



Facilitator Guide



Sector
Logistics

Sub-Sector
Warehousing (Storage and Packaging)

Occupation
Operations (Quality)

Reference ID: LSC/Q2313, Version 3.0
NSQF Level: 3

Warehouse Quality Checker



Scan the QR code to access the e book





Shri Narendra Modi

Prime Minister of India

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

Acknowledgements

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

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 Quality Checker Qualification Pack (QP). It provides learners with the necessary knowledge to major warehousing activities, and preparing for testing, quality testing, post quality assessment etc. Its decision-making orientation provides a real-world approach focusing on large and small warehouse industry. Its decision-making orientation provides a real-world approach focusing on large and small warehouse industry. The book elaborates how Individuals in this position to manage general physical activities in order to in order to undertake quality checking in warehouse.

Symbols Used



Time



Role Play



Activity



Notes



Objectives



Do



Ask



Explain



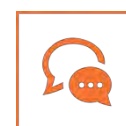
Elaborate



Field Visit



Practical



Say



Demonstrate



Exercise



Team Activity



Facilitation Notes



Learning Outcomes



Resources

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7.	Employability Skills - 30 hours (DGT/VSQ/N0101)	
	The book on New Employability Skills is available at the following location: https://eskillindia.org/NewEmployability	
	Scan the QR code below to access the ebook	







1. Introduction to Warehouse Quality Checker

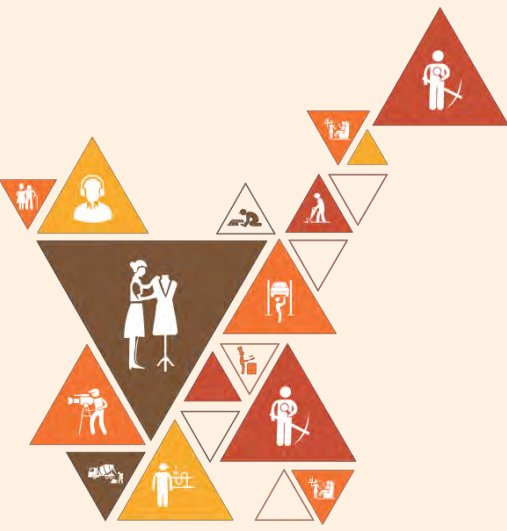
Unit 1.1 - Logistics and Supply Chain Management

Unit 1.2 - Sub sectors in Logistics Space - Key Activities

Unit 1.3 - Introduction to Warehousing and Warehouse Quality Checker

Unit 1.4 - Warehouse Organization Structure - Roles and Responsibilities

Unit 1.5 - Documentation used in a Warehouse



Key Learning Outcomes



At the end of this module, 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. Explain job roles in warehousing
4. Detail your job role as warehouse quality checker and its interface with other job roles
5. Explain various activities in warehousing
6. Discuss the documentation requirements in warehousing

UNIT 1.1: Logistics and 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: Sub Sectors in Logistics Space - Key Activities

Unit Objectives

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

1. List the various sub sectors in Logistics
2. Explain various modes of Transportation
3. Define Warehouse

Resources to be Used

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

Explain

- The various sub sector in Logistics Management.
- The various modes of Transport.
- The difference between the various modes and when to use which mode.
- The definition of Warehousing.

Ask

- The activities carried out in transportation of material via road, air & sea.
- Name certain products and ask them which mode will be most suitable for these products.
- Ask students about their notion of Warehouse. What it means and what it does.

Notes for Facilitation

- Ask the suitable mode for various products which we use day to day. This will bring clarity in their mind on the applicability of various modes
- 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 has happened in this sector in recent past.

UNIT 1.3: Introduction to Warehousing

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

Resources to be Used

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

Explain

- The role of Warehouse in Supply Chain.
- The various functions carried out by the warehouse.
- Explain each function with at least 1 example.
- 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: Warehouse Organization Structure - Roles and Responsibilities

Unit Objectives



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

1. Explain the various job roles which exist inside a Warehouse
2. Describe the roles and responsibility of a Warehouse Quality Checker.
3. Explain his interface with other job roles

Resources to be Used



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

Explain



- The Structure within the Warehouse. The various positions.
- Explain the job role for each position.
- Describe the roles and responsibility of a Warehouse Quality Checker.
- Explain various activities a Warehouse Checker carries inside a warehouse.
- Explain how Checker co-ordinates with other peer group for smooth warehouse functioning.
- Explain how to inspect the various documents of daily activities such as Pick list, BOM (Bill of Material), Incoming truck schedules, Inventory track sheets, etc.

Ask



- Ask the students about the roles and responsibilities of a supervisory team and functional team.
- Ask the students the importance of having a Warehouse Quality checker in a warehouse.

Notes for Facilitation



- Emphasize on the criticality of the role of warehouse quality checker. How he contributes to the warehousing and thus to the Nation.
- Emphasize on the importance of documentation, the various parameters that need to be noted on day-to-day basis by a warehouse quality checker.
- Emphasize on the co-ordination of warehouse quality checker 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 quality checker.

UNIT 1.5: Documentation in Warehousing

Unit Objectives



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

1. Discuss the importance of Documentation in Warehousing.
2. Explain the various documents being used in Warehousing Operations.

Resources to be Used



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

Do



- Make the students to understand what documents are required in a warehouse.
- 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 to prepare material inward form.
- Ask the students to prepare material outward form.
- Ask the students to make GRN.
- Ask the students to fill Inventory Count Sheet.

Explain



- In a warehouse lot of transactions happen, hence documenting each and every transaction is required.
- Explain various documentation related to activities of material inward and material outward transactions.
- Explain the process and various documentations required to be prepared and maintained in the warehouse.

Notes for Facilitation

- Check the record and fill inventory related forms by students
- Identify the understanding of students related to documentation of various warehouse activities.

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.
- Demonstrate and explain all the Equipment as listed in the PH

Skill Practice	Time	Resources
Explain the various documents being used in Warehousing Operations.	6 hours	Sample documents being used in Warehouse

Exercise

Answers

Multiple Choice Questions:

1 – B, 2 – C, 3 – D, 4 - D

Fill in the Blanks:

1 – Inland Waterways, 2 - Warehouse Inventory & Transport Manager, 3 – Lorry Receipt, 4 – Pick List.

