Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines , Medical Devices and IVD)

QP Code: LFS/Q0616

Version: 1.0

NSQF Level: 4.5

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LFS/Q0616: Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines , Medical Devices and IVD)

Brief Job Description

A Logistics Associate - Cold Chain Sustainability, person is responsible for ensuring the safe and sustainable transportation and storage of critical products, including drug products, vaccines, medical devices, and in vitro diagnostics (IVD). This role involves collaborating with cross-functional teams, vendors, and stakeholders to uphold the highest standards of cold chain sustainability. He/She is responsible for overseeing the receiving, storage, inventory management, and transportation of temperature-sensitive products, maintaining compliance with regulatory standards, and ensuring the integrity of the cold chain throughout the supply chain process

Personal Attributes

The individual should have excellent communication skills and analytical skills. The person should possess good critical thinking, attention to detail, and decision-making skills. The role holder should be proactive in planning and organizing skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. LFS/N0669: Prepare for receiving, inspection and storage of inventory

2. LFS/N0670: Perform order processing and packaging in cold chain logistics

3. LFS/N0671: Manage and oversee the transportation process

4. LFS/N0672: Documentation and Logistic Management

5. LFS/N0627: Coordinate with reporting manager, teammates, and crossfunctional teams

6. LFS/N0132: Ensure Environment Sustainability and Occupational Safety at workplace

7. DGT/VSQ/N0102: Employability Skills (60 Hours)

Qualification Pack (QP) Parameters

Sector	Life Sciences

Sub-Sector	Pharmaceutical, Bio Pharmaceutical and Contract Research, Biotechnology, Medical Devices and In Vitro Diagnostic (IVD)
Occupation	Supply Chain Management
Country	India
NSQF Level	4.5
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015-3323.0601
Minimum Educational Qualification & Experience	Pursuing 1st year of UG (and Continuous education) OR Pursuing 3rd year of 3-year diploma after 10th ((after 10th) approved by AICTE or State Technical Education Regulatory Body in relevant Field and continuous education.)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	na
Minimum Job Entry Age	19 Years
Last Reviewed On	NA
Next Review Date	01/11/2026
NSQC Approval Date	01/11/2023
Version	1.0
Reference code on NQR	QG-4.5-LS-01269-2023-V1-LSSSDC
NQR Version	1.0

LFS/N0669: Prepare for receiving, inspection and storage of inventory

Description

This NOS is about preparation for receiving, inspection and storage of inventory

Scope

The scope covers the following :

- The Scope of NOS are :
- Receiving and Inspection
- Inventory Accuracy and storage
- Inventory management and Communication

Elements and Performance Criteria

Receiving and Inspection

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

PC1. ensure incoming shipments are received promptly upon arrival at the cold chain facility to prevent delays in product handling

PC2. thoroughly verify the contents of incoming shipments against the provided documentation, confirming accuracy and condition

PC3. ensure that incoming shipments adhere to cold chain requirements, including temperature control and monitoring

PC4. safely and correctly handle incoming shipments to minimize the risk of damage or contamination

PC5. ensure all necessary documentation for incoming shipments is complete, accurate, and compliant with regulations

Inventory Accuracy and storage

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

PC6. conduct regular inventory checks to ensure accuracy and prevent discrepancies in product quantities

PC7. continuously monitor inventory levels in real-time to ensure accurate stock records

PC8. maintain a high level of inventory accuracy, minimizing discrepancies between recorded and actual stock levels

PC9. plan and initiate replenishment orders to prevent stockouts and maintain optimal inventory levels

PC10. ensure that all cold chain requirements, including temperature control and monitoring, are maintained for perishable items in inventory

Inventory management and communication

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

PC11. keep a close eye on product expiry dates and implement a first-in, first-out (fifo) approach to minimize waste

PC12. implement a regular stock rotation policy to prevent product spoilage and maintain product quality

PC13. ensure that all inventory-related documentation, including receipts and records, is accurate and up-to-date

PC14. generate regular reports on inventory levels, trends, and performance to support decision-making processes

