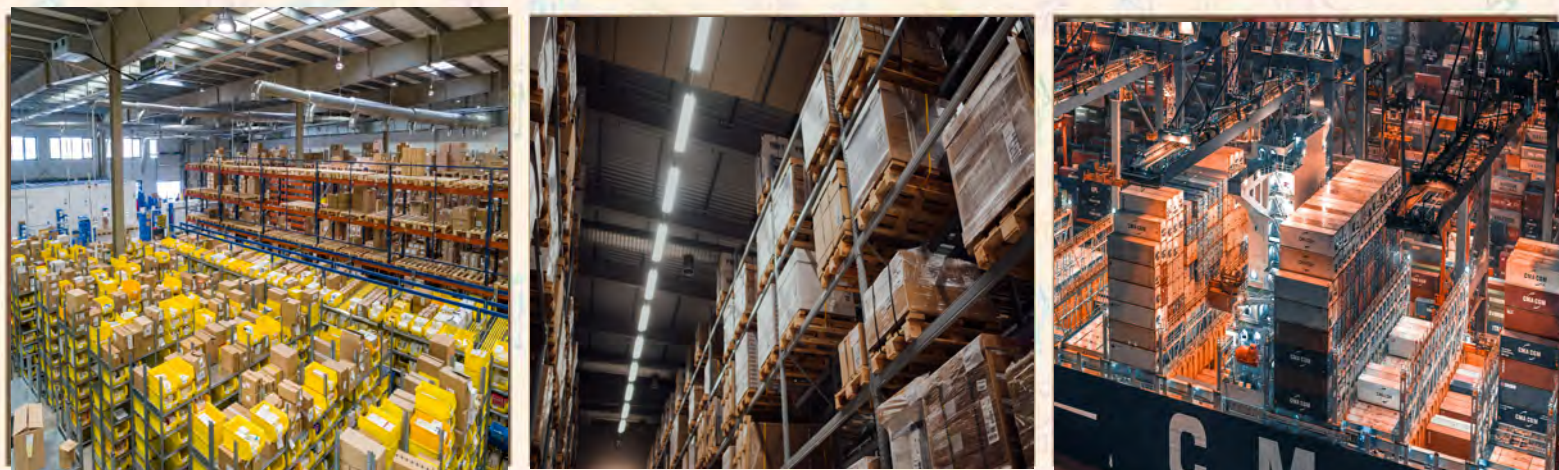




Facilitator Guide



Sector
Logistics

Sub-Sector
Warehousing (Storage & Packaging)

Occupation
Storage

Reference ID: LSC/Q2105, Version 3.0
NSQF Level: 3

Warehouse Binner



Scan this QR code to access the
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 Occupational Standards (NOSs) for Warehouse binner.

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 is designed to facilitate training to the Warehouse Binner Qualification Pack (QP). It provides learners with the necessary knowledge to major warehousing activities, such as loading, unloading, receiving, sorting, put away, picking, packing and binning, getting knowledge on various storage areas in the warehouse. Its decision-making orientation provides a real-world approach focusing on large and small warehouse industry. This guide elaborates how Individuals in this position to perform general physical activities for binning materials in the warehouse storage area and understand other operations.

Symbols Used



Time



Role Play



Activity



Notes



Objectives



Do



Ask



Explain



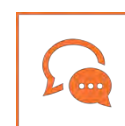
Elaborate



Field Visit



Practical



Say



Demonstrate



Exercise



Team Activity



Facilitation Notes



Learning Outcomes



Resources

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	https://eskillindia.org/NewEmployability	
	Scan the QR code below to access the ebook	







1. Introduction to Warehouse Binner

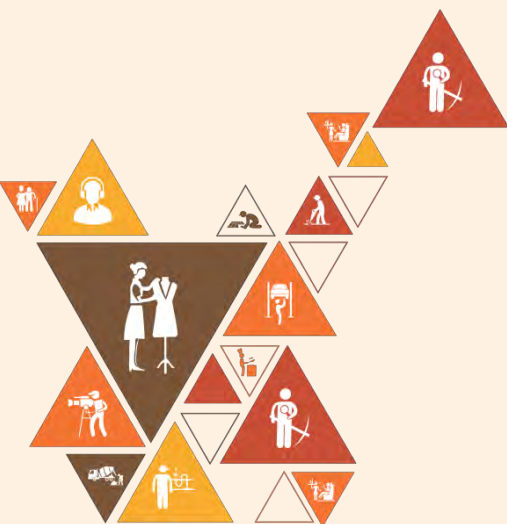
Unit 1.1 - Supply Chain Management

Unit 1.2 - About the Course

Unit 1.3 - Importance of Warehouse in Supply Chain

Unit 1.4 - Roles and Responsibilities of a Warehouse

Binner



Key Learning Outcomes



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

1. Describe Supply Chain and Logistics Management
2. Detail the various sub-sectors and the opportunities in them
3. Describe the organizational structure in warehousing industry
4. Explain warehousing industry and opportunities in it
5. Define your job roles and responsibilities as a Warehouse Binner
6. Explain the various operations in warehouse and their importance in effective logistics
7. Describe the various functions / operations of the warehouse
8. Explain the major activities that are performed inside a warehouse
9. Discuss the employment opportunities in the industry.
10. Define the putaway activities

UNIT 1.1: Supply Chain Management

Unit Objectives

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

1. Define Supply Chain Management
2. Define Logistics Management
3. Explain the important flows in Supply Chain Management

Resources to be Used

- Participant Handbook, Teaching Board, Computer, Projector, Video Player or TV

Explain

- The definition and concept of Supply Chain Management.
- The SCOR model of Supply Chain. The various activities in SCM as per SCOR Model.
- The definition and concept of Logistics Management.
- Explain the difference between Supply Chain and Logistics Management.

Notes for Facilitation

- Explain students how SCM is part of their life from morning to evening. Cite examples of Supply Chain usage in the products we consume or use from morning to evening.
- Explain how SCM is providing the Right Product, At the Right Time, at the Right Place, at the Right Cost to the Customer in the Right Quantity and in the Right Quality. Explain them all “Rights”.

Do

- Make the students to take notes of all the key definitions and concept.
- Make the students to draw the Supply Chain for any Product of their choice.
- Discuss the relevant points once all students

Ask

- Take a product and ask the students what the flow of this product in Supply Chain Management will be.
- Ask the students about the difference between Supply Chain and Logistics management and what activities form part of Logistics.

UNIT 1.2: About the Course

Unit Objectives



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

1. Explain the importance of a Warehouse Binner
2. Describe the organization structure and reporting protocols
3. Elucidate the main objectives of this course

Resources to be Used



- Participant Handbook, Teaching Board, Computer, Projector, Video Player or TV

Explain



- Explain what is binning.
- Explain the process of binning.
- Elaborate the organization structure.
- Explain the definition of Warehousing.

Ask



- Ask students to explain their understanding of this course.
- Ask students to explain about the binning process in their own words.
- Ask students about their notion of Warehouse. What it means and what it does.

Notes for Facilitation



- Check their initial concept and notion about Warehouse before you define it.
- Take an example of Refrigerator at home to explain the concept of Warehouse.

Say



- About the size of the Logistics Industry in India.
- About the number of people employed in this sector.
- The key changes which have happened in this sector in recent past.

UNIT 1.3: Importance of Warehouse in Supply Chain

Unit Objectives

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

1. Explain the role a Warehouse in Supply Chain
2. List the various activities carried inside a warehouse.
3. Identify the significance of policies and procedures

Resources to be Used

- Participant Handbook, Teaching Board, Computer, Projector, Video Player or TV

Explain

- Explain the role of Warehouse in Supply Chain.
- Explain the various functions carried out by the warehouse.
- Explain each function with at least 1 example.
- Explain the key activities done inside the Warehousing.