True or False:

1. 1 – T, 2 – T, 3 – F, 4 - F



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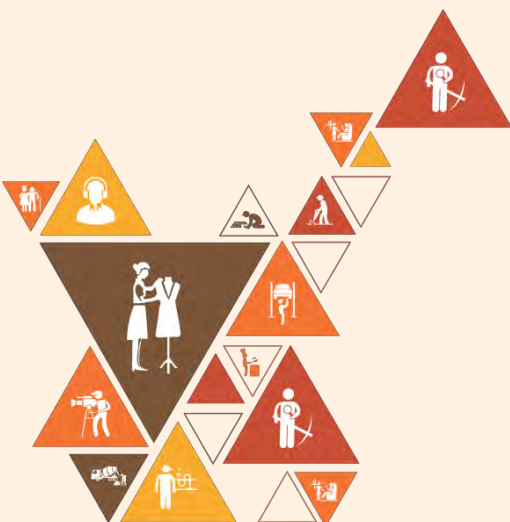
Transforming the skill landscape



2. Preparation for testing

Unit 2.1 - Information Flow and types of testing

Unit 2.2 - Testing Equipment



LSC/N2327

Key Learning Outcomes

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

- Discuss the list of necessary information to be collected regarding work schedules, targets, inspection checklist, inbound/outbound items etc.
- Detail the necessary information to be collected regarding customer such as requirements, product specifications, tolerances etc.
- Explain the different types of inspection methods such as random sampling, stratified sampling, 100% inspection etc.
- Determine the appropriate testing equipment based on the product type
- Detail the necessary equipment to be collected before starting testing
- List the steps involved in checking the testing equipment for proper functioning

UNIT 2.1: Information Flow and Types of inspection

Unit Objectives

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

1. Discuss the necessary information that must be obtained from the supervisor.
2. Detail types of inspection and how to conduct same.

Resources to be Used

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

Do

- Make the students write down the types of inspection carried out at warehouse.
- Make the students describe some of the quality parameters that the warehouse may verify.
- Make a note of the various steps involved in inspection of the material at the warehouse.
- Discuss the relevant points shared by students and clarify their doubts.

Explain/Elaborate

- Explain why quality checking is important in warehouse.
- Explain the types of inspection and the steps involved.
- Explain some of the quality parameters.

Notes for Facilitation

- Identify the understanding of the students on the fundamental process of quality checking.
- Conduct quiz about coordinating to supervisor.

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.

Skill Practice	Time	Resources
Demonstrate various scenarios in managing rejections	6 hours	Sample items being used in Warehouse

UNIT 2.2: Testing Equipment

Unit Objectives



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

1. Discuss the testing process using equipment.
2. Get the testing equipment ready

Resources to be Used



- Participant Handbook, White Board, Projector, Computer, marker, stationery, general testing equipment etc.

Ask



- Ask the students about various testing equipment that can be used to carry out testing at a warehouse.
- Ask the students how they would select the particular type of testing equipment considering various parameters.

Say



- Quality checker needs to determine the testing equipment to be used for each product from the inspection checklist. He needs to collect any portable testing equipment required from the storage area.
- Visual inspection is required for testing the equipment to see if it is fit for use and adjust any settings if required on the testing equipment. He/ she needs to conduct a trial to ensure that the testing equipment is ready to carry out inspection.

Explain



- Explain with applications the use of various testing Equipment used at the warehouse.
- Elaborate on the use of testing Equipment for different kinds of products.

Notes for Facilitation

- Test the student's practical knowledge on operating the testing equipment to know their understanding.

Exercise

Fill in the blanks:

1. Purchase order.
2. Quantity Tallying, physical Inspection, Legal Metrology Inspection, Sampling, Quality Inspection.
3. Random sampling
4. work schedule, daily targets and priorities
5. Visual inspection



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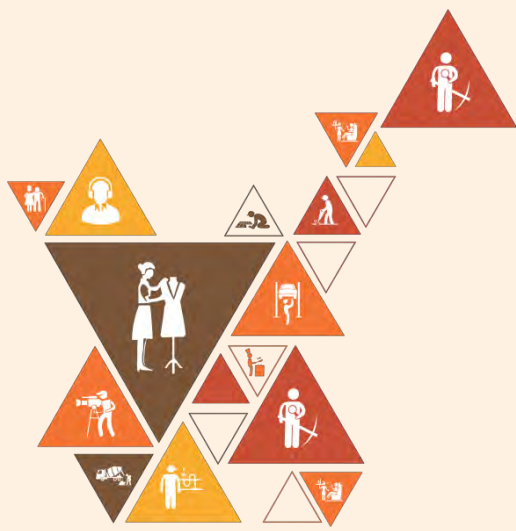


3. Quality Testing

Unit 3.1 Inbound and outbound process

Unit 3.2 Testing inbound goods

Unit 3.3 Testing outbound goods



LSC/N2328

Key Learning Outcomes

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

1. Explain the process of deciding on the number of goods to tested based on inspection method and inbound lot size
2. List the steps to be performed after selecting the inbound goods
3. Discuss the usage of a testing equipment
4. Detail the various key checks to be done such as expiry date, product specifications, tolerances etc.
5. Determine if the inspection lot size of inbound goods has to be increased
6. Detail the steps to be performed for handling inbound goods that failed to meet product specifications and tolerances
7. Determine the number of goods to tested based on inspection method and outbound lot size
8. List the steps to be performed after selecting the outbound goods
9. Discuss the process of evaluating test results against customer specifications
10. Determine if the inspection lot size of outbound goods has to be increased
11. Detail the steps to be performed for handling outbound goods that failed to meet customer specifications

UNIT 3.1: Inbound and outbound process

Unit Objectives



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

- Brief about the inbound and outbound process
- Describe process involved in checking inbound and outbound goods.
- Detail the steps to be performed for handling inbound and outbound goods that failed to meet product specifications and tolerances

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 what is inbound and outbound logistics.
- Make the students to speak about basic checklist for inbound process.
- Make the students to speak about basic checklist for outbound process.

Explain



- Explain inbound and outbound logistics.
- Explain about basic checklist for inbound process.
- Explain about basic checklist to be followed outbound process.

UNIT 3.2: Testing inbound goods

Unit Objectives

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

1. Discuss the steps to be performed after selecting the inbound goods.
2. Explain the steps to be performed for handling inbound goods that failed to meet product specifications and tolerances.