PC15. effectively communicate any inventory issues, including stockouts or surpluses, to relevant teams and stakeholders for timely resolution

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. understanding of the principles and requirements of a cold chain, including temperature control, monitoring, and maintenance

KU2. familiarity with local and international regulations governing the handling and storage of temperature-sensitive products, including perishables and pharmaceuticals

KU3. knowledge of the sensitivity of various products to temperature fluctuations and the potential consequences of failing to maintain proper cold chain conditions

KU4. proficiency in using inventory management software or systems for accurate tracking, reporting, and control of inventory levels

KU5. understanding of the importance of accurate and compliant documentation for incoming shipments, including bills of lading, certificates of analysis, and temperature logs

KU6. awareness of safety protocols for handling incoming shipments, including guidelines for the safe movement of heavy or delicate items and measures to prevent contamination

KU7. knowledge of quality control procedures and the ability to identify potential issues with incoming shipments, such as damaged packaging or compromised product integrity

KU8. understanding of real-time inventory monitoring techniques and tools to maintain accurate stock records and prevent discrepancies

KU9. strong communication skills to promptly and effectively communicate inventory issues to relevant teams and stakeholders for resolution

KU10. knowledge of stock rotation policies and their role in preventing product spoilage and maintaining product quality

Generic Skills (GS)

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

GS1. use reading and comprehension skills to read instructions, guidelines, procedures, rules, and signages

GS2. Use effective communication for recognizing and responding to critical situations and for collaborating with maintenance heads and budget control teams

GS3. apply planning and organizing skills to plan and organize tools and material required for work to fulfil environment, health, safety and security requirements

GS4. use critical thinking skills to ascertain the breach/potential emergencies

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Receiving and Inspection	**10**	**15**	**4**	**4**
PC1. ensure incoming shipments are received promptly upon arrival at the cold chain facility to prevent delays in product handling	-	-	-	-
PC2. thoroughly verify the contents of incoming shipments against the provided documentation, confirming accuracy and condition	-	-	-	-
PC3. ensure that incoming shipments adhere to cold chain requirements, including temperature control and monitoring	-	-	-	-
PC4. safely and correctly handle incoming shipments to minimize the risk of damage or contamination	-	-	-	-
PC5. ensure all necessary documentation for incoming shipments is complete, accurate, and compliant with regulations	-	-	-	-
Inventory Accuracy and storage	**10**	**20**	**3**	**3**
PC6. conduct regular inventory checks to ensure accuracy and prevent discrepancies in product quantities	-	-	-	-
PC7. continuously monitor inventory levels in real-time to ensure accurate stock records	-	-	-	-
PC8. maintain a high level of inventory accuracy, minimizing discrepancies between recorded and actual stock levels	-	-	-	-
PC9. plan and initiate replenishment orders to prevent stockouts and maintain optimal inventory levels	-	-	-	-
PC10. ensure that all cold chain requirements, including temperature control and monitoring, are maintained for perishable items in inventory	-	-	-	-
Inventory management and communication	**10**	**15**	**3**	**3**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. keep a close eye on product expiry dates and implement a first-in, first-out (fifo) approach to minimize waste	-	-	-	-
PC12. implement a regular stock rotation policy to prevent product spoilage and maintain product quality	-	-	-	-
PC13. ensure that all inventory-related documentation, including receipts and records, is accurate and up-to-date	-	-	-	-
PC14. generate regular reports on inventory levels, trends, and performance to support decision-making processes	-	-	-	-
PC15. effectively communicate any inventory issues, including stockouts or surpluses, to relevant teams and stakeholders for timely resolution	-	-	-	-
NOS Total	**30**	**50**	**10**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0669
NOS Name	Prepare for receiving, inspection and storage of inventory
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical, Medical Devices and In Vitro Diagnostic (IVD)
Occupation	Supply Chain Management
NSQF Level	4.5
Credits	3.0
Version	1.0
Last Reviewed Date	01/11/2023
Next Review Date	01/11/2026
NSQC Clearance Date	01/11/2023