Ask

- Students to cite examples for various activities carried by the warehouse.

Notes for Facilitation

- Draw the Supply Chain and explain Warehouse role at various points in Supply Chain. Take example of any products.
- Draw the warehouse and try to explain the activities inside the warehouse on the board.

Do

- Make the students to Take notes of all the functions of the warehouse and various activities being carried in the warehouse.
- Make the students to explain each role job work and its responsibilities based on below chart.

UNIT 1.4: Roles and Responsibilities of Warehouse Binner

Unit Objectives

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

1. Explain the roles and responsibility of a Warehouse Binner.
2. Explain various work a warehouse binner will carry inside a warehouse.

Resources to be Used

- Participant Handbook, Teaching Board, Computer, Projector, Video Player or TV.

Explain

- Elaborate the roles and responsibility of Warehouse Binner.
- Explain the work done by a warehouse binner inside the warehouse.
- Elaborate the put-away activity.

Ask

- Ask the students about the roles and responsibilities of a Warehouse Binner.
- Ask the students the importance of having a Warehouse Binner in a warehouse.

Notes for Facilitation

- Emphasize on the criticality of the role of warehouse binner.
- Emphasize on the co-ordination of warehouse binner with other job roles.

Do

- Make the students take note of the Warehouse Structure and various positions.
- Give note of the roles and responsibilities of an Warehouse Binner.





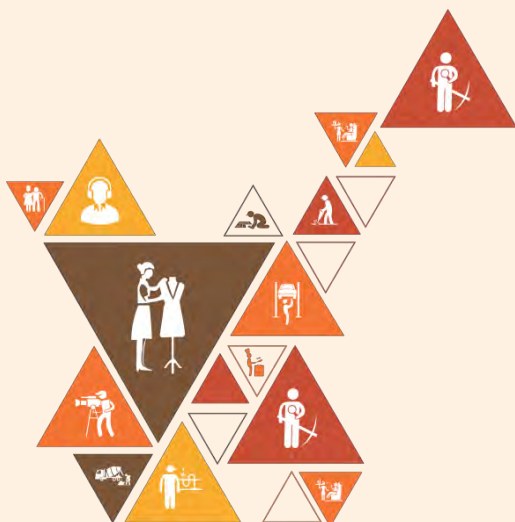
2. Preparation for binning

Unit 2.1 - Receiving packages

Unit 2.2 – Checking process for received packages

Unit 2.3 - Pre-packing and storing

Unit 2.4 - Safety, Security and Maintenance Aspects



Key Learning Outcomes



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

1. Detail the various tasks to be performed before binning
2. Explain the importance of binning
3. List the different types of PPEs used while preparing for binning
4. Discuss the various safety standards pertaining to the industry
5. Explain the type of PPE required for the related warehouse environment
6. Allocate storage bays for binning
7. Identify Discrepancies such as damage/ misplaced items received
8. Prepare report about Quality and Schedule Variances

UNIT 2.1: Receiving Packages

Unit Objectives

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

1. Demonstrate the receipt process
2. Elucidate unloading process

Resources to be Used

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

Say

- The foremost important job of a Warehouse Binner is to prepare for the day's work by Collecting the required information list and relevant documents from the supervisor.
- Unloading is the start of the warehouse operations. Goods Receipt Check List (GRCL) plays an vital role in goods receiving.
- Putaway List also called as Binning list, guides Executive to the appropriate Bin of location where the incoming goods have to be kept.
- There are 17 steps in unloading before a goods comes to putaway/ binning area.

Ask

- Ask the students from whom the Warehouse Binner gets the details of various information on list and documents
- Ask the students that which report or an information list shows a list of items to be binned.
- Ask the students what important steps are involved in unloading

Example



- Show students some examples of putaway list
- Show students some examples of Part number and Storage location

Explain/Elaborate



- Explain the activities carried out in the receipt process.
- Explain the activities carried out in the receiving process.

Notes for Facilitation



- You could ask the students to prepare an putaway list with all the required details
- Invite a student to explore the detail in a putaway list

UNIT 2.2: Checking process for received packages

Unit Objectives

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

1. Prepare documents for receiving goods.
2. Demonstrate checking of inward items before binning.

Resources to be Used

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

Ask

- Ask the students about various documents used to receiving at a warehouse.
- Ask the students about receiving bay area activities
- Ask the students how to tally/ inspect goods before binning.

Say

- The importance of documentation in binning.
 - The first step in inspection of material is tallying the physical quantity with the quantity on the documents.
 - The usage of warehouse technology such as barcode scanners or RFID integrated with the Warehouse Management System (WMS) helps speed up counting and reduce errors.
- Visual inspection of the goods to check the physical condition of the material. The material incoming/outgoing products should be free from any dents, damages, leaks etc. In the case of packaged products, ensure to check if the packaging is proper and not mutilated.

Explain

- Explain the various points to be checked while conducting visual inspection
- Elaborate the receiving bay area activities
- Explain quantity tallying process
- Elaborate on preparing putaway list

Notes for Facilitation

- Test the student's practical knowledge on receiving bay area activities
- Conduct quiz to know their understanding about tallying/ inspection.

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
- Discuss the problems faced by them during the activity
- Keep practicing with them till they perform the activity perfectly

UNIT 2.3: Pre-packing and storing

Unit Objectives

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

1. Describe about the objective of the packaging
2. Explore the various errors in picking and packing
3. Explain the different types of packaging used in logistics and its purpose

Resources to be Used

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

Do

- Make the students speak on their understanding about packing and its uses.
- 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 different types of packing.
- Ask the students pre packing is required before storing.

Say

- The primary task for packaging is to minimize damage that could occur after an item has left the production line. In the warehouse the item is subject to a variety of situations where damage could occur.
- The objects enclosed in the package may require protection from, among other things, mechanical shock, vibration, electrostatic discharge, compression, temperature, etc

Explain



- Explain the importance of packing process.
- Describe the common uses of packaging.

Demonstrate



- How to do packaging

Notes for Facilitation



- Conduct quiz to check on students understanding of prepacking.
- Identify the students understanding of various uses of packing.

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
- Arrange for sample packing materials
- 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

UNIT 2.4: Safety, Security and Maintenance Aspects

Unit Objectives

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

- Explain the importance of the usage of Personal protective equipment
- Identify the different types of PPEs
- Get Clarity on the purpose of PPEs
- Recognize the procedures to be followed for safety

Resources to be Used

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

Do

- Take them through the need for a PPE-Personal Protective Equipment and types of PPEs.
- Demonstrate how to use and apply a PPE correctly.
- Explain the benefits of a Personal Protective Equipment
- Explain that wearing a Personal Protective Equipment will save from any fatal injuries and accidents.

