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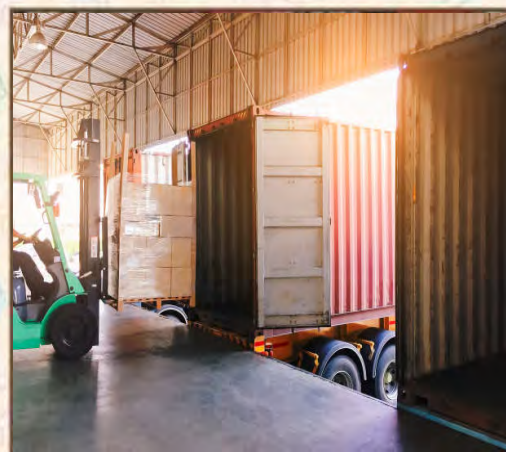


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# Facilitator Guide



Sector  
Logistics

Sub-Sector  
Land Transportation

Occupation  
Vehicle Operations

Reference ID: LSC/Q1119, Version 3.0  
NSQF Level: 4

**Transport Consolidator**



Scan QR code to access E-book





“ Skilling is building a better India.  
If we have to move India towards  
development then Skill Development  
should be our mission. ”

**Shri Narendra Modi**  
Prime Minister of India



## Acknowledgements

We wholeheartedly thank all the organizations who have immensely helped us in endorsing the contents of this Facilitator Guide thus contributing towards skilling based on the Qualification Pack (QP) & National Occupation Standards (NOSs) for Transport Consolidator

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.

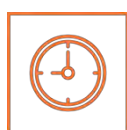
## About this Guide

This Facilitator Guide has been designed to enable training for the “Transport Consolidator” 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 Transport Consolidator.

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



Time



Role Play



Activity



Notes



Objectives



Do



Ask



Explain



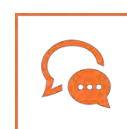
Elaborate



Field Visit



Practical



Say



Demonstrate



Exercise



Team Activity



Facilitation Notes



Learning Outcomes



Resources

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	<a href="https://eskillindia.org/NewEmployability">https://eskillindia.org/NewEmployability</a>	
	Scan the QR code below to access the ebook	









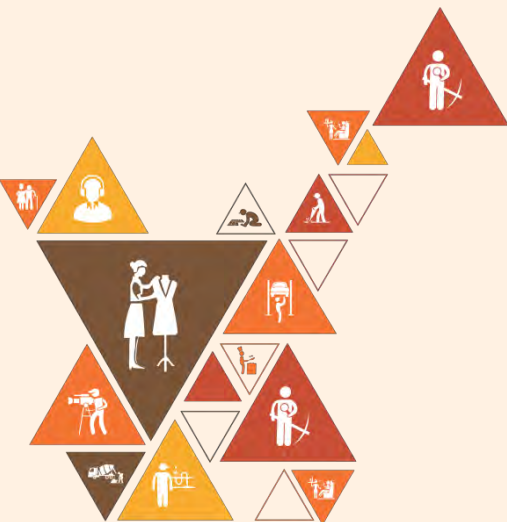
# 1. Introduction to Transport Consolidator

Unit 1.1 – Supply Chain Management & Logistics Overview

Unit 1.2 – Logistics Sub Sectors & Opportunities

Unit 1.3 – Activities, Job Roles & Interfaces of a Transport Consolidator

Unit 1.4 – Transport Yard Activities, MHE, Documentation



## Key Learning Outcomes



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

1. Classify the components of supply chain and logistics sector.
2. Detail the various sub-sectors and the opportunities in them.
3. Identify various activities in land transportation.
4. Explain job roles in land transportation.
5. Detail your job role as land transportation associate and its interface with other job roles.
6. Explain various activities in a transport yard.
7. Describe the various MHEs and equipment used for inland transportation.
8. Detail the documentation requirements for goods transport.

## Unit 1.1 – Supply Chain Management & Logistics Overview

### Unit Objectives

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

1. Introduce Each other
2. Build rapport with fellow participants of the program
3. Relax and interact with fellow students more quickly
4. Create a Learning Environment
5. Explain supply chain management & logistics.
6. Explain the concept of inbound, in-plant & outbound areas of a supply chain.
7. Identify the three flows in a supply chain.
8. Discuss the concept of reverse logistics

### Resources to be Used

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

### Do

- Make the students to tell what we do in Supply Chain.
- Make the students to determine what the things we need to remember in Supply Chain.
- Make a note of the important and relevant points shared by students
- Discuss the material 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.
- Let the Facilitator end this activity by introducing himself.
- 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

- Ask the participants to come to the next class with an one example each of a product which they think is a Lean SC, Agile SC, visible SC with reasons to ensure their understanding of these critical concepts.

## Elaborate



The Concepts clearly of a

- Lean SC,
- Agile SC,
- A Long & A Short SC,
- Visibility in Supply Chains(SC)

## 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.
- Why Logistics is required is because Demand is never equal to Supply. Inventory needs to be maintained and moved to the right place, at the right time, in the right quantity& to the right person.
- 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.
- Explain the concept of Reverse Logistics –Give E-Commerce examples of an End customer not satisfied with the product due to any factor and how the logistics of the product is arranged when it moves from the customer back to the seller from where it originated.
- Explain that Logistics deals with the elimination of “Waste in the System”.

## UNIT 1.2 – Logistics Sub Sectors & Opportunities

### Unit Objectives

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

1. Discuss the various logistics sub-sectors & opportunities in them

### Resources to be Used

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

### Elaborate

- The key sectors of Transportation and Warehousing in detail and the activities involved therein. Explain what a Multi-Modal Logistics Park is.

### Notes for Facilitation

- Explain the Multimodal Operation and how interdependent the various modes are in accomplishing an End to End Logistics movement.
- The concept of a First Mile & Last Mile transportation in logistics and the challenges to reach cargo to its final intended destination through various modes of transport seamlessly.
- Elaborate on Short-haul and Long Haul in Transportation.
- Briefly touch upon and give them an overview of Courier & Express Delivery, Port Terminals, CFS & ICD's, EXIM Cargo, Freight Forwarding, Liners, CHA & Customs clearing, Air Cargo, Cold Chain Logistics, E-Commerce, Domestic Coastal Short Sea Shipping and Inland Waterways, Liquid Logistics & Rail Logistics.

### Activity

Ask the participants to go to a Warehouse -Check & Summarize the activities that are carried out in that facility.