LFS/N0670: Perform order processing and packaging in cold chain logistics

Description

This NOS is about performing order processing and packaging in cold chain logistics

Scope

The scope covers the following :

- The Scope of NOS are :
- Pre-Order Processing Checks
- Compliance Tracking and Reporting

Elements and Performance Criteria

Pre-Order Processing Checks

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

PC1.   check orders from the order processing department to ensure products are available at the correct fulfillment/delivery center (FC/DC) before delivery

PC2.   check the process accurately and verify customer orders for temperature-sensitive products

PC3.   ensures that order details, product specifications quantities, delivery address, and requested delivery date that match customer requirements

PC4.   check and verify the specific temperature requirements for the ordered products

PC5.   identifies orders that involve temperature-sensitive products and applies appropriate cold chain protocols

PC6.   ensures that all temperature requirements are met during order processing as per the SOP

PC7.   verify Batch/ Lot Numbers and expiration dates to ensure product quality and compliance

PC8.   check the availability and functionality of temperature-controlled storage units or vehicles

Compliance Tracking and Reporting

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

PC9.   accurately process the order, including recording it in the inventory management system for traceability

PC10.   set up temperature monitoring equipment, such as data loggers or real-time sensors, to track temperature during storage and transportation

PC11.   inspect all products to ensure they are in good condition, free from damage, and meet quality standards

PC12.   ensure strict compliance with relevant regulatory guidelines and industry standards, such as good distribution practices (gdp) and good manufacturing practices (gmp)

PC13.   maintain detailed records of the entire process, including order processing, temperature monitoring, and quality control

PC14.   document compliance efforts and any deviations from standard procedures

PC15. check that appropriate packaging materials designed for cold chain requirements, considering temperature control, insulation, and sustainability is used

PC16. ensure packaging materials meet regulatory standards

PC17. follow specific guidelines for temperature-sensitive packaging, including insulation and labeling

PC18. PC18. effectively communicate with team members, supervisors, and customers regarding order status, packaging specifics, and any temperature-related concerns

PC19. adhere to safety protocols and guidelines to minimize the risk of accidents or injuries during the packaging process

PC20. promptly address any issues or discrepancies encountered during order receiving and packaging

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. understanding of the principles and requirements of a cold chain, including temperature control, monitoring, and maintenance

KU2. knowledge of the sensitivity of various products to temperature fluctuations and the potential consequences of failing to maintain proper cold chain conditions

KU3. familiarity with order processing workflows, including order verification, inventory checks, and documentation requirements

KU4. awareness of relevant regulatory guidelines and industry standards for the handling and transportation of temperature-sensitive products, such as gdp and gmp

KU5. understanding of temperature monitoring equipment, including data loggers and real-time sensors, and their role in ensuring temperature compliance

KU6. proficiency in using inventory management systems to accurately record and track orders for traceability

KU7. familiarity with various packaging materials suitable for cold chain requirements, including insulation and sustainability considerations

KU8. knowledge of regulatory standards for packaging materials, including labeling and quality control

KU9. knowledge of the significance of batch/lot numbers and expiry dates in ensuring product quality and compliance

KU10. understanding of how to verify customer order details, including delivery address and requested delivery dates, to ensure accuracy and meet customer requirements

Generic Skills (GS)

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

GS1. use written communication skills to record and communicate details of work done to appropriate people using written/typed report and electronic mail

GS2. use verbal communication skills to communicate with supervisor, cross-functional teams and auditors effectively

GS3. Clear and timely communication with team members, supervisors, and customers regarding order status, packaging specifics, and temperature-related concerns

GS4. Apply problem solving skills to identify and address issues or discrepancies encountered during order receiving and packaging, implementing corrective actions as needed

GS5. Apply attention to details to check orders, product details, packaging materials, and temperature requirements to ensure accuracy and compliance