Activity

Display all the PPE in a table and ask the students to identify the which PPE equipment will be used for the below operations

1. Mixing chemicals _____
2. Mixing chemical by hand _____
3. Working in heights _____
4. Working in high decibel zones _____
5. Repairing batteries _____

Say

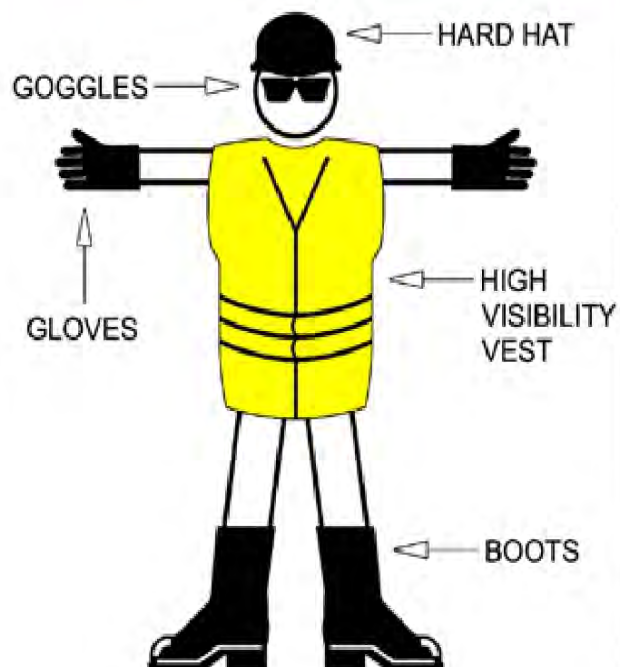
- Occupation Safety and Health Administration states that more than 145,000 people work in over 7,000 warehouses. The fatal injury rate for the warehousing industry is higher than the national average for all industries.
- Some of the potential hazards for workers in warehousing are as follows;

- Unsafe use of forklift for picking
- Improper stacking or retrieving the products
- Failure to use proper Personal Protective Equipment
- Failure to follow proper Standard Operating Procedure
- Inadequate fire and safety provisions
- Repetitive motion injuries

Explain



- The importance of personal protective equipment for a Warehouse Picker with some examples and depicted below are some of the samples for reference
- The necessary safety precaution that a Warehouse Binner needs to take while Operating at more than 1 meter from the ground
- The safe travel height for a binner
- The importance of wearing a safety harness





Exercise

1. Who will give instruction to a Warehouse Binner shift schedule and relevant inward documents?

Warehouse supervisor

2. What are the different documents used in receiving process?

- Goods Receipt Check List (GRCL)
- Inward Consignment Register
- Putaway List
- Goods Receipt Note (GRN)
- Inventory Count Sheet

3. Why prepacking maybe required before binning?

The primary task for packaging is to minimize damage that could occur after an item has left the production line. In the warehouse the item is subject to a variety of situations where damage could occur.

4. Importance of Personal Protective Equipment?

Personal protective equipment (PPE) is clothing and equipment worn by employees, students, contractors or visitors to protect or shield their bodies from workplace hazards.





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Transforming the skill landscape

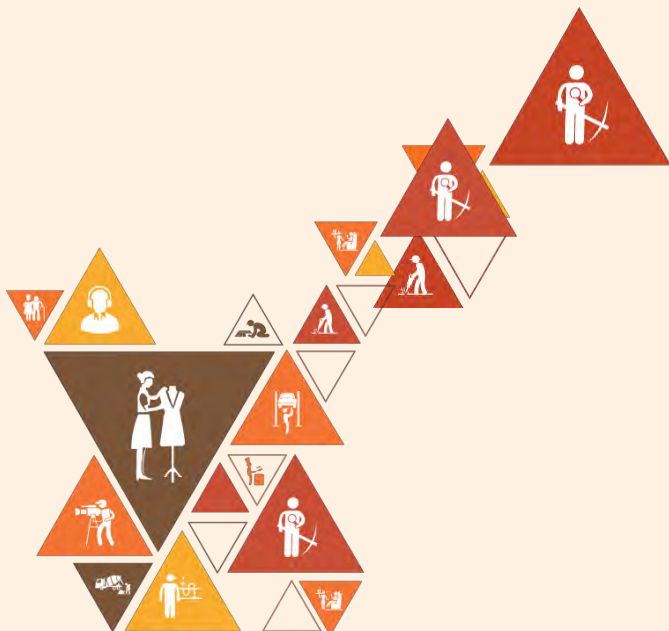


3. Perform Binning Activities

Unit 3.1 - Storages and Equipment used

Unit 3.2 - Types of labels

Unit 3.3 – Warehouse binning



LSC/N2102

Key Learning Outcomes

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

1. Explain the nature of products and method of binning
2. Differentiate the various types of labels used in binning
3. Explain how to execute tasks within the scheduled time limit
4. Detail the difference between the barcodes and RFID

UNIT 3.1: Storages and Equipment used

Unit Objectives



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

1. Explain the different types of storage systems
2. Describe the difference between the various storage systems
3. Recognize the binning requirements for the different storage systems
4. Correlate the type of storage system to the product dimension

Resources to be Used



- White Board, Projector, Computer, participant handbook, MHEs, markers and stationery, etc.

Do



- Make the students speak about different types of storages.
- Make the students to speak about the application of each Material Handling Equipment used in warehouse.
- Make a note of the important and relevant points shared by students.
- Discuss the relevant points once all students.

Ask



- Ask the students to use a Hand Pallet Truck for demonstration of loading and unloading of goods.
- Ask the students about the activities carried in warehouse with regards to binning and picking.
- Ask the students about the various technologies used for binning/ picking of Goods.

Explain



- Explain the applications of various MHE used at the warehouse for loading and Unloading purpose.
- Explain the students the usage of PPE while loading and unloading of goods.
- Explain the students about the various technologies used in binning/ picking

Notes for Facilitation

- Conduct quiz to know the students understanding of various applications and usage of scanners.
- Conduct quiz to know the students understanding about the various storage types.
- Conduct practical to know of the students understanding about the usage of various MHEs.

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
- Get a few Pallets loaded and stored
- Explain how to use BOPT in lifting this Load
- Explain how to move the BOPT in the warehousing carrying this load
- 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

UNIT 3.2: Managing Unloading Process

Unit Objectives

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

1. Describe the various steps in unloading process
2. Explain importance and details of every step.

Resources to be Used

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

Do

- Make the students speak on the various steps involved in the unloading process.
- Take note of the important and relevant points shared by the students.
- Discuss the relevant points shared by the students.

Ask

- Ask the students about their understanding of the various steps involved in the unloading process.
- Ask the students of the importance of each step involved in the unloading process.

Say

- Unloading is the start of the warehouse operations. It brings in the cargo to be stored, processed and further dispatched. Being the step one of the cycle, it is essential that it is done in the right manner. The scope of unloading activities starts from parking of the incoming vehicle, unloading, staging, quality check, scanning, put away to the right location and finally updating of the records in the system to generate the GRN.

Explain

- Explain about the various steps involved in unloading of goods.
- Explain the importance of each step involved in the unloading process.

Notes for Facilitation

- Conduct quiz to know the students understanding of the various steps involved in the unloading process.

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
- Park a truck loaded with Pallets at the unloading Bay
- Get a few empty Pallets
- Perform all the steps in unloading process as explained in the PH
- 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

UNIT 3.2: Types of labels

Unit Objectives



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

1. Describe the importance of labeling in warehouse
2. Evaluate the importance of barcoding in the warehouse
3. Brief about the importance and ease of usage in RFID
4. Explain the difference between the barcodes and RFID
5. Explain about Pick-to-Light systems
6. Recognize about Voice-picking
7. Know how to differentiate the various types of labels

Resources to be Used



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

Do



- Make the students speak about the various labelling process.
- Make the students to speak the importance of reading labels and barcodes.
- Make the students speak about using RFID
- Take note of the important and relevant points given by each student.
- Discuss the important points given by the students.

Ask



- Ask the students how to differentiate the various types of labels
- Ask the students difference between the barcodes and RFID

Say



- Warehouse labels are essential in inventory management and in the picking process throughout warehouses. The use of warehouse labeling increase picking efficiency and decrease mistakes.