## Unit 1.3 – Activities, Job Roles & Interfaces of a Transport Consolidator

### Unit Objectives

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

1. Discuss the various activities in land transportation
2. Explain the job role of a transport consolidator, and its interface with other job roles

### Resources to be Used

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

### Elaborate

- The Brief Job Description of a transport consolidator in Land Transportation:
- The role holder is responsible for overall vehicle movement and ground operations. The individual receives order details, processes mandatory documents, conducts route survey, coordinates with supervisor for loader requirement and garage supervisor for fleet maintenance, arranges for consignment pick-up, issues In-Gate and Gate Exit pass and monitor and updates status of each consignment.
- The interfaces of the role of a transport consolidator with other roles like that of Supervisor, Executive, Manager and other functions of Land Transportation.

## UNIT 1.4 - Transport Yard Activities, MHE, Documentation

### Unit Objectives

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

1. Explain the various activities that are carried out in a transport yard.
2. Discuss the appropriate Material Handling Equipment (MHE) used in logistics
3. Discuss the various documentation requirements

### Resources to be used

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

### Notes for Facilitation

- Explain the Transport Yard Activities
- Discuss the need for well developed and Planned Transport Yards across the Country.
- Discuss the requirements of a Driver when he touches a transport yard after a Long Haul? What are the elements that a Yard needs to have? ( Banks/ATM, Fuel Outlet, Recreation Area, Bath and Toilet facility, Good Hygienic Food, Vehicle Mechanic and spares, Workshop Facilities etc.)
- Explain the Material Handling Equipments predominantly used in the industry ( Pallets, Forklifts, Reach Stacker, Cranes etc.)
- List the Mandatory Documents for Road Transportation like Consignment Note/LR, e Way Bill, etc

### Explain

- That the GST Tax that is charged /Paid is on the actual movement of Goods from Point X to Point Y & not what the address in the documentation may claim.

### Summary

1. Supply Chain Management & components of a Supply chain
2. Why Logistics is required and the main subsectors like Transportation & Warehousing
3. The Job Role of an ASSOCIATE & the interface with other roles in Land Transportation
4. Size of the Logistics industry, Sub Sectors & Employment Potential
5. Material Handling Equipments used & the Mandatory Documents in Land Transportation

## Exercise Answers

**A1.** Product Flow, Cash Flow & Information Flow.

**A2.** “Lean” stands for efficient & Cost-Effective Supply Chain.

Agility of a Supply Chain means having a capacity to cope with a Volatile demand (Fluctuating Demand) – “The Reaction Time”. If a Supply chain is not Agile, there will be a stock build-up at any point Vendor/Factory or Producer/Distribution Warehouse etc. A long Supply chain makes it complicated, costly and less Agile while a shorter Supply chain makes it more lean, efficient & Agile.

Visibility of a Supply Chain is critical for information to quickly get transferred from one end of the chain to another. You can imagine a Supply chain like a transparent pipe for the factory/Suppliers to promptly get the information on changes in customer demand and react accordingly to avoid storage of excess inventory and meet the demand effectively & quickly.

**A3.** An Associate will be primarily responsible for receiving order details, mandatory process documents, conduct route survey, coordinate with supervisor for loader requirement and garage supervisor for fleet maintenance, arrange for consignment pick-up, issue In-Gate and Gate Exit pass and monitor and update the status of the order at regular intervals.

**A4.** Transportation & **Warehousing** are the main sub-sectors of Logistics.

**A5.** Air, Water and **Rail** are considered as modes of Transportation.

**A6.** Sea & **Inland Waterways** are ways of Water Transport.

**A7.** Fork Lift, Pallets & Reach Stacker





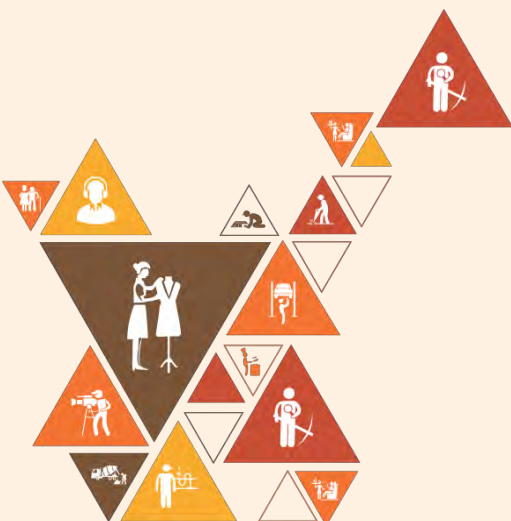


## 2. Planning and Scheduling Deliveries

Unit 2.1 – Scheduling of Deliveries

Unit 2.2 – Compute Loading Requirements to identify type of vehicle required

Unit 2.3 – Route Planning



## Key Learning Outcomes



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

1. Detail the various tasks to be performed while planning and scheduling deliveries
2. List the information to be collected for scheduling such as available capacity based on load, list of orders that are to be routed, various locations etc.
3. Explain the process of planning and scheduling deliveries
4. Detail the process of analyzing delivery/ transport costs for all order
5. Determine optimal routes for trucks based on final destination for deliveries

## UNIT 2.1: Scheduling of Deliveries

### Unit Objectives

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

1. Detail the process of planning and scheduling deliveries
2. Plan truck and dispatch schedule
3. Prepare a freight consolidation plan

### Resources to be Used

- Participant Handbook, Teaching board, Projector, Computer, Video Player, TV, markers, and stationery, Hand Pallet Truck, Forklift etc.

### Do

- Make the students speak about truck and dispatch scheduling
- Make the students to speak about freight consolidation plan
- Make a note and relevant points shared by students.
- Discuss the relevant points once of the important all students.

### Ask

- Ask the students how to prepare a freight consolidation plan
- Ask the students about the procedure for scheduling deliveries
- Ask the students about on-site consolidation
- Ask the students about off site consolidation

### Elaborate

- Explain the process of scheduling deliveries
- Explain the process of preparing freight consolidation plan
- Explain on site consolidation
- Explain off site consolidation

### Say

- A consolidation plan is required when cargo is to be grouped in a truck to reach different distribution centres/customers so that we minimize the number of trucks used to reach cargo to its destination

## Notes for Facilitation

- Conduct quiz to know the students understanding of scheduling activities
- Conduct quiz to know the students understanding of how to do freight consolidation

## UNIT 2.2: Route Planning

### Unit Objectives

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

1. Determine optimal routes for trucks based on final destination for deliveries

### Resources to be Used

- Participant Handbook, White Board, Projector, Computer, marker, stationery, GPS

### Ask

- Ask the students about route planning
- Ask the students about their knowing of route optimization
- Ask the students about route scheduling

### Say

- Routing (also called route planning) is a process of creating the most cost-effective route by minimizing the distance or travel time needed to reach a destination with a set of planned stops. Routing is a highly important process of any logistics systems, due to the very high competition and shrinking margins in the market

### Explain

- Explain the advantages of route planning
- Elaborate on the usage of GPS
- Explain about the difference between route planning and route optimization

### Notes for Facilitation

- Test the student's practical knowledge on route planning
- Conduct quiz to know the understanding of students on route scheduling, planning and optimization

## UNIT 2.3: Compute loading requirement to identify the type of vehicle required

### Unit Objectives

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

1. Explain the process of calculating load requirement to decide on the right vehicle for the given load

### Resources to be Used

- White Board, Projector, Computer, Marker and Stationery etc.

