

Model Curriculum

11. Warehouse Packer

SECTOR : LOGISTICS
SUB-SECTOR : WAREHOUSING STORAGE,
WAREHOUSE PACKAGING
OCCUPATION : WAREHOUSE PACKER
REF.ID : LSC/ Q2303, VERSION 1.0
NSQF LEVEL : 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK - NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

LOGISTIC SECTOR SKILL COUNCIL OF INDIA

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: **'Warehouse Packer'** QP No. **'LSC/ Q2303 NSQF Level 3'**

Date of Issuance: May 1st, 2016

Valid up to: April 30th, 2017

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


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Authorised Signatory
(Logistic Sector Skill Council of India)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	05
3. Annexure: Assessment Criteria	06

Warehouse Packer

Curriculum / Syllabus

This program is aimed at training candidates for the job of a “Warehouse Packer”, in the “Logistics” Sector/ Industry and aims at building the following key competencies amongst the learner

Program Name		Warehouse Packer	
Qualification Pack Name & Reference ID. ID		LSC/ Q2303, version 1.0	
Version No.	1.0	Version Update Date	16-12-2014
Pre-requisites to Training		Preferably equivalent to 8th (Normal literacy of reading, writing and understanding) or any graduate, diploma holders can be considered. No experience is required.	
Training Outcomes		<p>After completing this Programme, participants will be able to:</p> <ul style="list-style-type: none"> • Obtain knowledge on Warehouse Packing activities: General introduction to the job role, Introduction to Supply chain and Logistics management, Importance of the Warehouse Packer with respect to the Logistics industry, potential and prospects of Warehouse Packer in the industry. • Get familiar with Warehouse packing process: The Warehouse Packer will get the basic knowledge to perform general physical packing activities in order to load, unload, sort and move products and materials by hand or using basic material handling equipment. • Understand the effective usage of basic handling tools for packing: Effectively identify, select & use the specified tools and equipment relevant to packing activity. • Maintain the work area, tools and equipment: Appropriate method of handling tools, equipment and organizing the work area. • Acquaint with Environmental/ Occupational Health & Safety: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation. Carry out effectively at the work place, Work effectively with stakeholder, adhering to the organizational rules and regulations. 	

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Warehouse Packer” Qualification Pack issued by “SSC: Logistics Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code Bridge Module	At the end of this module the learner will be able to: <ul style="list-style-type: none"> Understand the various operations in warehouse and their importance in the effective logistics Get knowledge about the logistics linkage in supply chain management Understand the Expectations from a Warehouse Packer in his/her job role Apprehend the various functions / operations of the warehouse Define the inbound and outbound activities Understand the major activities that are performed inside a warehouse To get a clarity on the main roles of a Warehouse Packer 	Teaching board Computer Projector Video player or TV
2	Prepare for Packing Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/ N2308	At the end of this module the learner will be able to: <ul style="list-style-type: none"> Understand the importance of a Packing in logistics Get clarity about the elements of a Packing list Realize the elements in an automated picklist Understand the different operation areas in the warehouse Get basic knowledge on the pre packaging Describe how to identify the discrepancies and variance in packing Recognize the various types of packaging materials used inside a warehouse Explain the general safety and security procedures Recognize the different types of PPEs Clarity on the purpose of PPEs Understand the various safety standards pertaining to the industry 	Teaching board Computer Projector Barcode scanner Corrugated cardboard boxes, Metal drums, Plastic bags, Jute Bags, Dunnage Materials, Thermocol box, Ice Box, All type of Packaging tools and sample materials Storage Bins Sample list Hand held device, palmtops Labels & Signages Printers & Scanners Packaging symbols & standards