Explain



- Explain about labels, barcodes and RF scanners.
- Explain the various types of labels.

Notes for Facilitation



- Conduct quiz to know the students understanding of the various labeling process.

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
- Provide labels, barcodes and scanners
- Ask them to interpret
- 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

UNIT 3.3: Warehouse Binning

Unit Objectives

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

1. Locate bay area from which packages are to be moved to storage
2. Bin products from putaway list and store on shelves

Resources to be Used

- Participant Handbook, White Board, Projector, Computer, marker and stationery etc.

Do

- Make the students speak on their understanding of exceptions from the binning process.
- Take note of the important and relevant points shared by the students.
- Discuss the important points shared by the students.

Ask

- Ask the students to give their idea of exceptions involved in the binning process.

Explain

- A storage location is a place that you use to put away (store), pick (retrieve), or replenish (refill) items that you stock in the warehouse.
- Setting up locations is a major step in defining the warehouse.

Notes for Facilitation

- Conduct quiz to know the students understanding of the occurrence of exceptions at various stages of binning and how to handle them.

Exercise

Answers

1. **In what different ways the products are stored inside a warehouse?**
In a Warehouse products may be stored in many different ways like
 - Ground Storage
 - Storage in Racks - Normal Racks, High Racks, Deep Racks etc.
 - Bin storage - Plastics bins
 - Storage in Sacks & Silos - like Wheat, Rice, Chemicals, Fertilizers etc.
 and many more.
2. **What is HOPT?**
The HOPT is steered by a 'tiller' like lever that also acts as the pump handle for raising the jack.
3. **What is BOPT?**
The BOPT offers a huge advantage over hand pallet truck with its quick and effortless loading and transporting features, the compact design with easy move in the most confined space and narrow aisle such as small warehouses and factories.
4. **What is the most important aspect of a forklift?**
An important aspect of forklift operation is that most have rear-wheel steering, which increases maneuverability in tight cornering situations
5. **What is the important usage of labels in warehouses?**
Warehouse labels are essential in inventory management and in the picking process throughout warehouses. The use of warehouse labeling increase picking efficiency and decrease picking mistakes. Implementing the correct label structured designed to an individual warehouses needs can reduce time spent in picking and increase inventory location accuracy.
6. **Different software technologies used for generating labels?**
RF scanners are the most commonly used order picking software by most of the warehouses across the globe. Bar code scanners were developed into mobile units, giving warehouse operators the ability to obtain data collection in seconds.
7. **Advantage of Pick to light system?**
 1. Paperless order picking. No printed pick lists or pull tickets.
 2. Eliminates the time and effort wasted on "looking around."
 3. Workers can pick hands free.
 4. Allows computer-controlled picking.
 5. Can be applied to replenishment.
 6. Improved pick productivity and accuracy.
8. **Different types of Warehouse labels?**
Three sided aisle signs with long range scanning reflective bar code labels can help when navigating to product within a facility.

Dock door labels assist with the proper management of in-bound shipments and proper loading of trucks. Outdoor signage direct trucks to correct docking stations and correct entry/exit points of a building. When considering a labelling solution, warehouses have to take into account the pick method used, pick path, and the SKU to be picked.

9. What are important parameters to be considered for a storage location

A storage location is a place that you use to put away (store), pick (retrieve), or replenish (refill) items that you stock in the warehouse. The warehouse might consist of many locations, each with its own characteristics, such as:

- Length
- Width
- Height
- Weight capacity
- Proximity to other locations

Setting up locations is a major step in defining the warehouse. By setting up locations, you can match stock items to the locations based on this criteria:

- Item size and weight
- Maximum quantity by location
- Location characteristics
- Storage in an item's existing location
- Storage in an empty location

10. Different steps in binning?

- Refer to schedule and inward documents to locate the storage bays/bins for the packages
- In case locations are not defined in the Warehouse Management System (WMS) or the relevant Enterprise Resource Planning (ERP) software, note down binning location so it may be shared with the system executive or DEO
- Notify supervisor if current location is full and obtain alternate location
- Ensure bins/containers/shelves/pallets are clean for binning process

- Bin products from pick list and store on shelves
- Check binning list/inward documents obtained and if required collect new pick list for session
- Check nature of products (heavy items may require assistance of MHE operator) and determine method of binning
- Check if goods require any further pre-packing and hand over the same to packer and collect
- once packing completed
- Collect pallet trolley if required or request assistance of available mhe operator
- Apply binning methods specified by the organizational procedure for the type of goods and size of orders using equipment required and cover all items on pick list.
- Place the goods into the appropriate containers or onto pallets
- In case storage location has been changed due to overflow, inform supervisor once binning has been completed to ensure the accurate location is updated into the system.





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Transforming the skill landscape

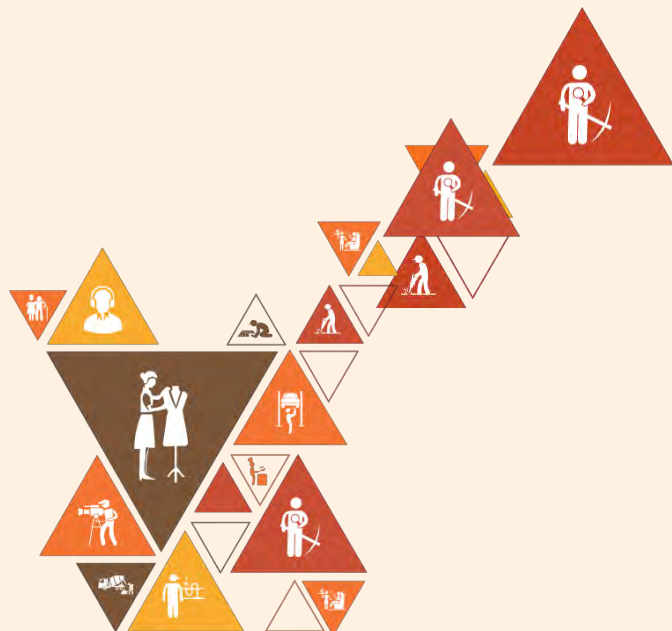


4. Performing Post Binning Activities

Unit 4.1 - Perform Post Binning Activities

Unit 4.2 - Technical knowledge on warehouse operations

Unit 4.3 - Exposure to Documents



LSC/N2103

Key Learning Outcomes



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

1. Describe the importance of handling instructions
2. Explain the importance of quality checking in binning
3. Brief about the difference between the manual stock recording and technological ways of stock recording
4. Describe KPIs and Dashboards
5. Get knowledge on the reporting structure
6. Explain the various channels of communication

UNIT 4.1: Perform Post Binning Activities

Unit Objectives



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

1. Explain the importance of Post-binning activities
2. Explain the importance of safety in packing
3. Clarify the importance of handling instructions

Resources to be Used



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

Say



- Once the binning is completed, the binner needs to submit all documents to the warehouse supervisor/manager so that he or she can record the quantities binned in the inventory records.
- Recording the binned quantities of an item in the inventory record is referred to as posting the binning activity. As a warehouse binner, you must ensure that inventory is accurately updated/posted in the inventory record.
- Updating the inventory record with no exceptions means that all binning activities done as per list completely. In other words, the quantities of all the items allocated to the order and listed on the list are exactly equal to the quantities physically binned.
- In case of any exception, communicate with the immediate supervisor/warehouse manager about the discrepancies for further actions.

Ask



- Ask the students about their idea of post binning activities.
- Ask the students about handling exceptions.

Explain



- Explain the post binning activities.
- Explain different types of exceptions that can occur during binning.
- Discuss the reporting process for exception.

