

Model Curriculum

Store Assistant - Life Sciences

SECTOR : LIFE SCIENCES
**SUB-SECTOR : PHARMACEUTICAL AND
BIOPHARMACEUTICAL**
OCCUPATION : SUPPLY CHAIN
REF ID : LFS/Q0604, Ver1.0
NSQF LEVEL : 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

LIFE SCIENCES SECTOR SKILL DEVELOPMENT COUNCIL

for the

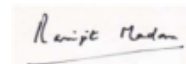
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Store Assistant- Life Sciences'
QP No. 'LFS/Q 0604 NSQF Level 3'

Date of Issuance: June 30th, 2016

Valid up to: June 1st, 2017

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



Authorized Signatory
(Life Sciences Sector Skill Development Council)

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Store Assistant - Life Sciences

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Store Assistant”, in the “Life Sciences” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Store Assistant – Life Sciences		
Qualification Pack Name & Reference ID.	Store Assistant – Life Sciences LFS/ Q 0604 Ver1.0		
Version No.	1.0	Version Update Date	30-06 – 2016
Pre-requisites to Training	Minimum 10th Class		
Training Outcomes	<p>After completing this program, participants will be able to:</p> <ul style="list-style-type: none"> Gain Knowledge about Life Sciences Industry, and Regulations (cGMP, ISO) to enable him/herself for establishing the Industry Standards in his/her performance. Gain functional knowledge about Basic of Warehouse/ store operations of Life Sciences Industry both at manufacturing plant as well as warehouse hubs, QMS for Stores/ Warehouses, EHS requirement and Industrial practices, detailed norms of cGMP, ISO, 5S, and required documentation to enable him/herself able to receive and store goods in a store/ warehouse and to enable him/ her to deal with potential risks and challenges for safety, quality and effective store keeping. Learn how to carry out disposing of waste packaging. Gain knowledge to maintain a healthy, safe and secure working environment at the pharmaceutical warehouse/ store and area around that. He/ she become capable of handling the emergency procedures. Learn how to Carry out reporting and documentation to meet storing and stocking requirements Learn Professional Skills like Decision Making, Planning & Organizing, Problem Solving, Analytical Thinking and Critical Thinking required to perform the job of Store Assistant. 		

This course encompasses Five (5) out of Five (5) National Occupational Standards (NOS) of “Store Assistant LFS/ Q 0604 Ver1.0” Qualification Pack issued by “Life Sciences Sector Skill Development Council”.

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	<p>Orientation</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration</p>	<ul style="list-style-type: none"> Know about Life Sciences Industry, its sub-sectors Know about rules and Regulations and their impact on Warehouse/ Stores in Life Sciences Industry in India Know about Standards for Stores/ Warehouses in Life Sciences like cGMP, ISO, 5S etc. 	White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System With Mike, GMP Guideline Book, Good Storage

