss the two major classes of packaging		Practical		5
	Returnable packaging	Identify Returnable packaging and explain it		Practical		5
	Packaging in Automobile Industry / Heavy Machinery	Explain packaging in automobile industry		Lecture		5
	Calculating Requirement of Packaging Accessories and Stationery	List out the calculating Requirement of Packaging Accessories and Stationery		Practical		8
	Packaging according to Product Type	Demonstrate the packaging according to Product Type		Practical		8
	Small Packaging equipment	Identify the small Packaging equipment		OJT		5
	Types of Packaging Machines	Detail on the different types of Packaging Machines used in a Warehouse		Lecture		5
	Important Inspections needed for Packaging	Enlist the necessary pre-packaging checks to be performed		OJT		5
Chapter - 3 Packaging	Steps in Packaging Process	List the various steps involved in packaging of goods	LSC/N2202	Practical	Teaching board, computer, projector, video player or TV	8
	Steps in Packaging Process	Explain how does order packing work in warehouse		Practical		8

	Conveyors for Packaging	Enlist the sequence of packaging on a conveyor		Practical		8
	Conveyors for Packaging	Explain How do conveyor systems help business efficiency		Practical		8
	Guidelines for Sealing Packages	Discuss the guidelines and SOP while sealing the packages and moving sealed packages to labeling areas		Lecture		8
		Discuss how to Protect the Internal Packages		Practical OJT		3 5
	Efficient Packaging	Explain the aspects of efficient packaging		Lecture		8
	Efficient Packaging	Discuss the corrective measures to resolve packaging machine malfunctions		Practical OJT		3 5
	Escalation matrix to report deviation	List the escalation matrix and detail it		Practical		8
	Escalation matrix to report deviation	List the escalation matrix to be followed for reporting deviations.		Practical		8
	Guidelines and Protocols to be followed for Breakdowns	Define the process to be followed in case of a breakdown		Practical Lecture		4 4

Chapter- 4 Labeling	Goods Handling Procedure	Demonstrate the procedure for handling goods	LSC/N2203	Practical	Teaching board, computer, projector, video player or TV	8
	Labeling in a Warehouse	Discuss the different types of labeling used as per product requirement		Practical		8
	Labeling in a Warehouse	Identify the process of Labelling and its importance in a Warehouse		Lecture		8
	Labeling in a Warehouse	Enlist the points to be kept in mind while preparing for labeling		Practical		8
	Types of Packaging Labels	Identify the types of packaging labels in warehouse		Practical		8
	Types of Packaging Labels	Identify the types of labeling done for finished goods / sealed packages.		Practical		8
	Shipping Labels	Detail shipping bill in a warehouse		Lecture		8
	Importance of Labelling	Detail the aspects of a good Label		Practical Lecture		4 4
	Guidelines for handling goods after Labelling	Discuss the procedure for handling goods after Labeling is completed		Practical		8
	Information required on a Label	List down the must have information required to be added to labels		Practical		8

Chapter- 5 Post Packaging Activities	Inspections to be done Post Packaging	Explain the various inspections to be done post packaging	LSC/N2204	Lecture	Teaching board, computer, projector, video player or TV	8
	Inspections to be done Post Packaging	Demonstrate the inspection to be done in post packaging		Practical		4
	Handling waste Packaging Material	Discuss the process of handling waste labels and packaging material		Practical		4
	Handling waste Packaging Material	Explain the process of storing unused packing material and accessories		Lecture		8
	Guidelines to Escalate in case of Deviation	Discuss Escalation matrix for reporting deviation		Practical		8
	Prepare the Packaging Area for Shift Handover	Perform the handover process and documents required for post shift activities		practical		8
	Documents required Post packaging	Identify documents required Post packaging		practical		8
	Personal Protection Equipment Requisition form	Identify personal Protection Equipment Requisition form and detail it		Practical		4
	Packaging Material Requisition form	Identify packaging Material Requisition form		Lecture		4

	Packaging Machine Inspection Checklist	Identify Packaging Machine Inspection Checklist		Practical		2
	Procedure for recording damages, breakages	Perform procedure for recording damages, breakages		Practical		2
Chapter - 6 Housekeeping	Housekeeping in Warehouse	Discuss the various housekeeping activities to be performed based on the type of surface, strain etc		Practical		4
	Housekeeping in Warehouse	Discuss the importance of cleanliness in warehouse.		Practical		4
	Guidelines to prepare for Housekeeping	Explain the procedure for maintaining proper housekeeping in warehouse.	LSC/N2104	Lecture	Teaching board, computer, projector, video player or TV	8
	Surfaces to Clean during Housekeeping	Discuss different cleaning methods		Practical		4
	Surfaces to Clean during Housekeeping	Explain the different products used for cleaning		Lecture		2
	Guidelines to prepare for Housekeeping	Enlist things to keep in mind while carrying out housekeeping activities		Practical		4
	Guidelines to prepare for Housekeeping	Discuss the guidelines to prepare for Housekeeping		Practical		4