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Pre-Order Processing Checks	**15**	**25**	**5**	**5**
PC1. check orders from the order processing department to ensure products are available at the correct fulfillment/delivery center (FC/DC) before delivery	-	-	-	-
PC2. check the process accurately and verify customer orders for temperature-sensitive products	-	-	-	-
PC3. ensures that order details, product specifications quantities, delivery address, and requested delivery date that match customer requirements	-	-	-	-
PC4. check and verify the specific temperature requirements for the ordered products	-	-	-	-
PC5. identifies orders that involve temperature-sensitive products and applies appropriate cold chain protocols	-	-	-	-
PC6. ensures that all temperature requirements are met during order processing as per the SOP	-	-	-	-
PC7. verify Batch/ Lot Numbers and expiration dates to ensure product quality and compliance	-	-	-	-
PC8. check the availability and functionality of temperature-controlled storage units or vehicles	-	-	-	-
Compliance Tracking and Reporting	**15**	**25**	**5**	**5**
PC9. accurately process the order, including recording it in the inventory management system for traceability	-	-	-	-
PC10. set up temperature monitoring equipment, such as data loggers or real-time sensors, to track temperature during storage and transportation	-	-	-	-
PC11. inspect all products to ensure they are in good condition, free from damage, and meet quality standards	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure strict compliance with relevant regulatory guidelines and industry standards, such as good distribution practices (gdp) and good manufacturing practices (gmp)	-	-	-	-
PC13. maintain detailed records of the entire process, including order processing, temperature monitoring, and quality control	-	-	-	-
PC14. document compliance efforts and any deviations from standard procedures	-	-	-	-
PC15. check that appropriate packaging materials designed for cold chain requirements, considering temperature control, insulation, and sustainability is used	-	-	-	-
PC16. ensure packaging materials meet regulatory standards	-	-	-	-
PC17. follow specific guidelines for temperature-sensitive packaging, including insulation and labeling	-	-	-	-
PC18. PC18. effectively communicate with team members, supervisors, and customers regarding order status, packaging specifics, and any temperature-related concerns	-	-	-	-
PC19. adhere to safety protocols and guidelines to minimize the risk of accidents or injuries during the packaging process	-	-	-	-
PC20. promptly address any issues or discrepancies encountered during order receiving and packaging	-	-	-	-
NOS Total	**30**	**50**	**10**	**10**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0670
NOS Name	Perform order processing and packaging in cold chain logistics
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical, Medical Devices and In Vitro Diagnostic (IVD)
Occupation	Supply Chain Management
NSQF Level	4.5
Credits	3.0
Version	1.0
Last Reviewed Date	01/11/2023
Next Review Date	01/11/2026
NSQC Clearance Date	01/11/2023

LFS/N0671: Manage and oversee the transportation process

Description

This NOS is about managing and oversee the transportation process

Scope

The scope covers the following :

- The Scope of NOS are :
- Pre-Transportation Planning
- Transportation Preparation and monitoring

Elements and Performance Criteria

Pre-Transportation Planning

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

PC1. select an appropriate vehicle size based on the quantity of products to be transported, ensuring efficient use of space and resources

PC2. check suitable modes of trans-shipment based on the transportation distance, optimizing cost and efficiency

PC3. ensures advance customer approval for the selected trans-shipment modes, ensuring alignment with customer preferences and requirements

PC4. develops road transportation plans that consider customer demands and feasibility, meeting delivery schedules and maintaining product integrity

PC5. segregate products for shipment based on quantity, choosing between FTL or LTL as appropriate for efficient transportation

PC6. PC6. coordination with the transportation agency to book either FTL or LTL ensuring the selected option aligns with the logistics plan

Tranportation preparation and monitoring

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

PC7. confirm product readiness, including accurate order processing and packaging

PC8. ensure that temperature-controlled vehicles or containers are set to the required temperature

PC9. verify that the products are arranged to prevent temperature variations and maintain integrity

PC10. install temperature monitoring devices, such as data loggers or real-time sensors, to track temperature during transportation

PC11. perform a final check to ensure all products are properly secured and positioned for safe transportation

PC12. ensure compliance with cold chain regulations, including good distribution practices (gdp) and good manufacturing practices (gmp)

PC13. plan transportation routes that minimize temperature fluctuations and adhere to the desired temperature range

PC14. continuously monitor temperature during transit through the installed monitoring system