### Do

- Make the students speak on their understanding of calculating load requirement
- Make the students speak on their concept of chargeable freight
- Make a note of the important and relevant points shared by students.
- Discuss the relevant points once all students have spoken.

### Ask

- Ask the students about the steps for calculation of load requirement
- Ask the students about their knowledge of choosing the right vehicle for a given load

### Say

- The appropriate vehicle is selected based on the Gross/Volumetric weight of the cargo to be loaded and matching the same with the payload capacity (sum of the axle weights) and the volume of the vehicle.

### Explain

- Explain the method of calculating load requirement
- Explain the way to select the right vehicle for a given load

## Notes for Facilitation

- Conduct quiz to check on students understanding on the steps for load calculation

## Activity

- Conduct Skill Practice Activity
- Ask all the students to assemble together
- Explain the Purpose and duration of the activity
- Set guidelines pertaining to the activity and expected tasks
- Sample shipment
- Perform all the steps in as explained in the PH guide
- Let the activity be done by all the students
- Discuss the problems faced by them during the activity
- Keep practicing with them till they perform the activity perfectly

## Exercise Answers

- 1.False
2. True
3. True







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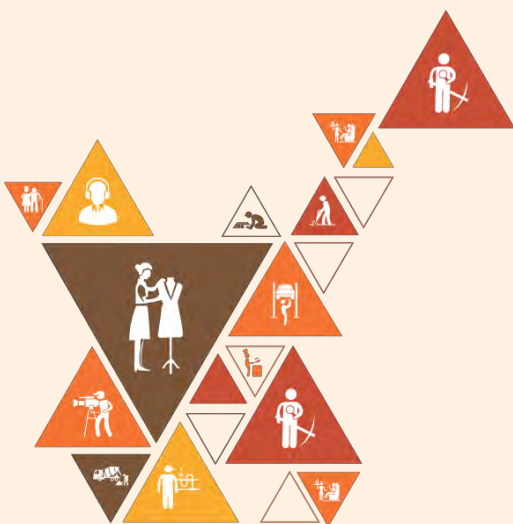
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## 3. Verification and Consolidation of Deliveries

Unit 3.1 – Verification of Orders

Unit 3.2 – Consolidation of Deliveries



LSC/N1115

## Key Learning Outcomes

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

1. Detail the various steps involved in verification and consolidation of deliveries
2. Describe the role of Transport Consolidator in verification and consolidation of deliveries
3. Explain how to verify orders on incoming trucks
4. List the various checks to be performed such as errors/ damages in goods, for any hazardous material etc.
5. Explain the process of checking the costs

## UNIT 3.1: Verification of Orders

### Unit Objectives



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

1. Detail the various steps involved in verification of deliveries

### Resources to be Used



- White Board, Projector, Computer, Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs), markers and stationery, etc.

### Do



- Make the students speak about the different steps in the verification process
- Make the student speak about the way to handle hazardous goods
- Make a note of the important and relevant points shared by students.
- Discuss the relevant points once all students.

### Ask



- Ask the students about their understanding of the various steps involved in the verification process.
- Ask the students of the importance of following guidelines while handling hazardous goods

### Say



- Hazardous goods need to be classified, packaged, marked, labelled and packed as per the regulations set out by the IMDG Code by the International Maritime Organization (IMO) and also needs to be handled with the utmost care and consideration of its dangerous nature

### Explain



- Explain about the various steps in the inspection process
- Explain the importance of handling hazardous goods as per the guidelines

## Notes for Facilitation



- Conduct quiz to know the students understanding of the steps in the verification process

## UNIT 3.2: Consolidating Deliveries

### Unit Objectives

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

1. Explain the steps to be followed for consolidating deliveries

### Resources to be Used

- Participant Handbook, White Board, Projector, Computer, Marker, and Stationery etc.

### Do

- Make the students speak on their understanding of the process of consolidating deliveries
- Make the students speak of their understanding of estimating freight
- Take note of the important and relevant points shared by the students.
- Discuss the relevant points shared by the students.

### Ask

- Ask the students to show how to consolidate deliveries
- Ask the students about the mandatory transport documents
- Ask the students about the knowledge of estimating freight

### Explain

- Explain the students the procedure to consolidate deliveries
- Explain the students about the mandatory transport documents
- Explain the students the methodology for estimating freight

### Notes for Facilitation

- Conduct quiz to know the students understanding of the process of consolidating freight