Sr. No	Module	Key Learning Outcomes	Equipment Required
.	(hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Understand Existing Organization in Life Sciences Industry (in context of Large/Medium/ Small Enterprises): Their Organization Structure and Benefits. Know the typical warehouse/ store function in a Life Sciences organization. Understand the role of a Store Assistant and required skills and knowledge (As per Qualification Pack) and its Career Path 	Practice & 5S Guideline Books
2	Receive and store goods in a store/warehouse Theory Duration (hh:mm) 35:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code LFS/N0236	<ul style="list-style-type: none"> Learn the basics of store keeping, application of various basic mathematical calculation and accounting tools in store management Gain the knowledge of different quality management systems (ISO-9000, ISO-14001, OHSAS-18000), 5S and good manufacturing practices Understand various coding systems used by life sciences organization Prepare to receive goods <ul style="list-style-type: none"> Knowledge of organization's SOP for receiving a range of products as per specifications identifying the quantity understanding the nature of goods to be received identifying the storage space for the goods to be received and ensuring that area for receiving goods is clean, tidy and free from obstruction and perils Knowledge of storage requirements for different types of products and why they are important checking that all equipment required for receipt of goods are in working order Reporting procedures to inform supervisor about any issue Receive goods at life sciences store/ ware house <ul style="list-style-type: none"> Checking the received goods (quantity) as per the delivery note and purchase order Checking the received goods (quality) as per the delivery note and purchase order Sampling of received goods for quality check Recording the refusals/ rejections Informing supervisor in case of refusals or any other disparity in received goods Knowledge of quality control procedures and understand the implication of not adhering to quality control procedure at the time of goods receipt Knowledge of quality and damage checks to be done and importance of the same Knowledge of good manufacturing practices and relevant legal requirements for safe and secure storage of raw materials Knowledge of procedure that apply to receiving raw material including only receiving 	ABC Type Fire Extinguisher, Acid Dispenser, Barcode Generators, Barcode Scanner, Bins & Shelve , Bins, Chemical Absorbent Roll, Chemical Resistant Cabinets, Co2 Type Fire Extinguisher, Computer, Computer Workdesk, Conveyers, Cutting Tools, Electronic Weighing Machine, Eye Washer With Sprinkler, Face Mask (Full Face), Face Mask (Half Face), Forklift, Formats For Log Books, Gloves({Heat, Acid, Chemical Resitant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice & 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Lab Coat, Liquid Measuring Scales, Manual Bottle Eye Washer, Material Safety Data Sheet, MS Office, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Printer, Pvc Apron, Racks/ Shelves, Refridgerator, Safety Goggles, Safety Shoes, Sample Commissioning & Caliberation Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Reciept And Issuance Record, Sample Shift Schedule, Scanner, Self Contained Breathing Apparatus, Strapping And Cutting Tools, Thermal Printers, Trolley, Various Mask Cartridges, Computer, Computer Workdesk, White Board, White Board Duster, White Board Marker, White Screen, Flip

Sr. No	Module	Key Learning Outcomes	Equipment Required
		<p>stock identified on the original order, expiry dates and batch numbers</p> <ul style="list-style-type: none"> - Learn & apply different techniques/inspection methods used to identify defects - Knowledge of standard method of drawing samples and preparing them for testing - Learn & apply methods of using testing equipment, related test methods and purpose of test - Knowledge of Factors that adversely affect integrity of the sample - Knowledge of refusal procedures in relation to type of goods being delivered • Storing goods in designated area <ul style="list-style-type: none"> - Knowledge of storage requirements for different types of products and why they are important - Knowledge of various storage practices - applying methods of identifying and maintaining safe storage areas/locations and secure storage environments - Know & apply the correct methods of storage of goods according to good manufacturing practices and 5S - Understanding the role and purpose of an effective stock taking program and how this affects daily operations - Understanding the requirements and procedures of handling dangerous goods - carrying out good stock management, including the rotation of stock, and checking expiry dates of goods - Knowledge of lighting requirements in store area - Following procedures to inform supervisor for reporting product shortages or over supply - confirming storage requirements and conditions for the incoming goods - ensuring that appropriate handling procedures for perishable and non-perishable goods are in place - helping supervisor to bring down inventory costs - following all relevant legislation and organisation policies and procedures - completing all administrative procedures to ensure appropriate rotation of goods 	<p>Charts, Laser Pointer, Projector, Sound System With Mike</p>
3	<p>Carry out reporting and documentation to meet storing and stocking requirements</p> <p>Theory Duration</p>	<ul style="list-style-type: none"> • Reporting quality issues and test results <ul style="list-style-type: none"> - Gain knowledge of various reporting procedures followed by Life Sciences Stores - Understand the impact of various documentations practices on cost, quality, productivity, delivery and safety - Understand the importance of complete and 	<p>ABC Type Fire Extinguisher, Acid Dispenser, Barcode Generators, Barcode Scanner, Bins & Shelve , Bins, Chemical Absorbent Roll, Chemical Resistant Cabinets, Co2 Type Fire Extinguisher, Computer, Computer Workdesk,</p>