Chapter -7 Compliance to Health, Safety and Security Norms	Safety and its Criticality	Describe health, safety and security procedures in warehousing	LSC/N2205	Lecture	Teaching board, computer, projector, video player or TV	8
	Personal Protective Equipment	Detail PPE and its uses		Lecture		8
	Types of PPE	Identify the types of PPE and its uses		Practical		8
	Safety and its Criticality	Discuss the criticality of safety.		Practical		8
	Handling Procedures for Dangerous Goods	Classify the hazardous materials.		Practical		8
	5S at Workplace	Explain the concept of 5S at workplace.		Practical		8
	5S at Workplace	Implement 5S at workplace		Practical		8
	Escalation matrix	Explain escalation matrix for reporting deviation		Lecture		4

Annexure II Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for MHE Maintenance Technician	
Job Role	Goods Packaging Machine Operator
Qualification Pack	LSC/Q2216
Sector Skill Council	Logistic Sector Skill Council of India

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 and skill practical part for each candidate at each examination/training center.
4.	To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles & 50% for NSQF level 1 to 3 job roles.
5.	In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack

				MARKS ALLOCATION	
ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA (PC)	Total Marks	Out Of	Theory	Skills Practical
1.LSC/N2201: Prepare for Packaging	PC1. get the shift schedule and the total number of packages required by the end of the day from supervisor	100	5	1	4
	PC2. understand the number of packages required for each type of product		5	1	4
	PC3. collect a list with details of type of packaging material, size of packaging case to be used and desirable weight range of each product from the supervisor.		10	2	8
	PC4. understand variations among packages of different products.		5	1	4
	PC5. remove any unnecessary items from the area to make space for the items to be packaged.		5	1	4
	PC6. perform a quick safety inspection of the workplace.		5	1	4

	PC7. clean up any spills or breakages		10	2	8
	PC8. assess the Personal Protective Equipment (PPE) required based on the product and the work environment		5	1	4
	PC9. collect and wear all the necessary ppe.		5	1	4
	PC10. collect any small packaging equipment such as tape gun and check its condition		10	2	8
	PC11. check the condition of packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. make any setting changes that are required to ensure the machines are working well		5	1	4
	PC12. ensure there is sufficient tape and other sealants. load them into the packaging machine		5	1	4
	PC13. switch on packaging equipment and ensure that that it is warmed up and ready for packaging. note the temperature, speed, etc		5	1	4
	PC14. perform a trial to ensure that the machine is working well.		5	1	4
	PC15. recalibrate machine setting if required to ensure that work will be done properly.		5	1	4
	PC16. report to the supervisor if there is a problem that could not be fixed.		10	2	8
		Total	100	20	80
2.LSC/N2202: Perform Packaging	PC1. check that the goods to be packed are in their appropriate packaging cases.	100	5	1	4
	PC2. ensure that the packaging cases are lined up and ready on the conveyor belt of the packaging machine		5	1	4
	PC3. use the packaging equipment to seal the packaging cases in an optimal manner		10	2	8
	PC4. weigh the package to determine if it is within the allowed limits.		10	2	8
	PC5. report errors and discrepancies, if any to supervisor.		10	2	8
	PC6. remove sealed package from the packaging machine		5	1	4




	PC7. follow guidelines with respect to handling, move sealed packages to the labelling area or handover to carpenters if required.		10	2	8
	PC8. perform labelling or handover sealed package to a labeler for labelling as per company policy		10	2	8
	PC9. if there is a machine jam or the conveyor gets stuck, press the reset button and perform the corrective measures.		10	2	8
	PC10. if the machine stops because the sealant got over, reload the sealant.		10	2	8
	PC11. if a package was missed during sealing, identify it and place it near the end of the line to be sealed again		5	1	4
	PC12. ensure machine is not operated beyond rated capacity in case of breakdown		5	1	4
	PC13. for any other issues, including accidents report to the supervisor		5	1	4
		Total	100	20	80
3. LSC/N2203: Carry out Labelling	PC1. Understand labelling schedule, products being labelled and number of labelled packages required by the end of the day from the supervisor.	100	7	2	5
	PC2. Get information on the type and size of packing cases used for each product.		10	2	8
	PC3. Determine what labels are required.		20	4	16
	PC4. Collect all the required labels from the supervisor		7	2	5
	PC5. Inform supervisor to place orders for more labels if insufficient.		7	1	6
	PC6. Collect sealed packages from the labelling area		5	1	4
	PC7. Identify the product contained in the packing case		7	1	6
	PC8. Paste all the required labels onto the packing case in the right areas.		10	2	8
	PC9. Verify that all required labels have been pasted onto the packing case in the right areas		20	4	16