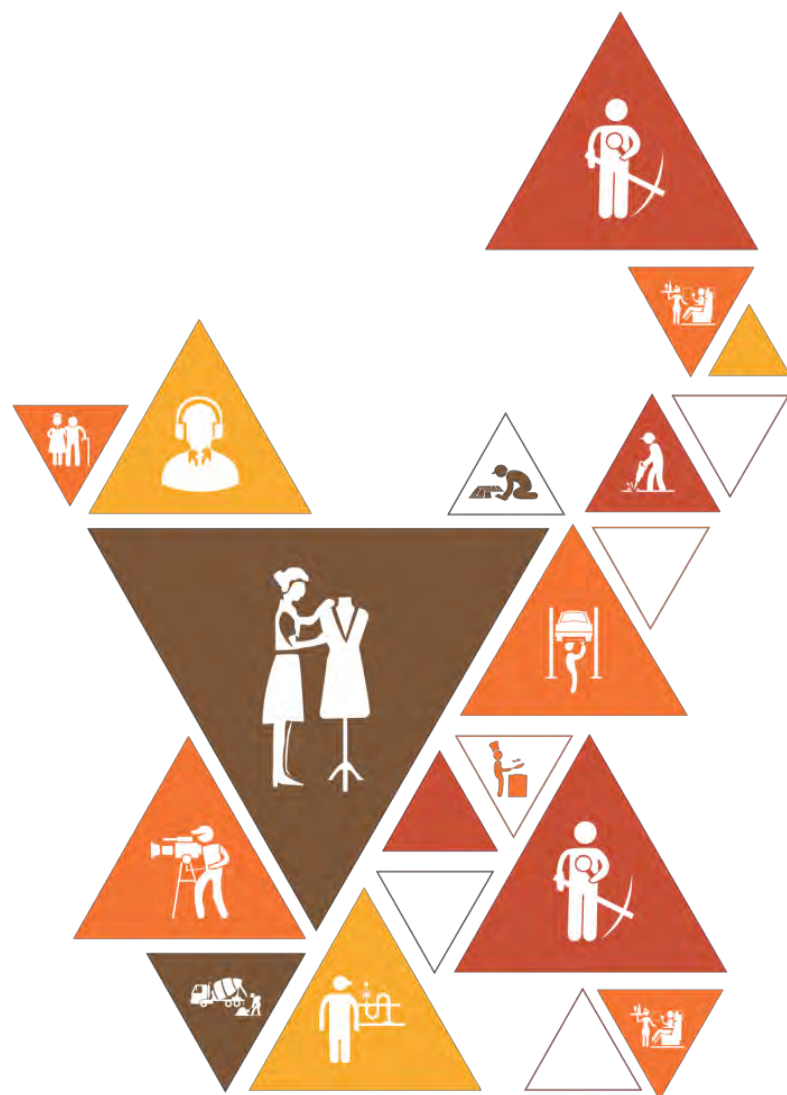
## Activity

- Conduct Skill Practice Activity
- Ask all the students to assemble together
- Exp guidelines pertaining to the activity and expected tasks
- Let the activity be done by all the students
- Inain the Purpose and duration of the activity
- Set
- Discuss the problems faced by them during the activity
- Keep practicing with them till they perform the activity perfectly

Skill Practice	Time	Resources
Consolidation of Deliveries	8 hours	<ul style="list-style-type: none"> <li>• Forklift, Hand pallet truck, BOPT</li> </ul>
		<ul style="list-style-type: none"> <li>• Empty Pallets</li> </ul>
		<ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPEs)</li> </ul>
		<ul style="list-style-type: none"> <li>• Empty and loaded Truck</li> </ul>

## Exercise Answers

1. Refer to 3.2.2 in Participant Handbook
2. Refer to 3.2.3 in Participant Handbook
3. Refer to 3.1.1 in Participant Handbook
4. Refer to 3.2.1 in Participant Handbook
5. Refer to 3.2.2 in Participant Handbook







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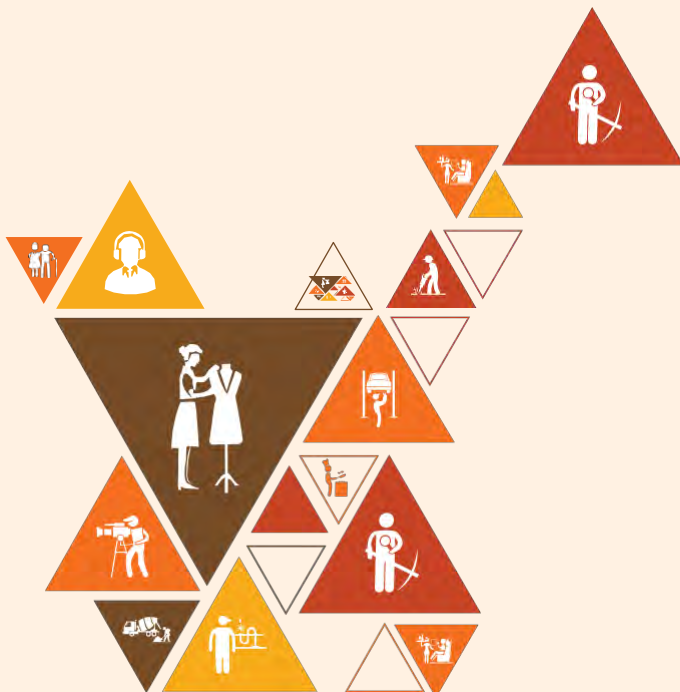
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## 4. Post Consolidation Activities

Unit 4.1 – Updating Tracking Information

Unit 4.2 – Reporting Activities



LSC/N1116

## Key Learning Outcomes



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

1. Discuss the various activities to be performed after consolidation
2. Explain the procedure for updating tracking information in the system
3. Detail the steps in carrying out the reporting activities

## UNIT 4.1: Updating Tracking Information

### Unit Objectives

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

1. Perform updating of tracking information in the system

### Resources to be Used

- Participant Handbook, SOP, Teaching board, computer, projector, worksheets,

### Do

- Make the students speak about the importance of recording information
- Take note of the important and relevant points.
- Discuss the relevant points shared by the students.

### Say

All details on the consignment its specifications, etc. are to be recorded in the ERP to facilitate GPS tracking of the consignment and send periodic alerts to the consignee on the scheduled arrival and abnormal delays if any.

### Ask

- Ask the students about the importance of recording information
- Ask the students about proof of delivery
- Ask the students about the various important checks to be performed

### Demonstrate

- Demonstrate the process of recording information in ERP
- Demonstrate the various checks post consolidation

## Notes for Facilitation



- Conduct a quiz to know the understanding of students on how to record information in ERP

## UNIT 4.2: Reporting Activities

### Unit Objectives

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

1. Detail the steps in carrying out reporting activities

### Resources to be Used

- Participant Handbook, SOP, Teaching board, computer, projector, video player, stationery

### Do

- Make the students speak of the various reports to be submitted
- Make the students discuss the concept of escalation matrix to report deviation
- Take note of the important and relevant points.
- Discuss the relevant points shared by the students.

### Ask

- Ask the students to list the reports to be submitted to management

### Explain

- Explain the process of managing deviations
- Explain the importance of escalation matrix.
- Explain about what one should do when the find a deviation

### Notes for Facilitation

- Conduct quiz to know the students understanding on how to manage deviations and about the escalation matrix

## Exercise

### Answers

1. Refer to 4.1.2 in Participant Handbook
2. Refer to 4.2.1 in Participant Handbook
3. Refer to 4.2.2 in Participant Handbook





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## 5. Compliance to Health, Safety and Security norms

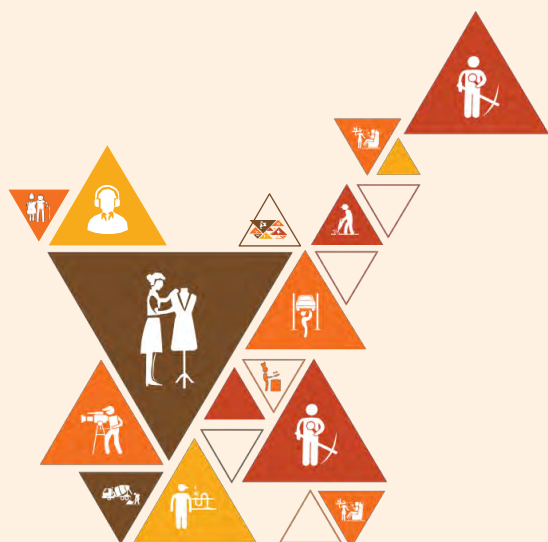
Unit 5.1 – Health, Safety & Security at Ports, CFS & ICD

Unit 5.2 – 5S at Workplace.