Activity



Perform binning with various discrepancies (shortage, damage and mismatch)

UNIT 4.2: Technical knowledge on Operations

Unit Objectives



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

1. Explain the importance of stock recording
2. Explain the importance of quality checking
3. Distinguish the difference between the manual stock recording and technological ways of stock recording
4. Explain the different types of stock control techniques

Resources to be Used



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

Do



- Make the students speak of the various techniques used in warehouse operations.
- Make the students discuss the procedure for recording damages, breakages etc.
- Take note of the important and relevant points.
- Discuss the relevant points shared by the students.

Ask



- Ask the students to explain the various stock control methods.

Explain



- Explain stock recording and its benefits.
- Explain stock control and the effective methods.
- Explain the procedure for damage control

UNIT 4.3: Exposure to Documents

Unit Objectives

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

1. Explain the various documents that are used
2. Describe the role of Return to vendor form
3. Differentiate the entry between Inventory list and Material request form
4. Explain the use personal protective equipment forms
5. Explain the KPIs and Dashboards
6. Use and fill Damage report form

Resources to be Used

- SOP, Teaching board, computer, projector, stationery

Do

- Discuss with students the various documents used in warehouse operations.
- Make a note of the points discussed with students in above discussion.
- Discuss the relevant points with students.

Ask

- Ask the students about how documents help in effective binning.

Explain

- Explain the importance of various documents used in warehouse operations.
- Explain how to fill in appropriate forms and documents

Exercise

- Explain the importance of inventory checking?

Updating the inventory record with no exceptions means that all binning activities done as per list completely. In other words, the quantities of all the items allocated to the order and listed on the list are exactly equal to the quantities physically binned.

- Describe the reporting process for exceptions?

In case of any exception, communicate with the immediate supervisor/warehouse manager about the discrepancies for further actions.

- Detail the usage of symbols in warehouse?

The main aims of symbols are for the packaging to keep the product in good condition until it is sold and consumed, and optimize space during transportation.





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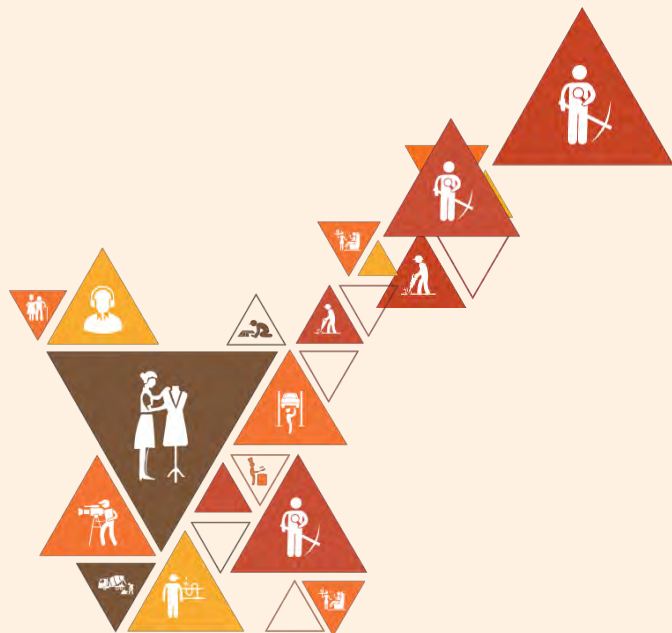
Transforming the skill landscape



5. To Carry Out Housekeeping

Unit 5.1 - Carry Out Housekeeping

Unit 5.2 - Occupational / Environmental Health and Safety



LSC/N2104

Key Learning Outcomes



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

1. Explain the importance of housekeeping after picking
2. Describe various common work hazards in warehouse
3. Describe on Occupational/ Environmental Health and Safety
4. Explain the importance of safety
5. Identify the consequence of non-compliance with safety standards
6. Describe the difference in safety requirements for different types of materials
7. Get knowledge about firefighting standards and prerequisites
8. Recognize about assembly points and evacuation plan

UNIT 5.1: Carry Out Housekeeping

Unit Objectives

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

1. Describe the importance of safety
2. Identify the consequence of non-compliance with safety standards
3. Explain the difference in safety requirements for different types of materials
4. Brief about the importance of housekeeping in warehouse
5. Identify the appropriate PPE for housekeeping
6. Get knowledge on the dos and don'ts in the usage of housekeeping materials

Resources to be Used

- Participant Handbook, White Board, Projector, Computer, Marker and stationery

Explain

- The students on basic housekeeping mechanism
- Why should we pay attention to housekeeping at work?
- What is the purpose of workplace housekeeping?
- What are some benefits of good housekeeping practices?
- What are the elements of an effective housekeeping program? .

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 Warehouse Picker to ensure that all the warehouse employees are using all the necessary PPE's- Personal Protective Equipment for safe working.
- Warehouse Picker needs to ensure that they familiarize themselves and warehouse operatives with the company's Health and Safety Policy and ensure the safety of themselves and that of other staff members, colleagues & visitors is paramount.

- Warehouse Picker 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

Elaborate



- Employee facilities need to be adequate, clean and well maintained. If workers are using hazardous materials, employee facilities should provide special precautions such as showers, washing facilities and change rooms. Some facilities may require two locker rooms with showers between.
- Elaborate more on the importance of surface cleaning, storage system cleaning and proper disposal of scrap and waste to a warehouse bin.

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

UNIT 5.2: Occupational/ Environmental Health and Safety

Unit Objectives



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

1. Get awareness on general safety procedures
2. Describe about firefighting standards and prerequisites
3. Explain the details on evacuation plan and safe assembly point
4. Get awareness on various safety mock drills and how to react during emergency situations

Resources to be Used



- Participant Handbook, White Board, Projector, Computer, Marker and Stationery goods.
- Ask the students about the concept of safety data sheet.
- Ask the students about the parameters to maintain the compliance check list.

Say



- An evacuation on plan lays out how to exit a warehouse safely during an emergency me. Every member of the warehouse and visitors should be familiar with several ways to leave the warehouse and know a safe mee ng 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 message. This could be of any types like fatal injuries to a co-worker, snake bite mock drill, fire accidents etc

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 classroom 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

Exercise



1. What is the use of this signage
2. User needs to be extra cautious while walking on the wet/ slippery floor.
3. Say true or false
4. We can mix Bleach and Rubbing Alcohol: **False**
5. We can mix Hydrogen peroxide and Vinegar:: False
6. We cannot mix one Drain cleaner with another Drain cleaner: True
7. Say 'Yes' or 'No'
8. It is not required to used personal protective equipment while carrying housekeeping activities: NO
9. We can place the housekeeping equipment **NO**





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Transforming the skill landscape

