Loader/Loading and Unloading Operator

QP Code: ASC/Q6101

Version: 1.0

NSQF Level: 2

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase – III, Leela Building
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ASC/Q6101: Loader/Loading and Unloading Operator

Brief Job Description

Individuals at this job need to safely load and unload different vehicles, parts, assemblies, components etc. internally to various departments of a Manufacturing and R&D process and on to the vehicles for dispatch based on requirements.

Personal Attributes

This job requires the individual to coordinate with stores, shop floor, dispatch and other departments for carrying out his day to day loading and unloading activities. The individual should also be able to demonstrate skills for information ordering, oral expression and comprehension. He should have sound health to withstand long hours of duty and the strenuous conditions associated with material handling tasks.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. ASC/N0006: Maintain a safe and healthy working environment

2. ASC/N6101: Safely unload raw material to stores and load finished goods from stores

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Supply Chain Management
Occupation	Logistics
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9333.0101
Minimum Educational Qualification & Experience	10th Class with Not applicable of experience Not applicable
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years

Last Reviewed On	10/07/2013
Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	20/07/2015
Version	1.0

ASC/N0006: Maintain a safe and healthy working environment

Description

This NOS is about creating a Safe and Healthy work place, adhering to the safety guidelines in the working area, following practices which are not impacting the environment in a negative manner and training team members on health and safety related issues

Scope

The role holder will be responsible for

- identifying and reporting of risks
- creating and sustaining a safe, clean and environment friendly work place This NOS will be applicable to all Automotive sector manufacturing job roles

Elements and Performance Criteria

Identify and report the risks identified

To be competent, the user/individual on the job must be able to:

PC1.. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise

PC2. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc

PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations

PC4. Create awareness amongst other by sharing information on the identified risks

Create and sustain a Safe, clean and environment friendly work place

To be competent, the user/individual on the job must be able to:

PC5.. Follow the instructions given on the equipment manual describing the operating process of the equipments

PC6.. Follow the Safety, Health and Environment related practices developed by the organization

PC7. Operate the machine using the recommended Personal Protective Equipments (PPE)

PC8. . Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc

PC9. Maintain high standards of personal hygiene at the work place

PC10. Ensure that the waste disposal is done in the designated area and manner as per organization SOP.

PC11. Inform appropriately the medical officer/ HR in case of self or an employees illness of contagious nature so that preventive actions can be planned for others

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company

KU2. basic knowledge of Safety procedures(fire fighting, first aid) within the organization

KU3. knowledge of various types of PPEs and their usage

KU4. basic knowledge of risks/hazards associated with each occupation in the organization

KU5. how to safely operate various tools and machines and risksassociated with the tools/ equipment

KU6. knowledge of personal hygiene and how an individual an contribute towards creating a highly safe and clean working environment

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. write basic level notes and observations

GS2. read safety instructions put up across the plant premises

GS3. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associated

GS4. effectively communicate information to team members

GS5. informemployees in the plant and concerned functions about events, incidents & potential risks observed related to Safety, Health and Environment.

GS6. question operator/ supervisor in order to understand the safety related issues

GS7. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs

GS8. use common sense and make judgments during day to day basis

GS9. use reasoning skills to identify and resolve basic problems

GS10. use common sense and make judgments during day to day basis

GS11. use reasoning skills to identify and resolve basic problems

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Identify and report the risks identified	**8**	**23**	**-**	**-**
PC1.. Identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise	3	6	-	-
PC2. Inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc	2	6	-	-
PC3. Inform the concerned authorities about machine breakdowns, damages which can potentially harm man/ machine during operations	2	6	-	-
PC4. Create awareness amongst other by sharing information on the identified risks	1	5	-	-
Create and sustain a Safe, clean and environment friendly work place	**17**	**52**	**-**	**-**
PC5.. Follow the instructions given on the equipment manual describing the operating process of the equipments	3	7	-	-
PC6.. Follow the Safety, Health and Environment related practices developed by the organization	3	8	-	-
PC7. Operate the machine using the recommended Personal Protective Equipments (PPE)	3	8	-	-
PC8. . Maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc	2	8	-	-
PC9. Maintain high standards of personal hygiene at the work place	2	7	-	-
PC10. Ensure that the waste disposal is done in the designated area and manner as per organization SOP.	3	8	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Inform appropriately the medical officer/ HR in case of self or an employees illness of contagious nature so that preventive actions can be planned for others	1	6	-	-
NOS Total	**25**	**75**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0006
NOS Name	Maintain a safe and healthy working environment
Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	15/09/2013
Next Review Date	15/09/2015
NSQC Clearance Date	20/07/2015

ASC/N6101: Safely unload raw material to stores and load finished goods from stores

Description

This OS unit is about the executive safely unloading received raw material from vendors and moving it to stores. The executive is also responsible for loading the finished goods kept in stores into the transport vehicle for despatch to customer

Scope

The unit/ task covers the following for the loading / unloading operator working in a stores of a manufacturing unit or a godown / warehouse of a Logistics Unit (referred to as a Store in this document):

- unloading the raw material
- loading the finished goods

Elements and Performance Criteria

General

To be competent, the user/individual on the job must be able to:

PC1..   understand from supervisor the exact task of loading /unloading and in case of heavy objects co-ordinate with a team member for carrying out the task jointly

PC2..   plan the days / weeks requirement of packing material viz. the boxes, trolleys, strapping etc. as per the bom/wi. report consumption and shortages as per the instructions of the supervisor.

PC3..   take care to load appropriate numbers / quantity to avoid over-loading .

PC4..   in case of large and different shaped objects take help of supervisor and load components, assemblies, vehicles in space efficient layouts.

PC5..   be sure to use appropriate protective equipment for personal safety.