Unit 5.3 – SOP while handling Dangerous & Hazardous Goods

Unit 5.4– Standard Protocol in case of Emergencies  
/Accidents/Breach of Safety

Unit 5.5–Document Health , Safety & Security Violations/  
Escalation Matrix





## Key Learning Outcomes



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

1. Describe health, safety and security procedures in port terminals, CFS & ICD.
2. Implement 5S at workplace.
3. Inspect the activity area and equipment for appropriate and safe conditions.
4. Identify unsafe working conditions.
5. Inspect adherence to standard operating procedures (SOP) while handling dangerous and goods.
6. Implement standard protocol in case of emergencies, accidents, and breach of safety
7. Document all health, safety and security violations.
8. Explain the escalation matrix for reporting deviation.

## Unit 5.1 – Health, Safety & Security at Ports/CFS/ICD's

### Unit Objectives

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

1. Explain Health safety & security policy at Ports/CFS/ICDs.
2. Describe health, safety and security procedures in port terminals, CFS & ICDs

### 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 following for a better understanding as regards to developing the health, Safety & Security Procedures to be followed by the participants.
- Associates need to make a note of all safety processes in different location (cargo loading area, ramp operation area, etc.) regarding the area of operation
- Associates to always wear all PPE such as goggles, earplugs, helmet, mask, shoes, etc. as applicable in the cargo movement area
- Associates to follow standard driving practice to ensure safety of life and material
- Associates to follow organizational protocol to deploy action in case of signs of any emergency or accident or breach of safety
- Associates to undertake annual preventive health check-ups
- Associates to follow necessary Standard Operating Procedure (SOP) and precautions while handling dangerous and hazardous goods
- Associates to follow all the security procedures applicable such as green gate in port, Customs area restrictions, factory security, etc.
- Associates to comply with data safety regulations of the organisation
- Associates to follow standard safety procedures while handling hazardous/fragile cargo and walk only on the designated pathway

### Notes for Facilitation

- Explain in detail the Policy on Safety, Security and Health as applicable to sea Ports, ICD's & CFS.
- Make the students understand the role of the Security Officer, Health officer & their overall scope
- Explain the duties of the Health officer for an incoming and outgoing vessel and the ISPS Security Codes that need to be adopted by ports

## Unit 5.2 –5S at Workplace

### Unit Objectives

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

1. State 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 5.3 – SOP While Handling Dangerous & Hazardous Goods

### Unit Objectives

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

1. Inspect activity area for appropriate & safe condition.
2. Examine the SOP for dangerous & hazardous goods

### 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 recognise 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
  1. Refer to 5.1.2
  2. Refer to 5.1.3

## Unit 5.4 Standard Protocol in case of Emergencies/Accidents/Breach of Safety

### Unit Objectives

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

1. Explain the Standard Protocol in case of Emergencies/Accidents/Breach of safety

### 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?

## Unit 5.5 Document Health, Safety & Security Violation/ Escalation Matrix

### Unit Objectives

**At the end of this unit, students will be able to**

1. Report violations and escalate the same to their superiors as per the standard Escalation matrix protocol

### 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

### Notes for Facilitation

- Explain the need to document issues and Near Miss cases on Health, Safety & Security.
- Discuss how one takes action and also ways & means to avoid reoccurrences.
- Explain the concept of an Escalation Matrix in dealing with such issues as per the Hierarchy levels in an organization for timely & prompt attention & to avoid such occurrences in future.

### Summary

In this module, we first saw the Policies on Health, Safety & Security as applicable to ports CFS & ICD's. We saw the implementation of the Japanese 5S model at our Workplace. We focused on inspection of our workplace to ensure it complied with Safety & after that, the SOP for handling Dangerous & Hazardous goods was discussed. The module concluded by a study on the standard protocol to be adopted in case of breaches in safety, security & Health and the documentation of the same including the Escalation Matrix structure for timely, prompt action and to avoid any reoccurrences.

## Exercise Answers

A1. The International Maritime Organization (IMO) states that "The International Ship and Port Facility Security **Code (ISPS Code)** is a comprehensive set of measures to enhance the security of ships and port facilities, developed in response to the perceived threats to ships and port facilities in the wake of the 9/11.

A2. Give a few Safety rules for transport Equipment working at Ports, CFS & ICD's.

- (a) Forklift trucks/Automobiles speed should not exceed 20 kmph and 8 kmph respectively on the dock roads & wharves.
- (b) Drivers must sound the horn at all intersections, blind corners and while reversing.
- (c) At the junctions of road, the drivers should stop, observe and then proceed.
- (d) Nobody shall get 'IN' or get "OUT" of moving vehicles.
- (e) Vehicles shall NOT be parked near gangways, aisles or close to the wharf.
- (f) Travel at a safe distance when you are driving behind another truck and at a safe speed that will allow you to stop in case of an emergency.
- (g) Driving in standing position and horseplay should be avoided.
- (h) Driver should look behind and be sure all is clear while reversing.
- (i) No passenger or fellow worker should be permitted to sit on a Forklift Truck. It is the responsibility of the driver to keep off the rider.
- (j) If the truck is left on the gradient, set the brakes/gears and block the wheel.
- (k) The driver of the mobile crane handling containers must not allow anybody to ride on spreader.
- (l) The cargo handling equipment operators operating cranes, fork-lifts, payloaders, etc. should not leave the keys of the equipment on the unattended equipment. Still, they should hand over the same to the reliever or the operator of the next shift.

A3 Port Health Officer.

A4.

1. Sorting
2. Setting in order
3. Shining
4. Standardizing
5. Sustaining

A5. Dangerous goods may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing, or water-reactive. They must be identified in the workplace (and when being transported) by different coloured 'diamond' symbols.

A hazardous substance can be any substance, whether solid, liquid or gas, that may cause harm to your health.

## A6.

- Raising the alarm and informing the public.
- Onsite emergency response, i.e. use of fire extinguishers.
- Summoning the emergency services and continuing to liaise with them.
- Crowd management, including evacuation, where necessary.

## A7.

- Step 1: Gather information. Get a brief overview of the situation from witnesses and employees directly involved in the incident.
- Step 2: Search for and establish facts.
- Step 3: Establish essential contributing factors.
- Step 4: Find the root causes.
- Step 6: Implement corrective actions.