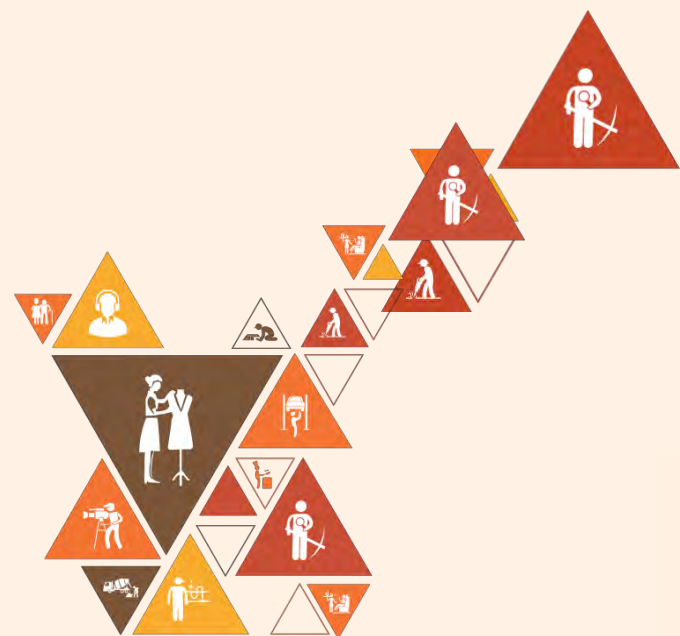


6. Annexures

Annexure 1: Training delivery plan

Annexure 2: Assessment Criteria

Annexure 3: QR Codes



Unit 6.1 – Annexure I: Training delivery plan

Training Delivery Plan			
Program Name	Warehouse Binner		
Qualification Pack Name & Reference ID.	LSC/Q2105, v3.0		
Version No.	3.0	Version Update Date	27/01/2025
Pre-requisites to Training	Grade 9 or Grade 8 with one year of (NTC/ NAC) after 8th or Grade 8 pass and pursuing continuous schooling in regular school with vocational subject or 8th grade pass + 1 year relevant experience or 5th grade pass + 4 year relevant experience or Ability to read and write + 5 year relevant experience or Previous relevant Qualification of NSQF Level 2 + 1 year relevant experience or Previous relevant Qualification of NSQF Level 2.5 + 6 months relevant experience		
Training Outcomes	<p>Upon completion of this course, the learners should be able to:</p> <ul style="list-style-type: none"> • Perform unloading of goods as per standard operating procedure Perform the necessary tasks post unloading of goods • Perform loading activities as per standard operating procedure • Perform the necessary tasks post loading of goods • Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms 		

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration in Hrs
1	Introduction to warehouse Binner	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

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration in Hrs
		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	Understand 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 Warehouse Associate	KA4	Lecture	Teaching board, computer, projector, video player or TV	3
		Warehouse Organization Structure - Roles and Responsibilities	Explain his interface with other job roles		Lecture	Teaching board, computer, projector, video player or TV	2
		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	6
		Documentation in Warehousing	Understand the importance of Documentation in Warehousing.	KA9	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 player or TV	4

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodolog	Training Tools/Aids	Duration in Hrs
1	Preparation for Binning	The Receipt Process	Explain the receipt process		Lecture	Teaching board, computer, projector, video player or TV	2
		The Receipt Process	Demonstrate the receipt process		Practical	Teaching board, computer, projector, video player or TV	3
		Unloading	Explain unloading process		Lecture	Teaching board, computer, projector, video player or TV	2
		Unloading	Demonstrate unloading process		Practical	Teaching board, computer, projector, video player or TV	3
		Unloading	Demonstrate unloading process		On the job training	Teaching board, computer, projector, video player or TV	5
		Documentation in receiving	Explain documents for receiving goods.		Lecture	Teaching board, computer, projector, video player or TV	2
		Documentation in receiving	Prepare documents for receiving goods.		Practical	Teaching board, computer, projector, video player or TV	3
		Visual Inspection of the material	Explain the checking process of inward items before binning		Lecture	Teaching board, computer, projector, video player or TV	2
		Visual Inspection of the material	Demonstrate checking of inward items before		Practical	Teaching board, computer, projector,	3

			binning.			video player or TV	
		Primary Objective of Packing	Describe about the objective of the packaging		Lecture	Teaching board, computer, projector, video player or TV	2
		Common Uses of Packaging Include	Explore the various errors in picking and packing		Lecture	Teaching board, computer, projector, video player or TV	2
		Common Uses of Packaging Include	Elobrate the various errors in picking and packing		Practical	Teaching board, computer, projector, video player or TV	3
		Common Uses of Packaging Include	Explain the different types of packaging used in logistics and its purpose		Lecture	Teaching board, computer, projector, video player or TV	2
		Receiving Bay area activities	Demonstrate the activites in receiving Bay area		Practical	Teaching board, computer, projector, video player or TV	3
		Personal Protective Equipment	Explain the importance of the usage of Personal protective equipment		Lecture	Teaching board, computer, projector, video player or TV	2
		Personal Protective Equipment	Explain the different types of PPEs		Practical	Teaching board, computer, projector, video player or TV	3
		Personal Protective Equipment	Get Clarity on the purpose of PPEs		Practical	Teaching board, computer, projector, video player or TV	3

		Personal Protective Equipment	Demonstrate the purpose of PPEs		On the job training	Teaching board, computer, projector, video player or TV	5
		Operating Safely at Height	Explain safety operate at height in warehouse		Lecture	Teaching board, computer, projector, video player or TV	2
		Operating Safely at Height	Demonstrate safety at height in warehouse		Practical	Teaching board, computer, projector, video player or TV	3
		Importance of Safety	Explain the importance of safety in the warehouse work environment		Lecture	Teaching board, computer, projector, video player or TV	2
		Importance of Safety	Demonstrate the various safety standards pertaining to the industry		Practical	Teaching board, computer, projector, video player or TV	3

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodolog	Training Tools/Aids	uration in Hrs
1	LSC/N2102: Perform Binning	Types of Storage	Explain the different types of storage systems		Lecture	Teaching board, computer, projector, video player or TV	2
		Types of Storage	Describe the difference between the various storage systems		Practical	Teaching board, computer, projector, video player or TV	3
		Types of Storage	Recognize the binning requirements for the different storage systems		Practical	Teaching board, computer, projector, video player or TV	3
		Material Handling Equipment	Evaluate the different types of Material handling equipment used inside warehouse for picking		Lecture	Teaching board, computer, projector, video player or TV	2
		HOPT-Hand Operated Pallet Truck	Explain the operations and usage of HOPT		Lecture	Teaching board, computer, projector, video player or TV	2
		HOPT-Hand Operated Pallet Truck	Demonstrate the operations and usage of HOPT		Practical	Teaching board, computer, projector, video player or TV	3
		HOPT-Hand Operated Pallet Truck	Demonstrate the operations HOPT		On-the-job Training	Teaching board, computer, projector, video player or TV	5
		BOPT - Battery Operated Pallet	Describe the operations and		Lecture	Teaching board,	2

		Truck	usage of BOPT			computer, projector, video player or TV	
		BOPT - Battery Operated Pallet Truck	Demonstrate the operations and usage of BOPT		Practical	Teaching board, computer, projector, video player or TV	4
		Technologies in Warehouse Binning & picking	Explain the different of technologies in warehouse binning & picking		Lecture	Teaching board, computer, projector, video player or TV	2
		Technologies in Warehouse Binning & picking	Demonstrate the tech while using binning & picking		Practical	Teaching board, computer, projector, video player or TV	3
		Stackers	Describe the operations and usage of Stackers		Lecture	Teaching board, computer, projector, video player or TV	2
		Stackers	Demonstrate the operations and usage of stackers		Practical	Teaching board, computer, projector, video player or TV	3
		Forklifts	Explain operations and usage of Forklifts		Lecture	Teaching board, computer, projector, video player or TV	2
		Forklifts	Perform operations and usage of Forklifts		Practical	Teaching board, computer, projector, video player or TV	3