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p>Perform packing</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N 2309</p>	<p>At the end of this module the learner will be able to:</p> <ul style="list-style-type: none"> Understand how to receive products/items for packing Explain the required handling standards and ergonomics in packing operations Describe about the importance of Standard Operating Procedure – SOP Get knowledge on various additional materials in packaging Recognize the important functions of packing labels and standards Demonstrate the types of labels and symbols used in warehouse Realize the types of inspections need to be carried out during packing Describe the roles and responsibilities of different colleagues in the shop floor 	<p>Teaching board</p> <p>Computer</p> <p>Projector</p> <p>Sample reports & documents like checklist, Reporting forms, Incident reports etc</p> <p>Caution boards</p> <p>Do's and Don'ts charts</p>
4	<p>Perform post packing activities</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code LSC/ N2301</p>	<p>At the end of this module the learner will be able to:</p> <ul style="list-style-type: none"> Understand how deal with damages and losses incurred during packing operations Describe the organization procedures in reporting damages Explain the different ways in updating packing operations Identify details about various documents needed for a warehouse packer Recognize the importance of following work instructions Describe the Dos and Donts in following work instructions Adopt to situations and carry out packing operations accordingly. 	<p>Teaching board</p> <p>Computer</p> <p>Projector</p> <p>Sample reports & documents like Invoice, Pack List, Labels, Labelling standards, International Packing regulations, Customer requirements-Sample</p> <p>Do's and Don'ts charts</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
5	Carry out Housekeeping Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSC/ N2104	At the end of this module the learner will be able to: <ul style="list-style-type: none"> Comply with organization's current housekeeping policies and procedures Do the necessary end-of-shift house keeping activities, like 5S, Maintenance of Packing equipments, scrap, spillages, damaged products etc., Report any identified breaches in health, safety, and security policies and procedures to the designated person or equipment Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires, earthquakes etc. Identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected Identify and recommend opportunities for improving health, safety, and security to the designated person Complete all health and safety records are updates and procedures well defined 	Teaching board Computer Projector Personal Protection Equipment: Gloves, Safety Shoes, goggles, ear plugs, boiler suit First Aid kits Safety signs SOP Charts on safety norms and drills. Charts of dos and Don'ts in work area
	Total Duration Theory Duration (hh:mm) 80:00 Practical Duration (hh:mm) 190:00	Unique Equipment Required: • Barcode scanner • Corrugated cardboard boxes • Storage Bins • Sample Picklist • Hand held device, palmtops • Labels & Signages • PPE – Hard hat helmet, Hand Gloves, Eye Goggles, Dust masks, High Visibility Jackets, Safety shoes etc • Material Handling Equipment like HOPT, BOPT, Stacker, ladder, Forklift etc • Pallets • Shrink wraps • Dunnage • Storage racks • Sample reports & documents like Inventory sheet, Requisition forms, Incident reports etc	

Grand Total Course Duration: 270: 00 Hours

(This syllabus/ curriculum has been approved by SSC: Logistics Skill Council)

Trainer Prerequisites for Job role: “Warehouse Packer” mapped to Qualification Pack: “LSC/Q2303”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSC/Q2303”.
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	Middle school, Preferably Diploma / Degree (Any, Engineering, Arts, Commerce) or equivalent
4a	Domain Certification	Certified for Job Role: “Warehouse Packer” mapped to QP: “LSC/Q2303”. Minimum accepted score of 70%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score will be 70%
5	Experience	Minimum one year site experience in Warehouse packing

Annexure: Assessment Criteria

Assessment Criteria for Warehouse Packer	
Job Role	Warehouse Packer
Qualification Pack	LSC/Q2303
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 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 this criteria
5	To pass the Qualification Pack , every trainee should score a minimum of 40% in every NOS overall 50% pass percentage
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.

NOS	Performance Criteria	Total marks	Marks Allocation		
			Out of	Theory	Skills
LSC/N2308 (Prepare for Packing)	PC1. Receive list of items that require packing from supervisor and determine schedule based on inbound/outbound timelines	100	5	2	3
	PC2. Receive the goods that require pre-packing/ packing from picker or binner		4	1	3
	PC3. Verify that all the items are listed on the inventory list		5	1	4
	PC4. Make notes for a report on any variances in quality of load, scheduled time		5	2	3
	PC5. Handle the items with care to ensure minimal damage to person and good		3	1	2
	PC6. Identify any discrepancies such as physical damage, Quantity variance, wrong part number, wrong document, damages etc.		5	2	3
	PC7. Notify the supervisor of any damaged items that need to be fixed		5	1	4
	PC8. Notify administration for any additional orders that need to be placed to replace misplaced/irreparable items		5	1	4
	PC9. Notify administration or supervisor in case of any other variances and errors		5	1	4
	PC10. Identify any other discrepancies		5	1	4
	PC11. Check packing requirements for each type of product		5	1	4
	PC12. Ensure packing material required for all products to be packed are available in packing area		5	1	4
	PC13. Inform supervisor once material is assembled in packing area		5	2	3
	PC14. Inform supervisor of any additional material required		5	2	3
	PC15. Clean and prepare any packing boxes or containers before performing packing		5	2	3
	PC16. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		5	2	3
	PC17. Wear all safety equipment including protective gear, helmets etc.		5	1	4
	PC18. Follow organization procedures with respect to security, materials handling and accidents		5	1	4
	PC19. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel		5	2	3
	PC20. Park or handover pallet trolleys/carts in case of shift breaks to authorized personnel		3	1	2
	PC21. Adhere to security regulations of the company		5	2	3
	Total	100	30	70	