	PC10. Move labelled packages to the finished packages area.Remove any unnecessary items from the area to make space for the items to be packaged		7	1	6
		Total	100	20	80
3.LSC/N2204: Perform Post Packaging Activities	PC1. switch off packaging equipment	100	10	2	8
	PC2. dispose damaged labels and packing cases.		12	4	8
	PC3. perform a quick safety inspection of the packaging and labelling areas		12	2	10
	PC4. clean up any spills or breakages		10	2	8
	PC5. return any PPE and equipment used to their storage racks.		10	2	8
	PC6. clean and inspect the packaging equipment to ensure that it is fit for the next day's operations		12	2	10
	PC7. notify supervisor regarding any concerns faced at work such as delays due to machine stops, damaged packages, etc.		12	4	8
	PC8. provide feedback regarding damage if any, delays in packaging and labelling, inability to meet an order, etc.		12	4	8
	PC9. complete any forms as required by management such as packaging machine status, shift status, etc.		10	3	7
		Total	100	25	75
4.LSC/N2205: Maintain Health, Safety and Security measures for operating packaging equipment	PC1. comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc	100	10	3	7
	PC2. wear all safety equipment including protective gear, helmets etc. when checking inbound/outbound consignments.		10	3	7
	PC3. follow organization procedures with respect to documentation.		10	3	7
	PC4. recognize and report unsafe conditions and practices.		10	3	7
	PC5. in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action		10	3	7

	PC6. identify reasons for occurrence of incident		10	3	7
	PC7. capture reasons and response/action taken into incident report/note to manager		10	3	7
	PC8. report any deviations from standard protocol along with reasons (if any)		10	3	7
	PC9. visually inspect the activity area and equipment for appropriate and safe condition.		10	3	7
	PC10. adhere to the standard operating procedures (SOP) of the company.		10	3	7
		Total	100	30	70

Annexure III: QR Codes

S.NO	CHAPTER. NO	UNIT. NO	TOPICS NAME	URL	PG.NO	QR CODE
1	Chapter no.1 - Introduction to Goods Packaging Machine Operator	Unit 1.1: Logistics and Supply Chain Management	1.1.1 Supply Chain and Logistics Management	https://www.youtube.com/watch?v=4-QU7WiVxh8	4	 Logistics management
2	chapter no1. - Introduction to Goods Packaging Machine Operator	Unit 1.1: Logistics and Supply Chain Management	1.1.1 Supply Chain and Logistics Management	https://www.youtube.com/watch?v=lZPO5RclZEo	4	 Supply chain management
3	Chapter no.2 - Preparation for Packaging	2.1: Preparation for Packaging	2.1.3 Types of Packaging	https://youtu.be/urjIro_4Ydo		 Types of packaging
4	Chapter no.3 - Perform Packaging	3.1: Seal the Packages	3.1.2 Conveyors for Packaging	https://youtu.be/bEeAfQredA8		 Packaging conveyor
5	Chapter no.4 – Labelling	4.1: Prepare for Labelling	4.1.1 Labelling in a Warehouse	https://youtu.be/t7xM3LTqkI0		 Safety signs and labels
6	4. Labelling	4.1: Prepare for Labelling	4.1.2 Types of Packaging Labels	https://youtu.be/izewHwDCUes		 Safety signs and labels
7	Chapter no.5 - Post packaging activities	5.1: Post Packaging Activities and Inspections	5.1.1. Inspections to be done Post Packaging	https://youtu.be/xP-KBYPf8cM		 Packaging inspection

8	Chapter no.6- Housekeeping	UNIT 6.1: Preparing for Housekeeping	6.1.1 Housekeeping in Warehouse	https://youtu.be/qPIRi-RWNIY		 <p>Warehouse cleaning checklist for daily, weekly and monthly</p>
9	Chapter no.7 - Compliance to Health, Safety and Security Norms	7.1: Assess Requirements for PPE – Packaging Machine Operator	7.1.1 Personal Protective Equipment	https://youtu.be/GFBSmcNRSRk		 <p>PPE</p>
10	Chapter no.7 - Compliance to Health, Safety and Security Norms	7.2: Implementing Safety in the Warehouse	7.2.1 Safety and its Criticality	https://www.youtube.com/watch?v=kcm9u4heDVk		 <p>Warehouse material handling</p>



Scan the QR code to access the e-book



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