PC6..   always move trolleys / forklifts in designated lanes, paths which do not criss cross any manufacturing process area , or people vehicle movement zones .

PC7..   to work as per the stores officer/ supervisors instructions for tasks such as application of protective treatment (plug, covers, anti-rust oil etc.) counting , physical stock taking, tagging etc.

Unloading

To be competent, the user/individual on the job must be able to:

PC8..   take the trolley/forklift truck and unload the received raw material/ parts safely from vendors vehicle

PC9..   move the material using the trolley /fork lift truck and take it to stores

PC10.. take charge of papers , documents to hand these over to stores for verification.

PC11.. the empty trolleys which are being used after return should be checked for damages and counted to tally with documents.

loading

To be competent, the user/individual on the job must be able to:

PC12.. based on the weight of the goods, load them manually or by material handling equipment like forklift /trolley in a safe manner. take care to follow the wi regarding delicate material, orientation etc.

PC13.. take the trolley /forklift truck to stores and place the finished goods kept in stores that are to be dispatched.

PC14.. move the trolley /fork lift truck along with the goods near to the transport vehicle

PC15.. for usage of component specific trolleys (items being shipped in without packing boxes) take care to check correspondence of id and parts, rain/ dust protective covers, no damage to the parts in the loading /unloading operation.

PC16.. take care that there is no damage to the parts/vehicles paint, finish etc while loading unloading.

PC17.. inform supervisor based on days load if specific material handling equipment like crane etc. needed for loading / unloading for big consignments .

PC18.. hand over the documents (dispatch, insurance etc.)to the vehicle driver making sure that these are jointly tallied for correspondence, completeness with the shipment.

PC19.. take the trolley /forklift truck to stores and place the finished goods kept in stores that are to be dispatched. move the trolley /fork lift truck along with the goods near to the transport vehicle as is needed.

PC 20.. take care that appropriate rain/ dust protection is used with suitable tieing- up arrangement to last during the travel duration.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the location of stores and dispatch departments in company

KU2. material handling equipments used in the company

KU3. escalation procedure in case of emergency and crisis situations

KU4. product knowledge from the point of view of care to be taken during handling, storage and preservation.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. communicate with the shop floor and dispatch/stores supervisor in case of any discrepancy arising in the process

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
General	**14**	**24**	**-**	**-**
PC1.. understand from supervisor the exact task of loading /unloading and in case of heavy objects co-ordinate with a team member for carrying out the task jointly	4	2	-	-
PC2.. plan the days / weeks requirement of packing material viz. the boxes, trolleys, strapping etc. as per the bom/wi. report consumption and shortages as per the instructions of the supervisor.	3	3	-	-
PC3.. take care to load appropriate numbers / quantity to avoid over-loading .	1	3	-	-
PC4.. in case of large and different shaped objects take help of supervisor and load components, assemblies, vehicles in space efficient layouts.	2	4	-	-
PC5.. be sure to use appropriate protective equipment for personal safety.	1	4	-	-
PC6.. always move trolleys / forklifts in designated lanes, paths which do not criss cross any manufacturing process area , or people vehicle movement zones .	1	4	-	-
PC7.. to work as per the stores officer/ supervisors instructions for tasks such as application of protective treatment (plug, covers, anti-rust oil etc.) counting , physical stock taking, tagging etc.	2	4	-	-
Unloading	**5**	**14**	**-**	**-**
PC8.. take the trolley/forklift truck and unload the received raw material/ parts safely from vendors vehicle	2	4	-	-
PC9.. move the material using the trolley /fork lift truck and take it to stores	1	4	-	-
PC10.. take charge of papers , documents to hand these over to stores for verification.	1	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11.. the empty trolleys which are being used after return should be checked for damages and counted to tally with documents.	1	3	-	-
loading	**11**	**32**	**-**	**-**
PC12.. based on the weight of the goods, load them manually or by material handling equipment like forklift /trolley in a safe manner. take care to follow the wi regarding delicate material, orientation etc.	2	4	-	-
PC13.. take the trolley /forklift truck to stores and place the finished goods kept in stores that are to be dispatched.	1	4	-	-
PC14.. move the trolley /fork lift truck along with the goods near to the transport vehicle	1	3	-	-
PC15.. for usage of component specific trolleys (items being shipped in without packing boxes) take care to check correspondence of id and parts, rain/ dust protective covers, no damage to the parts in the loading /unloading operation.	2	4	-	-
PC16.. take care that there is no damage to the parts/vehicles paint, finish etc while loading unloading.	1	3	-	-
PC17.. inform supervisor based on days load if specific material handling equipment like crane etc. needed for loading / unloading for big consignments .	1	3	-	-
PC18.. hand over the documents (dispatch, insurance etc.)to the vehicle driver making sure that these are jointly tallied for correspondence, completeness with the shipment.	1	4	-	-
PC19.. take the trolley /forklift truck to stores and place the finished goods kept in stores that are to be dispatched. move the trolley /fork lift truck along with the goods near to the transport vehicle as is needed.	1	4	-	-
PC 20.. take care that appropriate rain/ dust protection is used with suitable tieing- up arrangement to last during the travel duration.	1	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6101
NOS Name	Safely unload raw material to stores and load finished goods from stores
Sector	Automotive
Sub-Sector	Manufacturing and R&D
Occupation	logistics
NSQF Level	2
Credits	TBD
Version	1.0
Last Reviewed Date	20/07/2013
Next Review Date	30/07/2015
NSQC Clearance Date	

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % : 60

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0006.Maintain a safe and healthy working environment	25	75	-	-	100	20
ASC/N6101.Safely unload raw material to stores and load finished goods from stores	30	70	-	-	100	80
Total	**55**	**145**	**-**	**-**	**200**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.