Sr. No	Module	Key Learning Outcomes	Equipment Required
.	<p>(hh:mm) 20:00 Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code</p> <p>LFS/N0633</p>	<p>accurate documentation</p> <ul style="list-style-type: none"> - carrying out good stock management , including the rotation of stock, and checking expiry dates of goods - Understand importance of identifying non-conforming materials - Understand the importance of reporting incidents where standard operating procedures are not followed - Under the typical escalation matrix in a warehouse/ store - report defects/problem/incidents/quality issues/test results - maintain records regarding stock received and stock rotation • maintain records and perform documentation <ul style="list-style-type: none"> - maintain records of regarding damaged materials and disposal methods - maintain records of inventory - labelling the storage area and stored goods as per cGMP and 5S - accurately document the results of the inspections and testing - maintain all controlled document files and test records in a timely and accurate manner - ensuring that the final document meets with the requirements of the persons who requested it or make any amendments accordingly - making sure documents are available to all appropriate authorities to inspect - Following the documentation required by store assistant as per cGMP and ISO - Doing required documentation in various storage processes. • Learn and practice Related Core Skills and Professional Skills: Reading, writing, listening, speaking, Analytical thinking, problem solving, decision making, • Use IT in communication and coordination i.e. e-mail writing and handling warehouse/ store inventory management application 	<p>Conveyers, Cutting Tools, Electronic Weighing Machine, Eye Washer With Sprinkler, Face Mask (Full Face), Face Mask (Half Face), Forklift, Formats For Log Books, Gloves(Heat, Acid, Chemical Resistant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice & 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Lab Coat, Liquid Measuring Scales, Manual Bottle Eye Washer, Material Safety Data Sheet, MS Office, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Printer, Pvc Apron, Racks/ Shelves, Refridgerator, Safety Goggles, Safety Shoes, Sample Commissioning & Caliberation Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Reciept And Issuance Record, Sample Shift Schedule, Scanner, Self Contained Breathing Apparatus, Strapping And Cutting Tools, Thermal Printers, Trolly, Various Mask Cartridges, Computer, Computer Workdesk, White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System With Mike</p>
4	<p>Ensure cleanliness in the work area</p> <p>Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 10:00</p> <p>Corresponding</p>	<ul style="list-style-type: none"> • Learn about level of hygiene required by store/warehouse / working area • Know the importance of housekeeping or hygiene maintenance at workplace • Learn Basic instructions and tools used for housekeeping • Learn and follow Methodology for storage area inspection with best methods and materials required for cleaning variety of surfaces and equipment • Gain and apply Knowledge of types of stains and cleaning material required to remove the specific 	<p>ABC Type Fire Extinguisher, Acid Dispenser, Barcode Generators, Barcode Scanner, Bins & Shelve , Bins, Chemical Absorbent Roll, Chemical Resistant Cabinets, Co2 Type Fire Extinguisher, Computer, Computer Workdesk, Conveyers, Cutting Tools, Electronic Weighing Machine, Eye Washer With Sprinkler, Face Mask (Full Face), Face</p>

Sr. No	Module	Key Learning Outcomes	Equipment Required
	<p>NOS Code</p> <p>LFS/N0103</p>	<p>stain</p> <ul style="list-style-type: none"> • executing the cleaning procedure including various types of risks, time and efficiency • Using alternate solution in case of unavailability of remover at that particular time • Know, how and when to inform the appropriate person by following right procedure • Understand the responsibility to inform affected persons by using “under maintenance” or “do’s & don’t” type of signage or labelling • Checking all types of working environment conditions like proper ventilation, temperature and way to wear out personal protective equipment (safety mask etc) at the time of cleaning method & material usage. • Following correct methods and various types of soiling & surface. • Maintaining Awareness about all types of accidental damage at the time of work • Identifying and reporting to supervisor in case of out of control situation immediately • Checking the workplace is clean and ready to reuse. • Ensuring the cleaning of floor regarding no oily substance and no scrap material is lying around • Maintaining and storing housekeeping kit and supplies • Handling personal protective equipment and after use put them at proper place neat and clean • Ensuring that the cleaning equipment is in proper working condition • Inspecting the area while taking into account various surfaces • identifying the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain • ensuring that the cleaning equipment is in proper working condition • selecting the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person • planning the sequence for cleaning the area to avoid re-soiling clean areas and surfaces • informing the affected people about the cleaning activity • displaying the appropriate signage for the work being conducted • ensuring that there is adequate ventilation for the work being carried out • wearing the personal protective equipment required for the cleaning method and materials being used • using the correct cleaning method for the work 	<p>Mask (Half Face), Forklift, Formats For Log Books, Gloves(Heat, Acid, Chemical Resistant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice & 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Lab Coat, Liquid Measuring Scales, Manual Bottle Eye Washer, Material Safety Data Sheet, MS Office, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Printer, Pvc Apron, Racks/ Shelves, Refridgerator, Safety Goggles, Safety Shoes, Sample Commissioning & Calibration Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Reciept And Issuance Record, Sample Shift Schedule, Scanner, Self Contained Breathing Apparatus, Strapping And Cutting Tools, Thermal Printers, Trolley, Various Mask Cartridges, Computer, Computer Workdesk, White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System With Mike</p>