PC15. address any temperature excursions promptly and according to established protocols

PC16. maintain open communication with the logistics team, including the driver, to address any issues or deviations from the plan

PC17. coordinate with the end client to check the transportation operations results in smooth manner

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. understanding of various vehicle sizes and their capacity to efficiently transport different quantities of products

KU2. different trans-shipment modes, such as direct shipping or multi-modal transportation, and their suitability

KU3. about FTL and LTL options and the ability to segregate products accordingly for efficient transportation

KU4. knowledge of setting temperature-controlled vehicles or containers to the required temperature for product preservation

KU5. temperature monitoring devices, such as data loggers and real-time sensors, and their role in tracking temperature during transportation

KU6. protocols and procedures for addressing any temperature excursions promptly and effectively

KU7. methods of workplace communication

Generic Skills (GS)

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

GS1. use reading and comprehension skills to gauge the relevant information manuals, SOPs, health and safety instructions, memos, reports, job cards, and notes/ comments

GS2. apply analytical skills to analyze transportation data, route options, and logistics plans to make informed decisions

GS3. use problem-solving skills to address transportation issues and deviations from the plan promptly and efficiently

GS4. apply decision-making skills to select appropriate transportation modes, vehicles, and routes based on various factors

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Pre-Transportation Planning	**15**	**25**	**5**	**5**
PC1. select an appropriate vehicle size based on the quantity of products to be transported, ensuring efficient use of space and resources	-	-	-	-
PC2. check suitable modes of trans-shipment based on the transportation distance, optimizing cost and efficiency	-	-	-	-
PC3. ensures advance customer approval for the selected trans-shipment modes, ensuring alignment with customer preferences and requirements	-	-	-	-
PC4. develops road transportation plans that consider customer demands and feasibility, meeting delivery schedules and maintaining product integrity	-	-	-	-
PC5. segregate products for shipment based on quantity, choosing between FTL or LTL as appropriate for efficient transportation	-	-	-	-
PC6. PC6. coordination with the transportation agency to book either FTL or LTL ensuring the selected option aligns with the logistics plan	-	-	-	-
Tranportation preparation and monitoring	**15**	**25**	**5**	**5**
PC7. confirm product readiness, including accurate order processing and packaging	-	-	-	-
PC8. ensure that temperature-controlled vehicles or containers are set to the required temperature	-	-	-	-
PC9. verify that the products are arranged to prevent temperature variations and maintain integrity	-	-	-	-
PC10. install temperature monitoring devices, such as data loggers or real-time sensors, to track temperature during transportation	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. perform a final check to ensure all products are properly secured and positioned for safe transportation	-	-	-	-
PC12. ensure compliance with cold chain regulations, including good distribution practices (gdp) and good manufacturing practices (gmp)	-	-	-	-
PC13. plan transportation routes that minimize temperature fluctuations and adhere to the desired temperature range	-	-	-	-
PC14. continuously monitor temperature during transit through the installed monitoring system	-	-	-	-
PC15. address any temperature excursions promptly and according to established protocols	-	-	-	-
PC16. maintain open communication with the logistics team, including the driver, to address any issues or deviations from the plan	-	-	-	-
PC17. coordinate with the end client to check the transportation operations results in smooth manner	-	-	-	-
NOS Total	**30**	**50**	**10**	**10**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0671
NOS Name	Manage and oversee the transportation process
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical, Medical Devices and In Vitro Diagnostic (IVD)
Occupation	Supply Chain Management
NSQF Level	4.5
Credits	3.0
Version	1.0
Last Reviewed Date	01/11/2023
Next Review Date	01/11/2026
NSQC Clearance Date	01/11/2023

LFS/N0672: Documentation and Logistic Management

Description

This NOS is about documentation and logistic management

Scope

The scope covers the following :

- The socpe of NOS are:
- Documentation accuracy and Integrity
- Transportation and Shipment Documentation
- Reporting, Coordination, and Compliance Documentation

Elements and Performance Criteria

Documentation accuracy and Integrity

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

PC1. ensures that all documents related to order processing, inventory management, and transportation are accurate and complete