		Manual Handling	Explain the importance and usage of other MHEs		Lecture	Teaching board, computer, projector, video player or TV	2
		Manual Handling	Explain steps In Proper Manual Handling Techniques		Lecture	Teaching board, computer, projector, video player or TV	2
		Manual Handling	Demonstrate the steps in proper manual handling techniques		Practical	Teaching board, computer, projector, video player or TV	4
		Manual Handling	Demonstrate the Type of Trolleys & Manual Handling Tools		Practical	Teaching board, computer, projector, video player or TV	3
		Labels & Signages	Describe the importance of labeling in warehouse		Lecture	Teaching board, computer, projector, video player or TV	2
		Labels & Signages	Demonstrate the types of labeling in warehouse		Practical	Teaching board, computer, projector, video player or TV	3
		Barcodes	Evaluate the importance of barcoding in the warehouse		Lecture	Teaching board, computer, projector, video player or TV	2
		Barcodes	Demonstrate types of barcodes in warehouse		Practical	Teaching board, computer, projector, video player or	3

						TV	
		Radio Frequency (RF) scanners	Explain the importance and ease of usage in RFID		Lecture	Teaching board, computer, projector, video player or TV	2
		Radio Frequency (RF) scanners	Elaborate the usage of RFIDs in warehouse		Practical	Teaching board, computer, projector, video player or TV	3
		Pick to Light method	Explain about Pick-to-Light systems		Lecture	Teaching board, computer, projector, video player or TV	2
		Pick to Light method	Demonstrate the pick-to-light system		Practical	Teaching board, computer, projector, video player or TV	3
		Voice Picking	Explain in detail about Voice-picking		Lecture	Teaching board, computer, projector, video player or TV	2
		Voice Picking	Elobrate Voice-picking		Practical	Teaching board, computer, projector, video player or TV	3
		Voice Picking	Demonstarate Voice-picking		On-the-job Training	Teaching board, computer, projector, video player or TV	5
		Order Picking	Explain in detail about order picking		Lecture	Teaching board, computer,	2

						projector, video player or TV	
		Order Picking	Demonstare the order picking		Practical	Teaching board, computer, projector, video player or TV	3
		Binning	Elobrate the steps in binning		Practical	Teaching board, computer, projector, video player or TV	3

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodolog	Training Tools/Aids	uration in Hrs
1	Perform post binning activities	Post Binning Activities	Explain the importance of Post-binning activities		Lecture	Teaching board, computer, projector, video player or TV	5
		Post Binning Activities	Elobaret the post-binning activities		Practical	Teaching board, computer, projector, video player or TV	5
		Binner Reporting to Supervisor	Explain in detail about binner reporting to supervisor		Lecture	Teaching board, computer, projector, video player or TV	5
		Binner Reporting to Supervisor	Demonstare binner reporting to the supervisor		Practical	Teaching board, computer, projector, video player or TV	5
		Technical knowledge on Operations	Explain the importance of stock recording		Lecture	Teaching board, computer, projector, video player or TV	5
		Technical knowledge on Operations	Demonstare the stock recording		Practical	Teaching board, computer, projector, video player or TV	5
		Technical knowledge on Operations	Explain the importance of quality checking		Lecture	Teaching board, computer, projector, video player or TV	5
		Technical knowledge on Operations	Elobrate the quality checking		Practical	Teaching board, computer,	5

						projector, video player or TV	
		Technical knowledge on Operations	Demonstrate the quality checking		On-the-job Training	Teaching board, computer, projector, video player or TV	5
		Technical knowledge on Operations	Explain the different types of stock control techniques		Practical	Teaching board, computer, projector, video player or TV	5
		Documents used in Operations	Explain the various documents that are used by a picker		Lecture	Teaching board, computer, projector, video player or TV	5
		Documents used in Operations	Explore the documents used by a picker		Practical	Teaching board, computer, projector, video player or TV	6
		Documents used in Operations	Describe the role of Return to vendor form		Lecture	Teaching board, computer, projector, video player or TV	3
		Personal Protective Equipment forms	Explain the use personal protective equipment forms		Practical	Teaching board, computer, projector, video player or TV	6
		KPIs and Dashboards	Explain the KPIs and Dashboards		Lecture	Teaching board, computer, projector, video player or TV	2

		KPIs and Dashboards	Elobrate the KPIs and Dashboards		Practical	Teaching board, computer, projector, video player or TV	7
		KPIs and Dashboards	Demonstrate KPIs and Dashboard		On-the-job Training	Teaching board, computer, projector, video player or TV	5
		Damage report form	Explain the usage Damage report form		Practical	Lecture	6

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodolog	Training Tools/Aids	uration in Hrs
1	To carry out Housekeeping	Housekeeping	Explain the benefits & Purpose of warehouse housekeeping		Lecture	Teaching board, computer, projector, video player or TV	4
		Housekeeping	Explain the importance of housekeeping in warehouse		Practical	Teaching board, computer, projector, video player or TV	4
		Housekeeping	Explain the difference in safety requirements for different types of materials		Lecture	Teaching board, computer, projector, video player or TV	4
		Housekeeping	Elaborate the difference in safety requirments for different types of matials		Practical	Teaching board, computer, projector, video player or TV	4
		PPE for housekeeping	Identify the appropriate PPE for housekeeping		Lecture	Teaching board, computer, projector, video player or TV	4
		PPE for housekeeping	Explain the types of PPE used for housekeeping		Practical	Teaching board, computer, projector, video player or TV	4
		Housekeeping materials	Get knowledge on the dos and don'ts in the usage of housekeeping materials		Practical	Teaching board, computer, projector, video player or TV	4
8		Warehouse Safety Rules	Discribe the importance of warehouse		Lecture	Teaching board, computer,	4

			safety rules			projector, video player or TV	
		Warehouse Safety Rules	Elaborate warehouse safety rules		Practical	Teaching board, computer, projector, video player or TV	4
		General Safety Rules	Explain the general safety rules should be followed by the employees		Practical	Teaching board, computer, projector, video player or TV	4
		General Health, Safety and Welfare	Demonstrate Steps to successful health and safety management		Practical	Teaching board, computer, projector, video player or TV	4
		Warehouse Risks and Preventive Measures	Explain in detail about potential risk and preventive measures		Lecture	Teaching board, computer, projector, video player or TV	4
		Warehouse Risks and Preventive Measures	Elaborate potential risk and preventive measures		Practical	Teaching board, computer, projector, video player or TV	6
		Warehouse Safety Checklist	Demonstrate warehouse safety check list		Practical	Teaching board, computer, projector, video player or TV	6

Annexure II Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for MHE Maintenance Technician	
Job Role	Warehouse Binner
Qualification Pack	LSC/Q2105
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

LSC/N2101: Prepare for Binning

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive all packages in the receiving bay</i>	10	25	-	-
PC1. obtain shift schedule and relevant inward documents(inbound lists, inventory log etc.) from supervisor/team lead	2	3	-	J
PC2. verify unloaded items against the inward documents and sign off the items as received	2	3	-	J
PC3. prepare report on quality, schedule variances if any	2	8	-	J
PC4. obtain binning list once grn has been generated from the data entry operator(DEO)/ system executive	1	4	-	J
PC5. in case location is not specified in the system, obtain list of items that need to be binned and locate appropriate/available storage bays for carrying out binning	3	7	-	J
<i>Check received packages for errors</i>	4	11	-	-
PC6. identify if there are any discrepancies such as damaged/misplaced items in the received load	2	3	-	J
PC7. notify supervisor of any damages for potential fixes / issues	1	4	-	J
PC8. notify administration/supervisor for any additional orders that need to be placed to replace misplaced/ irreparable damaged items	1	4	-	J
<i>Pre-pack goods if required</i>	3	17	-	-
PC9. identify items that require further/pre-packing	1	4	-	J
PC10. hand over goods to specialized packer if required	-	5	-	J
PC11. ensure goods have been packed as required and if preservatives (if required) have been applied	1	4	-	J
PC12. label package accordingly with details such as package number, inventory id etc. if required	1	4	-	J