Sr. No	Module	Key Learning Outcomes	Equipment Required
		<p>area, type of soiling and surface</p> <ul style="list-style-type: none"> dealing with accidental damage, if any, caused while carrying out the work reporting to the appropriate person any difficulties in carrying out work identifying and reporting to the appropriate person any additional cleaning required that is outside one's responsibility or skill ensuring that there is no oily substance on the floor to avoid slippage ensuring that no scrap material is lying around maintaining and store housekeeping equipment and supplies ensuring that, on completion of the work, the area is left clean and dry and meets requirements returning the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored disposing the waste garnered from the activity as per GMP norms disposing of used and un-used solutions according to manufacturer's instructions, and cleaning the equipment thoroughly maintaining schedules and records for housekeeping duty replenishing any necessary supplies or consumables 	
5	<p>Carry out disposing of waste packaging material</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code</p> <p>LFS/N0632</p>	<ul style="list-style-type: none"> Knowledge of company manual and the SOP Learn & apply the correct methods of disposal of waste according to GMP. Learn & apply the relevant legislative responsibilities and workplace systems for recording information on dispensed pharmaceutical materials and related workplace coding and labelling systems and purpose Knowledge of Control points in the disposing process applying different techniques for disposal of waste packaging material Understanding of purpose and basic principles of the dispensing process, including the characteristics of packaging materials and related handling requirements ensuring that total range of checks are regularly and consistently performed on the packaging material using appropriate measuring instruments, equipment, tools, accessories etc. as required for the checks understanding impact due to non-conformance to company standards disposing the waste packaging material 	<p>ABC Type Fire Extinguisher, Acid Dispenser, Barcode Generators, Barcode Scanner, Bins & Shelve , Bins, Chemical Absorbent Roll, Chemical Resistant Cabinets, Co2 Type Fire Extinguisher, Computer, Computer Workdesk, Conveyers, Cutting Tools, Electronic Weighing Machine, Eye Washer With Sprinkler, Face Mask (Full Face), Face Mask (Half Face), Forklift, Formats For Log Books, Gloves({Heat, Acid, Chemical Resitant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice & 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Lab Coat, Liquid Measuring Scales, Manual Bottle Eye Washer, Material Safety Data Sheet, MS</p>