A8. Refer to 5.4.1 in Participant Handbook







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सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP



**N S D C**  
**National**  
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Transforming the skill landscape

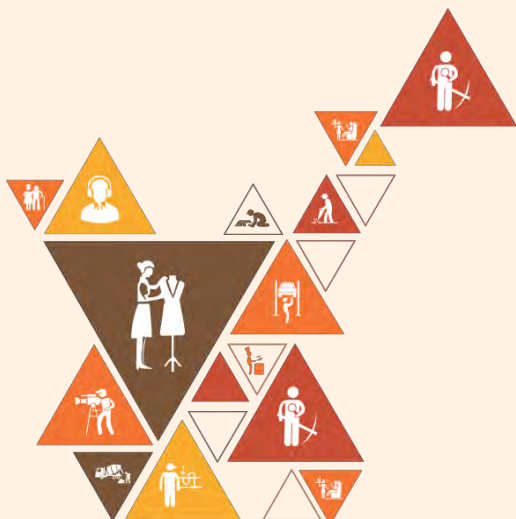


## 6. Annexures

Annexure 1: Training Delivery Plan

Annexure 2: Assessment Criteria

Annexure 3: QR Codes



## Annexure 1: Training delivery plan

Training Delivery Plan			
Program Name	Transport Consolidator		
Qualification Pack Name & Reference ID.	LSC/Q1119, v3.0		
Version No.	3.0	Version Update Date	27/01/2022
Pre-requisites to Training	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	<p><b>Upon completion of this course, the learners should be able to:</b></p> <ul style="list-style-type: none"> <li>• Perform unloading of goods as per standard operating procedure</li> <li>• Perform the necessary tasks post unloading of goods</li> <li>• Perform loading activities as per standard operating procedure</li> <li>• Perform the necessary tasks post loading of goods</li> <li>• Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms</li> </ul>		

Sr . No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration in Hrs
1	Introduction to Transport Consolidator	Introduction to Supply Chain Management	Define Supply Chain Management Define Logistics Management Explain the important flows in Supply Chain Management		Lecture	Teaching board, computer, projector, video player or TV	3
		Introduction to Logistics Management	Detail the various sub-sectors and the opportunities in them		Lecture	Teaching board, computer, projector, video player or TV	3
		Introduction to Warehousing	Explain the role a Warehouse in Supply Chain List the various activities carried inside a warehouse		Lecture	Teaching board, computer, projector, video player or TV	3

		Warehouse Organization Structure - Roles and Responsibilities	List the various job roles which exist inside a Warehouse		Lecture	Teaching board, computer, projector, video player or TV	2
		Warehouse Organization Structure - Roles and Responsibilities	Describe the roles and responsibility of a loader unloader	KA4	Lecture	Teaching board, computer, projector, video player or TV	2
		Warehouse Organization Structure - Roles and Responsibilities	Explain the roles and responsibility of a Loader/ Unloader		Lecture	Teaching board, computer, projector, video player or TV	3
		Equipment used in a Warehouse	Explain the classification of Equipment used in the Warehouse		Lecture	Teaching board, computer, projector, video player or TV	2
		Equipment used in a Warehouse	Identify different types of Material, Storage and Safety Handling Equipment and its uses		Practical	Teaching board, computer, projector, video player or TV	5
		Documentation in Warehousing	Detail the importance of Documentation in Warehousing.		Lecture	Teaching board, computer, projector, video player or TV	2
		Documentation in Warehousing	Explain the various documents being used in Warehousing Operations.		Practical	Teaching board, computer, projector, video	5

2	<b>Planning and Scheduling Deliveries</b>	Understanding of planning and scheduling of deliveries	Understand the fundamental process in any warehouse. Understand the steps to be performed before unloading	LSC/N1104	Lecture	Teaching board, computer, projector, video player or TV	5
			Perform the steps to be performed before unloading process	LSC/N1104	Practical	Sample reports, trucks, sample goods	8
		Scheduling of Deliveries	Discuss the methodology of scheduling deliveries	LSC/N1114, PC5, KB5	Lecture	Teaching board, computer, projector, video player or TV	5
		Scheduling of Deliveries	Perform process of planning and scheduling deliveries	LSC/N1104, PC5, KB5	Practical	Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, pallet truck, etc.,	8
		Scheduling of Deliveries	Plan truck and dispatch schedule	LSC/N1104, PC6, PC7	Practical	Teaching board, computer, projector, video player or TV	8
		Scheduling of Deliveries	Prepare freight consolidation plan	LSC/N1104, PC6, PC7	Practical	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..	8
		Route Planning	Explain the process of route planning	LSC/N1104 PC1, PC2, PC3, PC4, PC5, PC6, PC7, PC8,	Lecture	Teaching board, computer, projector, video player or TV	5

				PC9, PC10, PC11, PC12			
		Route Planning	Demonstrate the process of route planning	LSC/N1104, PC1, PC2, PC3, PC4, PC5, PC6, PC7, PC8, PC9, PC10, PC11, PC12	Practical	Teaching board, computer, projector, video player or TV	8
		Route Planning	Demonstrate the process of route planning		Practical	Teaching board, computer, projector, video player or TV	8
		Loading Requirement	Discuss the process of calculating loading requirement		Lecture	Teaching board, computer, projector, video player or TV	3
		Loading Requirement	Demonstrate the process of calculating loading requirement		Practical	Sample reports, trucks, sample goods	8
		Loading Requirement	Demonstrate the process of calculating loading requirement		Lecture	Teaching board, computer, projector, video player or TV	2
		Loading Requirement	Demonstrate the process of calculating loading requirement		Practical OJT	Sample reports, trucks, sample goods	4 2
		Loading Requirement	Identify how choosing the right vehicle loading requirement		OJT	Sample reports, trucks, sample goods	8
3	<b>Verification and Consolidation of Deliveries</b>	Verification of Orders	Discuss the steps in verification of orders	LSC/N1115, PC1, PC2, PC3, PC4, PC5, PC6, PC7, PC8	Lecture	Teaching board, computer, projector, video player or TV	8

		Verification of Orders	Perform the verification of orders	LSC/N1115, PC1, PC2, PC3, PC4, PC5, PC6, PC7, PC8	Practical	Sample reports, trucks, sample goods	8
		Verification of Orders	Perform the verification of orders	LSC/N1115, PC1, PC2, PC3, PC4, PC5, PC6, PC7, PC8	Practical	Sample reports, trucks, sample goods	8
		Handling Hazardous goods	Detail the guidelines for handling hazardous goods	LSC/N1115, PC5, KB9	Lecture	Teaching board, computer, projector, video player or TV	8
		Handling Hazardous goods	Demonstrate the process of handling hazardous goods	LSC/N1115, PC5, KB9	Practical	Teaching board, computer, projector, video player or TV	8
		Handling Hazardous goods	Demonstrate the process of handling hazardous goods	LSC/N1115, PC5, KB9	Practical	Teaching board, computer, projector, video player or TV	8
		Handling Hazardous goods	Demonstrate the process of handling hazardous goods	LSC/N1115, PC5, KB9	Practical	Sample reports, trucks, sample goods	8
		Consolidating Deliveries	Detail the steps in consolidating deliveries	LSC/N115, PC9, PC10, PC11, PC12, PC13, PC14, KB2	Lecture	Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, pallet truck, etc.,	4
		Consolidating Deliveries	Demonstrate the consolidation of deliveries	LSC/N115, PC9, PC10, PC11, PC12, PC13, PC14, KB2	Practical	Sample reports, trucks, sample goods	8
		Estimation of freight	Perform the estimation of freight	LSC/N115, PC9, PC10, PC11, PC12,	Practical	Sample reports, trucks, sample goods	8