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Safety, Security and Maintenance</i>	13	17	-	-
PC13. comply with safety regulations and procedures in case of fire hazards, biohazards, etc.	5	5	-	-
PC14. wear all safety equipment including protective gear, helmets etc	2	3	-	-
PC15. follow organization procedures with respect to security, materials handling and accidents	2	3	-	-
PC16. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	2	3	-	-
PC17. park or handover pallet trolleys/carts in case of shift breaks to authorized personnel	2	3	-	-
PC18. adhere to security regulations of the company	-	-	-	-
PC19. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc	-	-	-	-
NOS Total	30	70	-	-

LSC/N2102: Perform Binning Activities

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>locate bay area from which packages are to be moved to storage</i>	5	15	-	-
PC1. refer to schedule and inward documents to locate the storage bays/bins for the packages	2	3	-	J
PC2. in case locations are not defined in the Warehouse Management System (WMS) or the relevant Enterprise Resource Planning (ERP) software, note down binning location so it may be shared with the system executive or DEO	1	4	-	J
PC3. notify supervisor if current location is full and obtain alternate location	1	4	-	J
PC4. ensure bins/containers/shelves/pallets are clean for binning process	1	4	-	J
<i>Bin products from pick list and store on shelves</i>	12	38	-	-
PC5. check binning list/inward documents obtained and if required collect new pick list for session	3	7	-	J
PC6. check nature of products (heavy items may require assistance of MHE operator) and determine method of binning	1	4	-	J
PC7. check if goods require any further pre-packing and hand over the same to packer and collect once packing completed	1	4	-	J
PC8. collect pallet trolley if required or request assistance of available mhe operato	1	4	-	J
PC9. apply binning methods specified by the organizational procedure for the type of goods and size of orders using equipment required and cover all items on pick list.	3	7	-	J
PC10. place the goods into the appropriate containers or onto pallets	2	8	-	J
PC11. incase storage location has been changed due to overflow, inform supervisor once binning has been completed to ensure the accurate location is updated into the system	1	4	-	J

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Safety, Security and Maintenance</i>	13	17	-	-
PC12. comply with safety regulations and procedures in case of fire hazards, biohazards, etc.	5	5	-	-
PC13. wear all safety equipment including protective gear, helmets etc	2	3	-	-
PC14. follow organization procedures with respect to security, materials handling and accidents	2	3	-	-
PC15. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	2	3	-	-
PC16. park or handover pallet trolleys/carts in case of shift breaks to authorized personnel	-	-	-	-
PC17. adhere to security regulations of the company comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc	2	3	-	-
NOS Total	30	70	-	-

LSC/N2103: Perform post binning activities

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Checking binned items for errors</i>	7	23	-	-
PC1. identify if there are any discrepancies such as damaged/misplaced items in the received load	3	7	-	J
PC2. notify supervisor of any damages for potential fixes	2	8	-	J
PC3. notify administration for any additional orders that need to be placed to replace misplaced/irreparable damaged items	2	8	-	J
<i>Report status of inventory binned to supervisor</i>	10	30	-	-
PC4. report the status of all the inventory	2	8	-	J
PC5. in case storage location is not specified in the binning list, convey the noted location of binned items to system executive/data entry operator	3	7	-	J
PC6. inform supervisor of any difficulties in task or time limits	2	8	-	J
PC7. report any damages/accidents that occurred during binning and fill out administrative forms for the same	3	7	-	J
<i>Safety, Security and Maintenance</i>	13	17	-	-
PC8. comply with safety regulations and procedures in case of fire hazards, biohazards, etc.	5	5	-	J
PC9. wear all safety equipment including protective gear, helmets etc	2	3	-	J
PC10. follow organization procedures with respect to security, materials handling and accidents	2	3	-	J
PC11. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	2	3	-	J

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. park or handover pallet trolleys/carts in case of shift breaks to authorized personnel	-	-	-	-
PC13. adhere to security regulations of the company comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc	2	3	-	-
NOS Total	30	70	-	-





LSC/N2104: To Carry Out Housekeeping

Assessment Criteria

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

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. report to the appropriate person any difficulties in carrying out your work	2	3	-	-
PC14. identify and report to the appropriate person any additional cleaning required that is outside ones responsibility or skill	2	3	-	-
<i>Post housekeeping activities</i>	14	21	-	-
PC15. ensure that there is no oily substance on the floor to avoid slippage	2	3	-	-
PC16. ensure that no scrap material is lying around	2	3	-	-
PC17. maintain and store housekeeping equipment and supplies	2	3	-	-
PC18. follow workplace procedures to deal with any accidental damage caused during the cleaning process	2	3	-	-
PC19. ensure that, on completion of the work, the area is left clean and dry and meets requirements	2	3	-	-
PC20. return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	2	3	-	-
PC21. dispose the waste garnered from the activity in an appropriate manner	2	3	-	-
PC22. dispose of used and un-used solutions according to manufacturers instructions, and clean the equipment thoroughly	-	-	-	-
NOS Total	40	60	-	-

Annexure III QR Codes

S.No	Chapter No.	Unit No.	Topic Name	URL	Page No.	QR codes
1	Chapter 1- Introduction to warehouse binning	Unit 1.1- Supply chain management	1.1.1 What is Supply Chain Management	https://www.youtube.com/watch?v=I ZPO5RclZEo	4	 Supply Chain Management
2	Chapter 1- Introduction to warehouse binning	Unit 1.1- Supply chain management	1.1.3 What is Logistics Management	https://www.youtube.com/watch?v=4-QU7WiVxh8	7	 Logistics management
3	Chapter -2 Preparation for Binning	UNIT 2.1 – Receiving Packages	UNIT 2.1.2 – Unloading	https://youtube.be/2NqAZ_aoSvg	30	 Warehouse unloading
4	Chapter -2 Preparation for Binning	Unit 2.4 - Safety, Security and Maintenance Aspects	Unit 2.4.2 - Types of personal protective equipment	https://youtube.be/_NyioZRt5wY	48	 Types of PPE
5	Chapter-3 Binning	Unit 3.1 – Storages and Equipment used	Unit 3.1.2 – Material Handling Equipment	https://youtube.be/BBWPIByOefl	62	 Types of material handling

6	Chapter-3 Binning	Unit 3.2 - Understanding Labels, Technologies and Signages	Unit 3.2.7 - Types of warehouse labels	https://youtu.be/tYYYIfk kjVQ	73	 <p>Warehouse labels and signs</p>
7	Chapter - 4 Perform Post Picking Activities	Unit 4.1 - Perform post binning activities	Unit 4.1.1 - Perform Post Binning Activities	https://youtu.be/urJlro_4Ydo	84	 <p>Layers and types of packaging</p>
8	Chapter - 4 Perform Post Picking Activities	UNIT 4.3 - Exposure to Documents	Unit 4.3 .1- Exposure to Documents	https://youtu.be/9_JpN_ug5CQ	95	 <p>Real time warehouse KPI dashboards</p>
9	Chapter - 5 To Carry Out Housekeeping	Unit 5.1- To Carry Out Housekeeping	Unit 5.1.1- Housekeeping	https://youtu.be/qPIRi-RWNIY	103	 <p>Warehouse cleaning checklist for daily, weekly and monthly</p>
10	Chapter - 5 To Carry Out Housekeeping	UNIT 5.2 - Occupational / Environmental Health and Safety	5.2.2 - Gendral safety rules	https://www.youtube.com/watch?v=kCM9u4heDVk	117	 <p>Warehouse material handling</p>





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