Sr. No	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • following the standards and procedures as mentioned in GMP while disposing waste packaging material • identifying and analysing any problems that may arise while disposing the waste packaging materials • recording the disposal methods used and the reasons for disposal 	Office, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Printer, Pvc Apron, Racks/ Shelves, Refridgerator, Safety Goggles, Safety Shoes, Sample Commissioning & Calibration Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Receipt And Issuance Record, Sample Shift Schedule, Scanner, Self Contained Breathing Apparatus, Strapping And Cutting Tools, Thermal Printers, Trolley, Various Mask Cartridges, Computer, Computer Workdesk, White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System With Mike
6	<p>Maintain a healthy, safe and secure working environment in the Life Sciences facility</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code</p> <p>LFS/N0101</p>	<ul style="list-style-type: none"> • Learn the Basic Concepts of Safety including Hazards, Accidents, Safety Signs and Signals , follow and practice same at store • Using Material Data Safety Sheet, and following the Process of Safety Analysis. • Knowing and following the Fire Safety concepts and prepare oneself to act in case of Fire Emergency at Store. • Knowing about various PPEs used in different warehousing and stores operations and do Job Safety Analysis for Various warehouse machines/ equipment and provide these critical information to concerned team members. • Learning and following the Basic Concepts and practical skills for managing Emergency Procedures and how to do first aid • Learning and practicing Related Core Skills and Professional Skills: Reading, writing, listening, speaking, Plan and organize, Critical thinking, problem solving, decision making, customer centricity • Complying with the life sciences company's health, safety and security policies and procedures • Knowledge of legislative requirements and company's procedures for health, safety and security and individual's role and responsibilities in relation to this • Knowing what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace, operational health and safety (OHS) hazards and controls, including 	ABC Type Fire Extinguisher, Acid Dispenser, Barcode Generators, Barcode Scanner, Bins & Shelve , Bins, Chemical Absorbent Roll, Chemical Resistant Cabinets, Co2 Type Fire Extinguisher, Computer, Computer Workdesk, Conveyers, Cutting Tools, Electronic Weighing Machine, Eye Washer With Sprinkler, Face Mask (Full Face), Face Mask (Half Face), Forklift, Formats For Log Books, Gloves({Heat, Acid, Chemical Resitant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice & 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Lab Coat, Liquid Measuring Scales, Manual Bottle Eye Washer, Material Safety Data Sheet, MS Office, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Printer, Pvc Apron, Racks/ Shelves, Refridgerator, Safety Goggles, Safety Shoes,

Sr. No	Module	Key Learning Outcomes	Equipment Required
-		<p>limitations of protective clothing and equipment relevant to the work process</p> <ul style="list-style-type: none"> reporting any unresolved issues and hazards understand implications that any non-compliance with health, safety and security may have on individuals and the organization Know the levels of hygiene required by workplace and importance of maintaining the same the organization's emergency procedures for different emergency situations using appropriate safety gears like head gear, masks, gloves and other accessories as mentioned in the guidelines Reporting any identified breaches in health, safety, and security policies and procedures to the designated person maintaining discipline at the store following basic principles of the dispensing process, including the characteristics of raw materials and related handling requirements Identifying and correcting any hazards that the individual can deal with safely, competently and within the limits of their authority Adhering and complying to storage and handling guidelines for hazardous material Identifying and recommending opportunities for improving health, safety, and security to the designated person Completing any health, safety and security activities like safety drills and prepare records legibly and accurately Reporting any hazards that the individual is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected 	<p>Sample Commissioning & Calibration Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Receipt And Issuance Record, Sample Shift Schedule, Scanner, Self Contained Breathing Apparatus, Strapping And Cutting Tools, Thermal Printers, Trolley, Various Mask Cartridges, Computer, Computer Workdesk, White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System With Mike</p>
7	<p>Information Technology Skills</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 13:00</p> <p>Corresponding NOS Code</p> <p>Bridge Module</p>	<ul style="list-style-type: none"> Apply Basic Computer Skills (Ms Office, Internet) at Work. Use Inventory Management Information System in a Warehouse/ store at plant 	<p>Computer, Computer Workdesk, White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System With Mike</p>
8	<p>Internship</p> <p>Theory Duration (hh:mm) 00:00</p>	<ul style="list-style-type: none"> Perform the practical skills for receiving and storing goods in a store/warehouse Perform the practical skills for carrying out dispose of waste packaging material Perform the practical skills for Carrying out 	

Sr. No	Module	Key Learning Outcomes	Equipment Required
.	<p>Practical Duration (hh:mm) 72:00</p> <p>Corresponding NOS Code</p> <p>LFS/N0236, LFS/N0632, LFS/N0633, LFS/N0103, LFS/N0101</p>	<p>reporting and documentation to meet storing and stocking requirements</p> <ul style="list-style-type: none"> • Perform the practical skills to ensure cleanliness in the work area • Perform the practical skills for maintaining a healthy, safe and secure working environment in the pharmaceutical store/ warehouse 	
	<p>Total Duration</p> <p>Theory Duration 130:00</p> <p>Practical Duration 150:00</p>	Unique Equipment Required:	

Grand Total Course Duration: **280 Hours** **00 Minutes**

(This syllabus/ curriculum has been approved by Life Sciences Sector Skill Development Council.)