				PC13, PC14, KB2			
		Estimation of freight	Perform the estimation of freight	LSC/N115, PC9, PC10, PC11, PC12, PC13, PC14, KB2	Practical OJT	Sample reports, trucks, sample goods	4 2
		Estimation of freight	Perform the estimation of freight	LSC/N115, PC9, PC10, PC11, PC12, PC13, PC14, KB2	OJT	Sample reports, trucks, sample goods	8
4	<b>Post Consolidation of Deliveries</b>	Updating Information	Discuss the process of recording information	LSC/N1116 PC1, PC2, PC3, PC4, KA4, KB6	Lecture	Teaching board, computer, projector, video player or TV	8
		Updating Information	Discuss the process of recording information	LSC/N1116 PC1, PC2, PC3, PC4, KA4, KB6	Practical	Sample report, ERP	8
		Updating Information	Discuss the process of recording information	LSC/N1116 PC1, PC2, PC3, PC4, KA4, KB6	Practical	Sample report, ERP	8
		Updating Information	Discuss the process of recording information	LSC/N1116 PC1, PC2, PC3, PC4, KA4, KB6	Practical	Sample report, ERP	8
		Updating Information	Discuss the process of recording information	LSC/N1116 PC1, PC2, PC3, PC4, KA4, KB6	Practical	Sample report, ERP	8
		Updating Information	Discuss the process of recording information	LSC/N1116 PC1, PC2, PC3, PC4, KA4, KB6	Practical	Sample report, ERP	8
		Reporting to management	Discuss the process of reporting to management	LSC/N1116, PC5, PC6, PC7, PC8	Lecture	Teaching board, computer, projector, video player or TV	8
		Reporting to management	Report to management	LSC/N1116, PC5, PC6, PC7, PC8	Practical	Sample reports	8
		Reporting to management	Report to management	LSC/N1116, PC5, PC6, PC7, PC8	Practical	Sample reports	8



		Reporting to management	Report to management	LSC/N1116, PC5, PC6, PC7, PC8	Practical	Sample reports	8
		Escalation matrix	Discuss the escalation matrix	LSC/N1116, KA8	Lecture	Teaching board, computer, projector, video player or TV	4
		Escalation matrix	Report deviation as per escalation matrix	LSC/N1116, KA8	Practical OJT	Sample reports	4 2
		Escalation matrix	Report deviation as per escalation matrix	LSC/N1116, KA8	OJT	Sample reports	8
5	<b>Compliance to health, safety and security norms</b>	Health, Safety & Security at Ports/CFS/ICD's	1. Discuss Health, Safety & Security Policy applicable to Ports/CFS/ICD's.	LSC/N1127	Lecture Practical	Teaching board, computer, projector, video player or TV	5 3
		Health, safety and security procedures	Demonstrate health, safety and security procedures in port terminals, CFS & ICD's	LSC/N1127	Practical	PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, etc	8
		5S at Workplace	Discuss the concept of 5S at their Workplace	LSC/N1127	Lecture Practical		5 3
		5S at Workplace	Implement the concept of 5S at their Workplace	LSC/N1127	Practical	PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material,	8

						instructional material, safety guidelines, etc	
		SOP When handling Dangerous & Hazardous Goods	Detail the SOP while handling Dangerous & Hazardous goods	LSC/N1127	Lecture Practical		5 3
		Safe Handling of Hazardous Materials	State Eleven Rules for Safe Handling of Hazardous Materials	LSC/N1127	Practical	PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, etc	8
		Safe Handling of Hazardous Materials	State Eleven Rules for Safe Handling of Hazardous Materials	LSC/N1127	Practical	PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, etc	8
		Safe Handling of Hazardous Materials	State Eleven Rules for Safe Handling of Hazardous Materials	LSC/N1127	Practical	PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, etc	8
		Standard Protocol in case of Emergencies/	1. Identify & Act as per the Standard	LSC/N1127	Practical	PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner,	8

		Accidents/Breach of Safety	Protocol in case of Emergencies/Accidents/Breach of safety			packaging devices, packing material, instructional material, safety guidelines, etc	
		Documenting Health, Safety & Security Violation and Escalation Matrix	Discuss Violations and escalation matrix	LSC/N1127	Lecture Practical		5 3
		Documenting Health, Safety & Security Violation and Escalation Matrix	Document Violations and escalate the same to their superiors as per the standard Escalation matrix protocol	LSC/N1127	Practical	PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, instructional material, safety guidelines, etc	8

## Annexure 2: Assessment Criteria

Assessment Criteria	
Job Role	Transport consolidator
Qualification Pack	LSC/Q1119, v3.0
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 the proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on the 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 center (as per assessment criteria below)
4	12th Class with 1 Year of experience relevant experience, 10th Class with 3 Years of experience relevant experience, 10th Class (with 2 years of ITI) with 1 Year of experience relevant experience, 10th Class (with 1 year of ITI) with 2 Years of experience relevant experience, Certificate-NSQF (Land Transportation Associate - level 3) with 2 Years of experience relevant experience
5	In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack

### Prepare Schedule and plan delivery(LSC/N1114)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Obtain information for scheduling deliveries</i>	10	25	-	-
PC1. obtain the schedule for trucks due to arrive for the day at the hub/consolidation station	2	3	-	-
PC2. note capacities of each truck and the available capacity based on load	1	4	-	-

PC3. obtain list of orders that are to be routed from current hub/consolidation station	2	8	-	-
PC4. note various locations to which deliveries are to be sent which are carried by the arrival trucks	3	7	-	-
PC5. obtain list of trucks available for outbound deliveries and their capacities	2	3	-	-
<i>Prepare schedule and delivery plan</i>	<b>15</b>	<b>50</b>	-	-
PC6. analyze delivery costs/transport costs for all orders	3	7	-	-
PC7. prepare budget for scheduled deliveries	2	8	-	-
PC8. determine optimal routes for trucks based on final destination for deliveries	3	7	-	-
PC9. determine carrier truck for each order/load based on capacity and destination of the out bound truck	2	8	-	-
PC10. prepare detailed schedule and delivery plan for all the trucks scheduled to depart the same day/next day	2	8	-	-
PC11. prepare chart for consolidating incoming loads into the respective trucks for delivery	2	8	-	-
PC12. coordinate with transport coordinator and warehouse in-charge to ensure truck consolidation plan is as per original shipment plan	1	4	-	-
<b>NOS Total</b>	<b>25</b>	<b>75</b>	-	-