Resources to be Used

- Participant Handbook, White Board, Projector, Computer, Marker, testing equipment, sample goods, reference manuals etc.

Do

- Make the students speak on the various steps involved in testing inbound goods.
- 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 list the steps to be performed after selecting the inbound goods
- Ask the students to discuss the usage of a testing equipment

Say

- Quality Checker needs to determine the number of goods to be tested based on the inspection method and the inbound lot size. The goods need to be tested from the inbound goods in the staging area.
- Supervisor must be informed about the damaged goods that need to be taken care of or moved. He should also be informed about the number of goods to be replaced by the supplier. Rest of the goods could be put away for storage in the warehouse and the details of the condition of the goods need to be noted.

Explain



- Explain about the various steps involved in reporting damages.
- Explain the importance of each step involved in the Exception Management process.

Notes for Facilitation



- Conduct quiz to know the students understanding of the various steps involved in the testing inbound goods 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
- Perform all the steps in testing 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 3.3: Testing Outbound Goods

Unit Objectives



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

1. List the steps to be performed after selecting the outbound goods.
2. Discuss the process of evaluating test results against customer specifications.
3. Detail the steps to be performed for handling outbound goods that failed to meet customer specifications.

Resources to be Used



- Participant Handbook, White Board, Projector, Computer, Marker, testing equipment, sample goods, reference manuals etc.

Do



- Make the students speak about the various steps involved in testing outbound goods process.
- Make the students to speak about Steps to improve outbound process.
- Take note of the important and relevant points given by each student.
- Discuss the important points given by the students.

Ask



- Ask the students about the various steps involved in the testing outbound goods process along with the importance of each step.

Say

- Quality Checker needs to determine the number of goods to be tested based on the inspection method and the outbound lot size. The goods need to be tested from the outbound goods in the staging area. The latest version of reference manual needs to be referred before the inspection process is initiated. Testing needs to be prepared by fixing the sample goods onto the testing equipment or fitting the testing equipment into the sample volume (in case of liquids).
- Supervisor must be informed about the number of replacement goods that are required from the warehouse to complete the customer order. Other goods must be moved, packed and loaded onto trucks for shipping to customers.
- Damaged goods that need to be taken care of or moved to be informed to supervisor and details of the condition of the goods should be noted down

Explain

- Explain about the Testing outbound goods process.
- Explain the various steps involved improving outbound process and elaborate on the importance of each step.

Notes for Facilitation

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

Exercise

Answers

True or False:

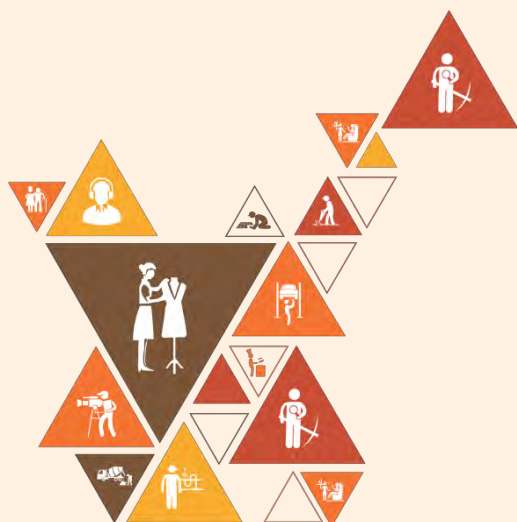
1 –T, 2 – F, 3 – T, 4 - T, 5 - F



4. Post Quality Assessment

Unit 4.1 - Housekeeping

Unit 4.2 - Post-Assessment Activities



Key Learning Outcomes



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

- Discuss the various housekeeping activities to be performed post testing
- Explain the importance of cleaning the testing equipment
- List the number of records to be maintained such as type of goods, lot size, inspection method etc.
- Explain the escalation matrix for reporting deviation
- Detail the necessary documents such as damaged goods form, inspection checklist, quarantined goods etc.
- Report deviation as per the escalation matrix

UNIT 4.1: Inspect Housekeeping

Unit Objectives

At the end of this unit, the 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, SOP, Teaching board, computer, projector, worksheets, Testing equipment, Sample documents, cleanings equipment

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 training which covers all the main topics one should be concerned with.
- It is the responsibility of a Warehouse Quality Checker to ensure that all the warehouse employees are using all the necessary PPE's - Personal Protective Equipment for safe working.
- Warehouse Quality Checker 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 are paramount.
- Warehouse Quality Checker 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 WHMIS and other legislation as it pertains to areas of responsibility
- Keep update on accident / incident investigation reporting and follow up

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?

UNIT 4.2: Post-Assessment Activities

Unit Objectives

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

- Discuss Handling/ storing testing equipment post inspection.
- Describe how to do documentation and reporting to management

Resources to be Used

- Participant Handbook, SOP, Teaching board, computer, projector, video player, stationery, Testing equipment, Sample documents, cleaning equipment

Do

- Make the students speak of Handling/ storing testing equipment.
- Make the students discuss the Pre- and Post-Operation Equipment Inspection Checklist.
- Take note of the important and relevant points.
- Discuss the relevant points shared by the students.

Ask

- Ask the students to do daily inventory report and highlighting discrepancies.

Explain

- Explain Handling/ storing testing equipment post assessment.
- Explain the Pre- and Post-Operation Equipment Inspection Checklist.
- Elaborate the preparation of daily inventory report.
- Explain highlighting discrepancies.

Notes for Facilitation

- Conduct quiz to check post inspection processes.