Trainer Prerequisites for Job role: “Store Assistant- Life Sciences” mapped to Qualification Pack: “LFS/Q 0604 Ver1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>LFS/Q 0604 Ver1.0</u> ”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	10+2 Pass / Any Graduate
4a	Domain Certification	Certified for Job Role: “Store Assistant-Life Sciences” mapped to QP: “ <u>LFS/Q 0604 Ver1.0</u> ” Minimum accepted score is 80% as per LSSSDC guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score is 80% as per LSSSDC guidelines.
5	Experience	Preferably Minimum Four (2) years’ experience in life sciences (Pharmaceutical/ Biopharmaceutical) Supply Chain occupation Or Minimum Two (2) years’ experience with Store Assistant-Life Sciences Level-3 qualified

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Store Assistant - Life Sciences
Qualification Pack	LFS/Q0604, v1.0
Sector Skill Council	Life Sciences Sector Skill Development Council

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on the assessment criteria below
5	To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate in all NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessment Outcome	Assessment Criteria of Outcomes	Total Marks (500)	Out Of	Marks Allocation	
				Theory	Practical
1. LFS/N0236: Receive and store goods in a store/warehouse	PC1. identify the quantity and nature of goods to be received	100	6	2	4
	PC2. confirm appropriate storage space availability		8	2	6
	PC3. check and confirm that all equipment required for receipt and movement of goods is available and in good working order		10	4	6
	PC4. complete required paperwork, checking for accuracy and completeness		8	4	4
	PC5. ensure that the area for receiving goods is clean, tidy and free from obstruction and perils		10	5	5
	PC6. report any shortfall in space or malfunction with equipment to supervisor		8	4	4
	PC7. check that all goods as detailed in the delivery note have been received		8	4	4
	PC8. record refusals accurately following the organisation's SOP		6	3	3
	PC9. accurately update stock control systems to reflect receipt of goods and support the supervisor in insurance claims for damaged goods/materials		8	2	6
	PC10. confirm storage requirements and conditions for the incoming goods		8	2	6
	PC11. ensure that appropriate handling procedures for perishable and non-perishable goods are in place and help bring down inventory costs		8	2	6
	PC12. follow all relevant legislation and organisation policies and procedures		8	4	4

	PC13. complete all administrative procedures to ensure appropriate rotation of goods		4	2	2
	Total		100	40	60
2. LFS/N0632: Carry out disposing of waste packaging material	PC1. ensure that total range of checks are regularly and consistently performed on the packaging material	100	10	4	6
	PC2. use appropriate measuring instruments, equipment, tools, accessories etc. as required for the checks		6	3	3
	PC3. ensure the status and accuracy of instruments used for measurement		4	2	2
	PC4. identify non-conformities to quality assurance standards		4	2	2
	PC5. identify potential causes of non-conformities to quality assurance standards		8	3	5
	PC6. identify impact on final product due to non-conformance to company standards		8	4	4
	PC7. evaluating the need for action to ensure that problems do not recur		4	2	2
	PC8. dispose the non-conforming packaging material		8	3	5
	PC9. follow the standards and procedures as mentioned in GMP while disposing non-conforming material		6	3	3
	PC10. identify and analyse any problems that may arise while disposing the materials		4	2	2
	PC11. suggest corrective action to address problem		4	2	2
	PC12. review effectiveness of corrective action		2	1	1
	PC13. interpret the results of the quality check correctly		6	3	3
	PC14. take up results of the findings with the appropriate authority and within stipulated time		4	2	2
	PC15. record results of action taken		4	2	2
	PC16. record adjustments not covered by established procedures for future reference		4	2	2
	PC17. review effectiveness of action taken		4	2	2
	PC18. record the disposal methods used and the types of defects or reasons for disposal		6	3	3
	Total		100	47	53
3. LFS/N0633: Carry out reporting and documentation to meet storing and stocking requirements	PC1. report defects/problem/incidents/quality issues/test results as applicable in a timely manner	100	12	4	8
	PC2. report to the appropriate authority as laid down by the company		4	2	2
	PC3. follow reporting procedures as prescribed by the company		6	3	3
	PC4. maintain documents regarding stock received and stock rotation		12	4	8
	PC5. maintain documents regarding damaged material and disposal methods		12	4	8
	PC6. maintain documents regarding storage techniques		12	4	8
	PC7. accurately document the results of the inspections and testing		6	3	3