NOS	Performance Criteria	Total marks	Marks Allocation		
			Out of	Theory	Skills
LSC/N2102 (Perform Packing)	PC1. Ensure all items that require packing are at the appropriate packing area	100	4	1	3
	PC2. Locate the appropriate bays and bins for the packages unloaded		4	1	3
	PC3. Assist picker/binner with moving goods to packing area		4	1	3
	PC4. If required enlist the assistance of a forklift or pallet truck operator for moving goods		4	1	3
	PC5. Identify any errors occurring prior to the Packing process such as damaged/misplaced goods/wrong labels and report the problems accordingly		4	2	2
	PC6. Separate goods that require packing and those requiring pre-packing		4	1	3
	PC7. Apply pre-packing methods specified by the organizational procedure for the type of goods, size of orders		4	1	3
	PC8. Apply Packing methods specified by the organizational procedure for the type of goods and size of orders		4	2	2
	PC9. Provide additional packing for fragile goods with protective materials, such as bubble wrap and polystyrene chips		4	1	3
	PC10. Check to ensure container/packing material is damage free		4	1	3
	PC11. Measure, weigh, and count products and materials.		4	2	2
	PC12. Examine and inspect containers, materials, and products in order to ensure that packing specifications are met.		4	1	3
	PC13. Seal and label each container/package if required		4	1	3
	PC14. Mark and label containers if required		4	2	2
	PC15. Seal containers with glue and fasteners.		4	1	3
	PC16. Tag containers with marking for internal processing, if required by organizational procedure		4	2	2
	PC17. Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.		4	1	3
	PC18. Verify all items are labeled and packed appropriately		4	1	3
	PC19. Stack and pile finished goods into containers.		4	1	3
	PC20. Move completed packages for loading/binning/storage or hand over to relevant picker/binner/loader		4	1	3

NOS	Performance Criteria	Total marks	Marks Allocation		
			Out of	Theory	Skills
	PC21. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		4	2	2
	PC22. Wear all safety equipment including protective gear, helmets etc.		4	1	3
	PC23. Follow organization procedures with respect to security, materials handling and accidents		4	1	3
	PC24. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel		4	1	3
	PC25. Adhere to security regulations of the company		4	1	3
	Total	100	30	70	
LSC/N2310 (Perform Post Packing activities)	PC1. Review packing lists to ensure all activities have been completed	100	10	2	8
	PC2. Report the status of inventory that has been damaged/misplaced		10	2	8
	PC3. Report the status of inventory that has been successfully packed and stored		10	2	8
	PC4. Report the status of goods that has been successfully packed and transported		10	2	8
	PC5. Assist supervisor with generation of packing slip if required		10	3	7
	PC6. Inform the supervisor of any difficulties due to task loads or time limits		5	2	3
	PC7. Fill out administrative forms and complete all organizational formalities for damages/accidents that occurred post-Packing		5	2	3
	PC8. Maintain database of packages		5	1	4
	PC9. Fill in orders for new materials required with supervisors assistance		5	1	4
	PC10. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		10	5	5
	PC11. Wear all safety equipment including protective gear, helmets etc.		5	2	3
	PC12. Follow organization procedures with respect to security, materials handling and accidents		5	2	3
	PC13. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel		5	2	3
	PC14. Adhere to security regulations of the company		5	2	3
	Total	100	30	70	

NOS	Performance Criteria	Total marks	Marks Allocation		
			Out of	Theory	Skills
LSC/N2104 (Carry out House keeping)	PC1. Inspect the area while taking into account various surfaces	100	4	1	3
	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		4	1	3
	PC3. Ensure that the cleaning equipment is in proper working condition		5	2	3
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		5	2	3
	PC5. Plan the sequence for cleaning the 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		5	2	3
	PC10. Use the correct cleaning method for the work area, type of soiling and surface		5	2	3
	PC11. Carry out cleaning activity without disturbing others		5	2	3
	PC12. Deal with accidental damage, if any, caused while carrying out the work		5	2	3
	PC13. Report to the appropriate person any difficulties in carrying out your work		5	2	3
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		5	2	3
	PC15. Ensure that there is no oily substance on the floor to avoid slippage		5	2	3
	PC16. Ensure that no scrap material is lying around		5	2	3
	PC17. Maintain and store housekeeping equipment and supplies		5	2	3
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process		5	2	3

NOS	Performance Criteria	Total marks	Marks Allocation		
			Out of	Theory	Skills
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements		5	2	3
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		5	2	3
	PC21. Dispose the waste garnered from the activity in an appropriate manner		5	2	3
		Total	100	40	60



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