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
- Fill all the forms as required by these Acts

Skill Practice	Time	Resources
Fill in the checklists and all documentation requirements related with housekeeping	8 hours	<ul style="list-style-type: none"> • Projector

Exercise



Answers

Multiple Choice Questions:

1 – A, 2 –A, 3 – C, 4 - B



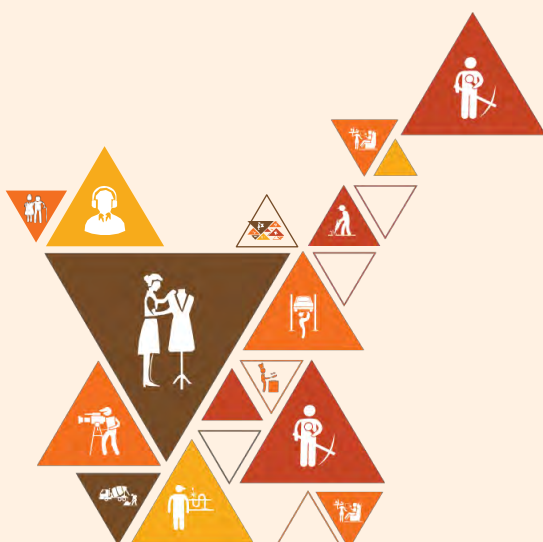
5. Compliance to Health, Safety and Security norms

Unit 5.1 - Implementing Safety in Warehouse

Unit 5.2 - Handling Dangerous and Hazardous Goods

Unit 5.3 - 5S Concept

Unit 5.4 - Managing Breach of Safety, Accidents and Emergency Situations



LSC/N9905

Key Learning Outcomes

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

1. Explain the importance of Safety.
2. Explain how to ensure safety during various warehouse activities.
3. Describe how to maintain safe Working conditions.
4. Discuss the process of handling Hazardous Goods.
5. Explain the concept and implementation of 5S in the warehouse.
6. Describe how to manage any breach of Safety.

UNIT 5.1: Implementing Safety in Warehouse

Unit Objectives

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

1. Discuss the criticality of Safety
2. Describe the various safety precautions during the various warehousing activities
3. Explain the importance of Training to Warehouse Team

Resources to be Used

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

Do

- Make the students to speak on their understanding about the criticality of safety at workplace.
- Make the students speak about the safety procedures to be observed in the warehouse.
- Make the students speak about maintain safe working environment by regular inspection.
- Make a note of the important and relevant points shared by students
- Discuss the relevant points once all students

Ask

- Ask the students about the safety procedures to be followed in the warehouse.
- Ask the students about how to keep a check on the unsafe practices observed in the warehouse.

Explain

- Explain the students the importance of fire and safety training in a warehouse.
- Explain the students what importance are of maintaining a safe workplace.
- Explain the students of the various safety precautions to be take while working in the warehouse.
- Explain the students about the importance of inspection.

Say



- There are several health and safety issues to be concerned with if you are working in a warehouse and each member in a warehouse should be well trained and aware of the main topics covered in this area.
- Some of the common health and safety area which requires attention are Fire safety, Hazardous substances, Manual handling, Staff training etc.
- The employees working in a warehouse should be well aware of the emergency contact details for quick decision making and approach in case of any accidents or major challenges.

Notes for Facilitation



- Conduct a test to know the students understanding of the various measures to maintain a safe working place at the warehouse.

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
- Conduct all the activities 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

Skill Practice	Time	Resources
Safety Procedures to be observed in a Warehouse - Vehicles and Lifting	6 hours	<ul style="list-style-type: none"> Forklift/Reach Stackers
		<ul style="list-style-type: none"> Hand pallet truck
		<ul style="list-style-type: none"> Racks
		<ul style="list-style-type: none"> Loaded Pallets
		<ul style="list-style-type: none"> Personal Protective Equipment (PPEs)
Safety Procedures to be observed in a Warehouse - Fire Safety and Charging Station	6 hours	<ul style="list-style-type: none"> Forklift/Reach Stackers
		<ul style="list-style-type: none"> Hand pallet truck
		<ul style="list-style-type: none"> Racks
		<ul style="list-style-type: none"> Fire Equipment
		<ul style="list-style-type: none"> Personal Protective Equipment (PPEs)
Safety Procedures to be observed in a Warehouse - Conveyors and Docks	6 hours	<ul style="list-style-type: none"> Forklift/Reach Stackers
		<ul style="list-style-type: none"> Hand pallet truck
		<ul style="list-style-type: none"> Conveyors
		<ul style="list-style-type: none"> Warehouse Dock Area
		<ul style="list-style-type: none"> Personal Protective Equipment (PPEs)
Inspection of Work Area	2 hours	<ul style="list-style-type: none"> Forklift/Reach Stackers
		<ul style="list-style-type: none"> Hand pallet truck
		<ul style="list-style-type: none"> Conveyors
		<ul style="list-style-type: none"> Warehouse Dock Area
		<ul style="list-style-type: none"> Personal Protective Equipment (PPEs)

UNIT 5.2: Handling Dangerous and Hazardous Goods

Unit Objectives

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

1. Explain the hazards present in handling certain chemicals.
2. Describe the concept of Safety Data Sheet.
3. Explain the various Do's and Don'ts in Handling Hazardous Chemicals.

Resources to be Used

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

Do

- Make the students speak on the procedure to handle danger and hazardous goods.
- Make the students speak on the classification of dangerous goods.
- Make the students speak on the requirement to maintain the safety data sheet.
- 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 the Handling Procedure of Dangerous goods.
- Ask the students about the concept of safety data sheet.
- Ask the students about the parameters to maintain the compliance check list.

Say

- Dangerous and Hazardous materials require special handling and attention whenever they are stored in warehouse. A specific Standard Operating Procedure (SOP) is set for each type of such cargo and strict adherence to it only ensure safety of the employees and the warehouse.
- Classification of Dangerous Goods:



Fig 5.2.1 Dangerous goods

Safety data sheet (formerly known as material safety data sheet) contains information such as the properties of each chemical. Risks to health, health and the environment; Safety measures; and precautions when handling, storing, and transporting the chemical.

Explain



- Explain the risk in handling of dangerous goods.
- Explain the concept of safety data sheet.
- Explain the safety rules and procedures to be followed for handling dangerous goods in the warehouse.

Notes for Facilitation



- Conduct quiz to know the students understanding of safe handling of the dangerous goods.
- Conduct quiz to know the students understanding of the classification of dangerous goods and the safe procedure to handle them in the warehouse.

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
- Perform all the steps as listed in the PH

Skill Practice	Time	Resources
Do's and Don'ts in Handling Hazardous Chemicals	8 hours	<ul style="list-style-type: none">• Forklift/Reach Stackers
		<ul style="list-style-type: none">• Hand pallet truck
		<ul style="list-style-type: none">• Hazardous Goods Storage Area
		<ul style="list-style-type: none">• Warehouse Dock Area
		<ul style="list-style-type: none">• Personal Protective Equipment (PPEs)

UNIT 5.3: 5S Concept

Unit Objectives

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

1. Discuss the concept of 5S at workplace.
2. Implement 5S at your workplace in the Warehouse.

Resources to be Used

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

Do

- Make the students speak on their understanding of the 5s concept and its implementation in the warehouse.
- Take note of the important and relevant points discussed by the students
- Discuss the relevant points shared by the students.