	PC8. maintain all controlled document files and test records in a timely and accurate manner		8	4	4
	PC9. ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly		6	3	3
	PC10. make sure documents are available to all appropriate authorities to inspect		6	3	3
	PC11. perform review of records and other documentation for compliance to established procedures and good documentation practices		8	3	5
	PC12 prepare inspection reports as per the inspection activity performed		8	3	5
	Total		100	40	60
4. LFS/N0103 : Ensure cleanliness in the work area	PC1. inspect the storage area while taking into account various surfaces	100	4	2	2
	PC2. identify the material requirements for cleaning the storage areas inspected, by considering risk, time, efficiency and type of stain		5	2	3
	PC3. ensure that the cleaning equipment is in proper working condition		5	2	3
	PC4. select the suitable alternatives for cleaning the storage areas in case the appropriate equipment and materials are not available and inform the appropriate person		4	2	2
	PC5. plan the sequence for cleaning the storage area to avoid re-soiling clean areas and surfaces		4	2	2
	PC6. inform the affected people about the cleaning activity		4	2	2
	PC7. display the appropriate signage for the work being conducted		4	2	2
	PC8. ensure that there is adequate ventilation for the work being carried out		5	2	3
	PC9. wear the personal protective equipment required for the cleaning method and materials being used		4	2	2
	PC10. use the correct cleaning method for the storage area, type of soiling and surface		4	2	2
	PC11. deal with accidental damage, if any, caused while carrying out the work		4	2	2
	PC12. report to the appropriate person any difficulties in carrying out your work		4	2	2
	PC13. identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		4	2	2
	PC14. ensure that there is no oily substance on the floor to avoid slippage		4	2	2
	PC15. ensure that no scrap material is lying around		4	2	2

	PC16. maintain and store housekeeping equipment and supplies		4	2	2
	PC17. follow workplace procedures to deal with any accidental damage caused during the cleaning process		4	2	2
	PC18. ensure that, on completion of the work, the area is left clean and dry and meets requirements		4	2	2
	PC19. return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		5	2	3
	PC20. dispose the waste garnered from the activity in an appropriate manner		5	2	3
	PC21. disposal of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly		5	2	3
	PC22. maintain schedules and records for housekeeping duty		5	2	3
	PC23. replenish any necessary supplies or consumables		5	2	3
	Total		100	46	54
5. LFS/N0101: Maintain a healthy, safe and secure working environment in the life sciences facility	PC1. observe and comply with the company's current health, safety and security policies and procedures	100	10	5	5
	PC2. while carrying out work, use appropriate safety gears like head gear, masks, gloves and other accessories as mentioned in the guidelines		10	5	5
	PC3. report any identified breaches in health, safety, and security policies and procedures to the designated person		10	5	5
	PC4. responsible for maintaining discipline at the shop-floor/ production area		10	5	5
	PC5. identify and correct any hazards that the individual can deal with safely, competently and within the limits of their authority		10	5	5
	PC6. adhere and comply to storage and handling guidelines for hazardous material		10	5	5
	PC7. identify and recommend opportunities for improving health, safety, and security to the designated person		10	5	5
	PC8. complete any health, safety and security activities like safety drills and prepare records legibly and accurately		10	4	6
	PC9. report any hazards that the individual is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected		10	4	6
	PC10. follow the company's emergency procedures promptly, calmly, and efficiently		10	5	5
	Total		100	48	52
	Grand Total	500	500	221	279
	Percentage Weightage			44%	56%
	Minimum Pass % to Qualify				50%