### Verify and consolidate deliveries(LSC/N1115)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Verify Orders on incoming trucks</i>	9	41	-	-

<b>PC1.</b> refer to arrival schedule and verify all trucks are on-time	1	4	-	-
<b>PC2.</b> note any delays in arrivals and update schedule accordingly	1	4	-	-
<b>PC3.</b> obtain verifications from unloading/loading supervisors on various loads	1	4	-	-
<b>PC4.</b> check for any errors/damages in goods and report the same to manager or head office	1	4	-	-
<b>PC5.</b> check goods for any hazardous material and follow appropriate handling techniques if required	1	4	-	-
<b>PC6.</b> consult with driver on costs incurred on trip so far and verify the costs against the analyzed budget	1	4	-	-
<b>PC7.</b> in case of deviation from anticipated costs, re-assess delivery routes and truck loads to ensure optimal utilization of resources	1	4	-	-
<b>PC8.</b> once orders are verified, finalize the delivery plan prepared	2	13	-	-
<i>Consolidate Deliveries</i>	<b>11</b>	<b>39</b>	-	-
<b>PC9.</b> based on chart/delivery plan prepared, instruct loaders / loading supervisor on moving various loads to respective truck for final delivery	2	8	-	-
<b>PC10.</b> ensure orders are consolidated as per capacity and destination as outlined in the prepared schedule	2	8	-	-
<b>PC11.</b> instruct drivers on destinations for deliveries as per schedule and clarify any queries or on the job challenges faced	2	8	-	-
<b>PC12.</b> coordinate with head office to ensure all necessary documentation is available with the truck driver	2	3	-	-

## Perform post consolidation activities(LSC/N1116)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Update delivery schedule in log books/information system</i>	<b>13</b>	<b>37</b>	-	-
PC1. Update all deliveries that have been successfully sent with outbound trucks and log in their estimated dates of delivery as per schedule	7	13	-	-
PC2. Record any delays or pending deliveries' details and reasons for delay	2	8	-	-
PC3. Update tracking information for each order so that it can be tracked by the consignment tracking executive	2	8	-	-
PC4. Note any common issues faced by most trucks In order to identify possible solutions	2	8	-	-
<i>Carry out reporting activities</i>	<b>17</b>	<b>33</b>	-	-
PC5. Report to head office on status of deliveries	4	6	-	-
PC6. Report any issues faced with respect to damaged goods, instructing drivers or any unforeseen circumstances	4	6	-	-
PC7. Report to client/destination warehouse on approximate expected time and date of deliveries if required	7	13	-	-
PC8. Prepare reports on the trend in delivery costs, driver stipends etc.	2	8	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-





### Maintain Health,Safety and Security measures in receiving consignments(LSC/N2124)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health, safety and security measures</i>	<b>30</b>	<b>70</b>	-	-
PC1. comply with safety regulations and procedures in case of fire hazards, biohazards, etc.	5	10	-	-
PC2. understand the use of all protective personal equipment (ppe) required for work	5	10	-	-
PC3. wear all safety equipment including protective gear, helmets etc. when checking inbound consignments	5	15	-	-
PC4. follow organization procedures with respect to documentation.	5	15	-	-
PC5. recognize and report unsafe conditions and practices.	5	10	-	-
PC6. adhere to security regulations of the company	5	10	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Annexure 3: QR Codes

S.N O	Chapter No.	Unit No.	Topic Name	URL	Page No.	QR Code (s)
1	Chapter 1- Introduction to Transport Consolidator	Unit 1.1 - Supply Chain Management & Logistics Overview	1.1.1 What is Supply Chain Management?	<a href="https://youtu.be/HN5dDOGgKVA">https://youtu.be/HN5dDOGgKVA</a>	3	 supply chain
2	Chapter 1- Introduction to Transport Consolidator	Unit 1.2-Logistics Sub Sectors & Opportunities	1.2.1. Logistics – Sub Sectors	<a href="https://youtu.be/NuLzIZuQoLA">https://youtu.be/NuLzIZuQoLA</a>	9	 Logistics
3	Chapter 2- Planning and Scheduling Deliveries	Unit 2.1 – Scheduling of Deliveries	2.1.1 Truck and Dispatch Scheduling	<a href="https://youtu.be/24MqQEj4in_g">https://youtu.be/24MqQEj4in_g</a>	26	 Scheduling of deliveries
4	Chapter 2- Planning and Scheduling Deliveries	Unit 2.2- Route Planning	3.3.1 Safety Procedures	<a href="https://youtu.be/CG0292wvP4o">https://youtu.be/CG0292wvP4o</a>	28	 Route Planning
5	Chapter 3 - Verification andConsolidati on ofDeliveries	Unit 3.1 – Verification of Orders	3.1.1 Verification Process	<a href="https://youtu.be/SV6eHDV_cEs">https://youtu.be/SV6eHDV_cEs</a>	49	 Verification of orders
6	Chapter 3- Verification andConsolidati on ofDeliverie	Unit 3.2- Consolidating Deliveries	3.2.1. Steps for Consolidating Deliveries	<a href="https://youtu.be/eePhu3VMNQo">https://youtu.be/eePhu3VMNQo</a>	56	 Consolidation of Deliveries

7	Chapter 4-Post Consolidation Activities	Unit 4.1 – Updating Tracking Information	4.1.1 Recording Information	<a href="https://youtu.be/-4pFI8psSI0">https://youtu.be/-4pFI8psSI0</a>	60	 Updating Tracking Information
8	Chapter 5 - Compliance to Health, Safety & Security Norms	Unit 5.1 - Health, Safety & Security at Ports, CFS & ICD	5.1.1. Health & Safety Policy	<a href="https://youtu.be/C9_pXe2oY0U">https://youtu.be/C9_pXe2oY0U</a>	71	 Health, Safety
9	Chapter 5 - Compliance to Health, Safety & Security Norms	Unit: 5.2- 5S at Workplace	5.2.1 5S Concept	<a href="https://youtu.be/douZ98_gIzE">https://youtu.be/douZ98_gIzE</a>	80	 5S
10	Chapter 5 - Compliance to Health, Safety & Security Norms	Unit- 5.3 SOP for Dangerous & Hazardous Goods	5.3.1. Inspection of Activity Area for Appropriate & Safe Condition	<a href="https://youtu.be/12o1cjc_i7fl">https://youtu.be/12o1cjc_i7fl</a>	84	 Hazardous Goods





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