Ask

- Ask the students about the concept of 5s and its implementation in a warehouse.

Say

- 5S is a system for organizing workplaces that allows employee to work efficiently, effectively and safely. This system is designed to put everything-in-its-place and keep the workplace clean so that people can make their job easier without wasting time or risk of injury.
- Each S represents part of a five-step process
 - a. Sort
 - b. Set in Order
 - c. Shine
 - d. Standardize
 - e. Sustain

Explain



- Explain the concept of 5s.
- Explain each S in the 5s concept and its implementation.

Notes for Facilitation



- Conduct test to know the students understanding of the 5s concept.
- Conduct quiz to know the students understanding of each S in the 5s concept and its implementation.

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
- Identify one area of the warehouse and apply all 5S to it
- Conduct all the activities as explained in the PH
- Let the activity be done by all the students for different areas
- Discuss the problems faced by them during the activity
- Keep practicing with them till they perfect the activity

Skill Practice	Time	Resources
Implementing 5S in the Warehouse	8 hours	Hand pallet truck

UNIT 5.4: Managing Breach of Safety, Accidents and Emergency Situations

Unit Objectives



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

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

Resources to be Used



- Participant Handbook, White Board and marker, Projector, Computer and Stationery

Do



- Make the students speak on their understanding of the emergency situations.
- Make the students speak on their understanding of what is to be done in case of emergency.
- Make the students prepare the incident report as an example.
- Take note of the important and relevant points shared by the students.
- Discuss the relevant points shared by the students.

Ask



- Ask the students of what is to be done in case of emergency.
- Ask the students how to avoid deviations in case of health and safety.

Explain



- Explain the emergency situation with help of an example.
- Explain the standard operating procedure in case an emergency situation occurs.
- Explain how to prepare an incident report.
- Elaborate on how to avoid deviations in case of Health and Safety.

Notes for Facilitation

- Conduct quiz to know the students understanding of what is to be done in case of an emergency situation.
- Make students prepare an incident report.

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
- Fill the Incident report form for one type of incident
- Execute an emergency evacuation plan
- Let the activity be done by all the students for different areas
- Discuss the problems faced by them during the activity

Skill Practice	Time	Resources
Filling Incident Report Form	3 hours	Incident Report Form Template
Execute an emergency evacuation plan	1 hour	Incident Report Form Template

Exercise

Answers

Multiple Choice Questions:

1 –D, 2 –B, 3 – C, 4 - D

Fill in the Blanks:

1 – Slips and Falls, 2 – 20, 3 – Charging stations, 4 – Warned or Terminated

True or False:

1 –F, 2 –T, 3 – F, 4 – F



Transforming the skill landscape

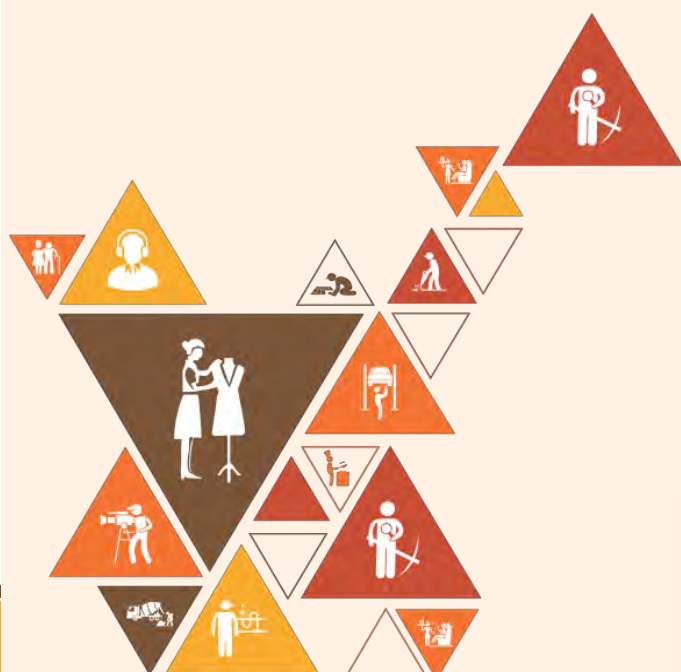


6. Annexures

Annexure 1: Training delivery plan

Annexure 2:Assessment Criteria

Annexure 3: QR Codes



Annexure 1: Training delivery plan

Training Delivery Plan			
Program Name	Warehouse Quality Checker		
Qualification Pack Name & Reference ID.	LSC/ Q2313, v3.0		
Version No.	3.0	Version Update Date	31/03/2022
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"> • Explain the various functions of Warehouse Quality Checker • Detail the various steps involved in the preparatory process for testing of consignments • Perform the process of quality testing of consignment as per SOP • Detail the various steps in post quality assessment of assignments as per SOP • 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 associate	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
2		Introduction to Logistics Management	Detail the various sub-sectors and the opportunities in them		Lecture	Teaching board, computer, projector, video player or TV	3
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

4		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		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
5		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
6		Documentation in Warehousing	Understand 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 player or TV	4
						Total hrs	30

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration in Hrs
1	LSC/N2327: Prepare for testing	Types of inspection and Information checklists	Discuss the list of necessary information to be collected regarding work schedules, targets, inspection checklist, inbound/outbound items etc.		Lecture	Teaching board, computer, projector, video player or TV	1
		Types of inspection and Information checklists	Perform in the collection of information for the checklist.		Practical	Teaching board, computer, projector, video player or TV	4
		Types of inspection and Information checklists	Explain the different types of inspection methods such as random sampling, stratified sampling, 100% inspection etc.		Lecture	Teaching board, computer, projector, video player or TV	1
		Types of inspection and Information checklists	Perform some of the inspection methods.		Practical	Teaching board, computer, projector, video player or TV	4
		Types of inspection and Information checklists	Demonstrate various scenarios in managing rejections		On-the-Job Training	Teaching board, computer, projector, video player or TV	5
2		Quantity Tallying	Explain the steps of quantity tallying		Lecture	Teaching board, computer, projector, video player or TV	1
		Quantity Tallying	perform one of the step in quantity tallying		Practical	Teaching board, computer, projector, video player or TV	4

3		Visual Inspection of the material	Determine the appropriate testing equipment based on the product type		Lecture	Teaching board, computer, projector, video player or TV	1
		Visual Inspection of the material	Perform the process of visual inspection		Practical	Teaching board, computer, projector, video player or TV	4
		Visual Inspection of the material	Use some of testing equipment in inspection		On-the-Job Training	Teaching board, computer, projector, video player or TV	5
4		Legal Metrology Inspection of the material	Explain the process of legal metrology inspection		Lecture	Teaching board, computer, projector, video player or TV	1
5		Quality Inspection of the material	Explain the quality aspects in inspection		Lecture	Teaching board, computer, projector, video player or TV	1
		Quality Inspection of the material	Demonstrate some of the quality parameters.		Practical	Teaching board, computer, projector, video player or TV	4
6		Sampling	Explain the process of sample inspection		Lecture	Teaching board, computer, projector, video player or TV	1
		Sampling	Perform inspection using sample inspection method		Practical	Teaching board, computer, projector, video player or TV	4
7		Failing Inspection	Explain the process of failing inspection		Lecture	Teaching board, computer, projector, video player or TV	1

		Failing Inspection	Elobrate some of the scenario in inspection		Practical	Teaching board, computer, projector, video player or TV	4
8		Inbound and outbound	Explain the process of inbound logistics		Lecture	Teaching board, computer, projector, video player or TV	1
		Inbound and outbound	Perform checking of documentation		Practical	Teaching board, computer, projector, video player or TV	5
		Inbound and outbound	Explain the process of outbound logistics		Lecture	Teaching board, computer, projector, video player or TV	1
		Inbound and outbound	Perform order creation in ERP		Practical	Teaching board, computer, projector, video player or TV	7
						Total hrs	60

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration in Hrs
1	LSC/N2328: Carry out Quality Testing	Executing Inbound Business Processes system	Explain the process of executing inbound business		Lecture	Teaching board, computer, projector, video player or TV	2
		Executing Inbound Business Processes system	Perform stock transfer process		Practical	Teaching board, computer, projector, video player or TV	5
2		Inspection of Quality of Material	Explain the process of Inspection of Quality of Material in inbound		Lecture	Teaching board, computer, projector, video player or TV	2
		Inspection of Quality of Material	Demonstrate the steps involves in inspection of quality of material		Practical	Teaching board, computer, projector, video player or TV	5
3		Physical Put away to Storage location	Explain the process of put away to storage location		Lecture	Teaching board, computer, projector, video player or TV	2
		Physical Put away to Storage location	Use receiving report		Practical	Teaching board, computer, projector, video player or TV	5
		Physical Put away to Storage location	Perform the use of checklist and report in put away process		On-the-Job Training	Teaching board, computer, projector, video player or TV	5
4		Reporting Damages	Explain the process of loss/damage report.		Lecture	Teaching board, computer, projector,	2

						video player or TV	
		Reporting Damages	Use loss/damage report.		Practical	Teaching board, computer, projector, video player or TV	5
5		Insurance claim process and documentation	Explain the process of insurances claim and documentation		Lecture	Teaching board, computer, projector, video player or TV	2
		Insurance claim process and documentation	Use incident report		Practical	Teaching board, computer, projector, video player or TV	5
6		Exception Management	Explain the process of exception management		Lecture	Teaching board, computer, projector, video player or TV	2
		Exception Management	Demonstrate scenarios in exception		Practical	Teaching board, computer, projector, video player or TV	5
7		MHE in case of FMCG	Explain the use of MHE in case of FMCG		Lecture	Teaching board, computer, projector, video player or TV	1
		MHE in case of FMCG	Operate basic MHE for FMCG		Practical	Teaching board, computer, projector, video player or TV	5
8		Steps involved in inbound goods that failed to meet product specifications and tolerances	Explain the steps involved in inbound goods that failed		Lecture	Teaching board, computer, projector, video player or TV	1

		Steps involved in inbound goods that failed to meet product specifications and tolerances	Perform the verification of new manufacturers or vendors		Practical	Teaching board, computer, projector, video player or TV	5
9		The Outbound Process	Explain the outbound process		Lecture	Teaching board, computer, projector, video player or TV	1
		The Outbound Process	Perform the picking as per the picking list.		Practical	Teaching board, computer, projector, video player or TV	2
10		Assessing the Transportation requirement	Explain the process of assessing the transportation requirement		Lecture	Teaching board, computer, projector, video player or TV	1
		Assessing the Transportation requirement	Demonstrate the available options in shipment		Practical	Teaching board, computer, projector, video player or TV	3
11		Picking and Pick List	Explain the use of picking and pick list		Lecture	Teaching board, computer, projector, video player or TV	1
		Picking and Pick List	Perform batch picking process		Practical	Teaching board, computer, projector, video player or TV	5
12		Packing and Labelling	Explain the process of packing and labelling		Lecture	Teaching board, computer, projector, video player or TV	1
		Packing and Labelling	Perform Basic Packing		Practical	Teaching board, computer, projector,	5

						video player or TV	
		Packing and Labelling	Perform Labelling		On-the-Job Training	Teaching board, computer, projector, video player or TV	5
13		Shipping	Explain the process of shipping		Lecture	Teaching board, computer, projector, video player or TV	1
		Shipping	Perform generation of transit documents		Practical	Teaching board, computer, projector, video player or TV	5
14		Steps to improve outbound process when it fails to meet the requirements of customers	Explain the steps to improve outbound process when it fails to meet the requirements of customers		Lecture	Teaching board, computer, projector, video player or TV	1
						Total hrs	90

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration in Hrs
1	LSC/N2329: Perform Post – Quality Assessment Activities	Procedures and Handling of Products	Explain the process of material handling		Lecture	Teaching board, computer, projector, video player or TV	2
		Procedures and Handling of Products	Perform inspection		Practical	Teaching board, computer, projector, video player or TV	8
		Procedures and Handling of Products	Perform sampling and analysis		On-the-Job Training	Teaching board, computer, projector, video player or TV	5

2		Handling Quarantined Material	Explain the process of handling quarantine material		Lecture	Teaching board, computer, projector, video player or TV	2
		Handling Quarantined Material	Demonstrate the steps to be followed while handling quarantine material.		Practical	Teaching board, computer, projector, video player or TV	8
3		Housekeeping in Warehouse	Explain the process of housekeeping in warehouse		Lecture	Teaching board, computer, projector, video player or TV	2
		Housekeeping in Warehouse	Perform cleaning of product slots with MHE		Practical	Teaching board, computer, projector, video player or TV	8
4		Inspection of Work Area	Explain the process of inspection of workplace		Lecture	Teaching board, computer, projector, video player or TV	2
		Inspection of Work Area	Perform basic inspection at work place.		Practical	Teaching board, computer, projector, video player or TV	8
5		Types of Warehouse Documents	Explain the types of warehouse documents		Lecture	Teaching board, computer, projector, video player or TV	2
		Types of Warehouse Documents	Use gate inward register		Practical	Teaching board, computer, projector, video player or TV	8
		Types of Warehouse Documents	Use goods receipt check list		On-the-Job Training	Teaching board, computer, projector, video player or TV	5

6		Reporting Damages	Explain the reporting processes of damages		Lecture	Teaching board, computer, projector, video player or TV	2
		Reporting Damages	Use loss/damage report		Practical	Teaching board, computer, projector, video player or TV	8
7		Managing Deviations	Explain the process of managing		Lecture	Teaching board, computer, projector, video player or TV	4
		Managing Deviations	Demonstrate a scenario in managing deviations		Practical	Teaching board, computer, projector, video player or TV	8
8		Preparing a daily inventory report and highlighting discrepancies	Explain the process of Preparing a daily inventory report		Lecture	Teaching board, computer, projector, video player or TV	4
		Preparing a daily inventory report and highlighting discrepancies	Prepare a daily inventory report		Practical	Teaching board, computer, projector, video player or TV	4
						Total hrs	90

Sr. No	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration in Hrs
1	LSC/N2332: Maintain Health and Safety and security measures in inspecting quality of the consignments	Safety and its Criticality	Explain the process of Safety and its Criticality		Lecture	Teaching board, computer, projector, video player or TV	2

		Safety and its Criticality	Demonstrate the Safety rules in warehouse		Practical	Teaching board, computer, projector, video player or TV	5
2		Safety Procedures to be observed in a Warehouse	Explain the process of safety procedures in a warehouse		Lecture	Teaching board, computer, projector, video player or TV	2
		Safety Procedures to be observed in a Warehouse	Demonstrate vehicle safety		Practical	Teaching board, computer, projector, video player or TV	5
3		Inspection of Work Area	Explain the process of inspection in work area		Lecture	Teaching board, computer, projector, video player or TV	2
		Inspection of Work Area	Perform a basic inspection at workplace		Practical	Teaching board, computer, projector, video player or TV	5
4		Handling Procedures for Dangerous Goods	Explain the process of Handling Dangerous goods		Lecture	Teaching board, computer, projector, video player or TV	2
		Handling Procedures for Dangerous Goods	Demonstrate a classifications of dangers goods		Practical	Teaching board, computer, projector, video player or TV	5
		Handling Procedures for Dangerous Goods	Explain the importance of safety data sheets		Lecture	Teaching board, computer, projector, video player or TV	1
		Handling Procedures for Dangerous Goods	Perform a safety data sheet		Practical	Teaching board, computer, projector, video player or TV	5

5		5S at Workplace	Explain the concept of 5S at workplace		Lecture	Teaching board, computer, projector, video player or TV	2
		5S at Workplace	Perform sorting		Practical	Teaching board, computer, projector, video player or TV	5
6		Protocol in case of Emergency Situations	Describe how to handle emergency situations.		Lecture	Teaching board, computer, projector, video player or TV	4
		Protocol in case of Emergency Situations	Demonstrate a scenario of emergency situation and the protocol.		Practical	Teaching board, computer, projector, video player or TV	5
		Protocol in case of Emergency Situations	Describe the documentation to be followed in case of any accident.		Lecture	Teaching board, computer, projector, video player or TV	5
		Protocol in case of Emergency Situations	Use Incident report.		Practical	Teaching board, computer, projector, video player or TV	5
						Total hrs	60

Annexure 2: Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for MHE Maintenance Technician	
Job Role	Warehouse Quality Checker
Qualification Pack	LSC/Q2313
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/N2327: Prepare for testing

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Obtain necessary information from the supervisor</i>	13	32	-	-
PC1. understand the work schedule, daily targets and priorities (if any) from the supervisor	2	8	-	-
PC2. obtain the inspection checklist, list of inbound and outbound items to be checked from the supervisor	2	8	-	-
PC3. obtain information on the customer requirements, product specifications (such as weight, size, functional aspects, etc.) and tolerances which need to be checked for conformity.	2	8	-	-
PC4. find out what inspection method (such as random sampling, stratified sampling, 100% inspection, etc.) is to be used from the shift schedule and the total number of packages required by the end of the day from supervisor.	7	8	-	-
<i>Get the testing equipment ready</i>	12	43	-	-
PC5. determine the testing equipment to be used for each product from the inspection checklist.	4	11	-	-
PC6. collect any portable testing equipment required from the storage area.	1	5	-	-
PC7. visually inspect the testing equipment to see if it is fit for use.	2	6	-	-
PC8. adjust any settings if required on the testing equipment.	2	8	-	-
PC9. visually inspect the testing equipment to see if it is fit for use.	1	5	-	-
PC10. conduct a trial to ensure that the testing equipment is ready to carry out inspection.	2	8	-	-
NOS Total	25	75	-	-

LSC/N2328: Carry out Quality Testing

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Testing inbound goods</i>	11	45	-	-
PC1. determine the number of goods to be tested based on the inspection method and the inbound lot size.	1	4	-	-
PC2. select the goods to be tested from the inbound goods in the staging area.	1	2	-	-
PC3. select the latest version of reference manual before the inspection process is initiated	-	2	-	-
PC4. prepare for testing by fixing the sample goods onto the testing equipment or fitting the testing equipment into the sample volume (in case of liquids).	1	4	-	-
PC5. use the equipment to carry out the test as per the inspection checklist and carry out checks on expiry date of inbound goods	1	4	-	-
PC6. compare test results with the desired product specifications and tolerances to determine if there are deviations.	1	4	-	-
PC7. identify damages, defects (if any) and determine if the inspection sample size needs to be increased.	-	3	-	-
PC8. in case of damages, follow organizational guidelines including insurance procedure/LR etc.	2	2	-	-
PC9. complete testing of all the samples	1	4	-	-
PC10. keep aside goods that failed to meet the product specifications and tolerances.	1	4	-	-
PC11. inform supervisor of damaged goods that need to be taken care of or moved	-	2	-	-
PC12. inform the supervisor about the number of goods to be replaced by the supplier.	1	4	-	-
PC13. have the other goods put away for storage in the warehouse	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. note down details of the condition of the goods	-	2	-	-
<i>Testing outbound goods</i>	9	35	-	-
PC15. determine the number of goods to be tested based on the inspection method and the outbound lot size.	1	4	-	-
PC16. select the goods to be tested from the outbound goods in the staging area	1	2	-	-
PC17. select the latest version of reference manual before the inspection process is initiated	-	2	-	-
PC18. prepare for testing by fixing the sample goods onto the testing equipment or fitting the testing equipment into the sample volume (in case of liquids).	1	4	-	-
PC19. use the equipment to carry out the test as per the inspection checklist.	1	4	-	-
PC20. compare test results with customer specifications to determine if there are deviations.	1	4	-	-
PC21. identify damages, defects (if any) and determine if the inspection sample size needs to be increased.	-	3	-	-
PC22. complete testing of all the samples	1	2	-	-
PC23. keep aside goods that failed to meet the customer specifications.	1	2	-	-
PC24. inform the supervisor about the number of replacement goods that are required from the warehouse to complete the customer order.	1	2	-	-
PC25. have the other goods moved, packed and loaded onto trucks for shipping to customers.	1	2	-	-
PC26. inform supervisor of damaged goods that need to be taken care of or moved	-	2	-	-
PC27. note down details of the condition of the goods	-	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	20	80	-	-

LSC/N2329: Perform Post -Quality Assessment Activities

Assessment Criteria






Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain clean and safe working environment</i>	8	24	-	-
PC1. have the housekeeping staff move the goods that failed to meet requirements to the quarantine area for rework or for disposal.	2	6	-	-
PC2. clean the testing equipment as well as any spillage or breakages that occurred while testing.	2	6	-	-
PC3. return any portable testing equipment to the storage area	2	6	-	-
PC4. carry out a basic visual inspection of the work area to ensure that it is clean and safe.	2	6	-	-
<i>Documentation and reporting to management</i>	22	46	-	-
PC5. record details (like type of goods, lot number, lot size, inspection method, number of goods checked,etc.) along with the events of the inspection workday.	4	8	-	-
PC6. fill out required forms such as inspection checklist, damaged goods forms, quarantined goods, etc. in accordance with company procedures.	4	9	-	-
PC7. prepare a detailed report on the results of the testing that was carried out, highlighting any issues and suggesting possible solutions	10	15	-	-
PC8. report any delays, unavailability of goods or any other abnormal conditions to supervisor.	2	6	-	-
PC9. inform the supervisor regarding the number of goods to be replaced by the supplier and the number of goods to be replaced from	2	8	-	-
NOS Total	30	70	-	-








LSC/N2332: Maintain Health and Safety and security measures in inspecting quality of the consignments

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health, safety and security measures</i>	30	70	-	-
PC1. comply with safety regulations and procedures in case of fire hazards, bio-hazards, 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 quality of the consignments.	5	15	-	-
PC4. follow organization procedures with respect to security, materials handling and accidents	5	15	-	-
PC5. recognize and report unsafe conditions or activities	5	10	-	-
PC6. adhere to the standard operating procedures (SOP) of the company	5	10	-	-
NOS Total	30	70	-	-

Annexure 3: QR Codes

S. NO	Chapter No.	Unit No.	Topic Name	URL	Page No.	QR Code (s)
1	Chapter 2- Preparation for testing	Unit 2.1- Information Flow and Types of inspection	2.1.1 Types of inspection and Information checklists	https://youtu.be/ZdlHAHaegXg	34	 inspection
2	Chapter 2- Preparation for Operations	Unit 2.1- Information Flow and Types of inspection	2.1.4 Sampling	https://youtu.be/sYRUYYOpG0	34	 Sampling
3	Chapter 2- Preparation for testing	Unit 2.1- Information Flow and Types of inspection	2.2.1. General testing equipment	https://youtu.be/zJTsg6-UGwM	34	 Types of 3D Scanners
4	Chapter 2- Preparation for testing	Unit 2.1- Information Flow and Types of inspection	2.2.1. General testing equipment	https://youtu.be/WY6Bj3f6piE	34	 Ultrasonic Level Sensor
5	Chapter 3- Quality Testing	Unit 3.1- Inbound and outbound process	3.1.1 Inbound and Outbound Logistics	https://youtu.be/nz69i6l7SzI	50	 Inbound Process

S. NO	Chapter No.	Unit No.	Topic Name	URL	Page No.	QR Code (s)
6	Chapter 3- Quality Testing	Unit 3.1- Inbound and outbound process	3.1.1 Inbound and Outbound Logistics	https://youtu.be/sGFweY53CPI	50	 Outbound Operations
7	Chapter 3- Quality Testing	Unit 3.1- Inbound and outbound process	3.1.1 Inbound and Outbound Logistics	https://youtu.be/pspYPdFLmN4	50	 Logistics Management
8	Chapter 3- Quality Testing	Unit 3.2: Testing inbound goods	3.2.1 Testing inbound goods	https://youtu.be/Nlv-yDtgQrw	50	 Inbound Logistics
9	Chapter 4- Post Quality Assessment	Unit 4.1 - Housekeeping	4.1.1 Housekeeping	https://youtu.be/qPI Ri-RWNIY	66	 House Keeping
10	Chapter 4- Post Quality Assessment	Unit 4.1 - Housekeeping	4.1.2 Employee Facilities	https://youtu.be/KtAf3JlbKFI	66	 Employee Facilities
11	Chapter 4- Post Quality Assessment	Unit 4.2 Post-Assessment Activities	4.2.1 Handling/ storing testing equipment	https://youtu.be/tMbJ-Mn3ugE	66	 Testing equipment
12	Chapter 4- Post Quality Assessment	Unit 4.2 Post-Assessment Activities	4.2.2 The Pre- and Post- Operation Equipment Inspection Checklist	https://youtu.be/6YVT14aYSE	66	 Equipment Inspection





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