PC2. verifies data entries, including product details, quantities, and delivery information, to be error-free

PC3. follows order processing checklists and workflows to maintain consistency and adherence to procedures

PC4. segregates order documentation based on order types and stages, making it easier to track and manage

PC5. follows inventory management procedures to maintain clear and complete records of temperature-sensitive product inventory

PC6. segregates inventory documentation by product type, location, and shelf life for effective management

PC7. examines Lorry Receipt (LR), Goods Consignment (GC), transit insurance, tax permits, and other documents as per sop for correctness and accuracy concerning the order before shipment

PC8. verifies the accuracy of all inbound documentation before receiving shipments, confirming their compliance with the order and regulations

Transportation and Shipment Documentation

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

PC9. checks the transport schedule and booking records with reference to the transportation plan, ensuring alignment and accuracy

PC10. checks freight invoices and promptly addresses any documentation issues or discrepancies

PC11. examines signed agreements for errors or discrepancies, ensuring they match the agreed terms

Reporting, Coordination, and Compliance Documentation

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

PC12. monitors and reports on customer satisfaction levels regarding documentation accuracy, shipment timeliness, and communication responsiveness

PC13. compiles a list of undelivered shipments and coordinates with consignees to arrange alternate delivery plans

PC14. collaborates with transportation service providers and document issuers to ensure their performance aligns with organizational standards and requirements

PC15. generates daily operation reports encompassing cargo movement, total loading and unloading activities, and other relevant parameters in accordance with organizational requirements

PC16. ensures that all compliance documents are up-to-date and compliant with regulations and industry standards

PC17. reports compliance efforts and deviations in a timely manner to facilitate swift corrective actions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant industry regulations and standards, such as Good Distribution Practices (GDP) and Good Manufacturing Practices (GMP)

KU2. transportation regulations and compliance requirements for handling temperature-sensitive products

KU3. documentation procedures for order processing, inventory management, and transportation, including best practices for accuracy and completeness

KU4. requirements for documentation accuracy, product quality, and safety

KU5. risk management principles related to transportation and documentation, including identifying and mitigating potential risks

KU6. Knowledge of record-keeping practices, including electronic and physical document storage, retention policies, and archival processes

KU7. Familiarity with relevant software and tools used for document management, inventory tracking, and reporting

Generic Skills (GS)

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

GS1. use reading and comprehension skills to gauge the relevant information manuals, SOPs, health and safety instructions, memos, reports, job cards, and notes/ comments

GS2. apply analytical skills to interpret data, identify trends, and make informed decisions based on documentation and logistics insights

GS3. use strong problem-solving skills to address documentation discrepancies, logistics challenges, and unexpected issues

GS4. strong organizational skills to manage and categorize various types of documents efficiently

GS5. apply technical skills to use relevant software and tools for document management, data analysis, and reporting

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Documentation accuracy and Integrity	**15**	**20**	**4**	**4**
PC1. ensures that all documents related to order processing, inventory management, and transportation are accurate and complete	-	-	-	-
PC2. verifies data entries, including product details, quantities, and delivery information, to be error-free	-	-	-	-
PC3. follows order processing checklists and workflows to maintain consistency and adherence to procedures	-	-	-	-
PC4. segregates order documentation based on order types and stages, making it easier to track and manage	-	-	-	-
PC5. follows inventory management procedures to maintain clear and complete records of temperature-sensitive product inventory	-	-	-	-
PC6. segregates inventory documentation by product type, location, and shelf life for effective management	-	-	-	-
PC7. examines Lorry Receipt (LR), Goods Consignment (GC), transit insurance, tax permits, and other documents as per sop for correctness and accuracy concerning the order before shipment	-	-	-	-
PC8. verifies the accuracy of all inbound documentation before receiving shipments, confirming their compliance with the order and regulations	-	-	-	-
Transportation and Shipment Documentation	**5**	**10**	**2**	**2**
PC9. checks the transport schedule and booking records with reference to the transportation plan, ensuring alignment and accuracy	-	-	-	-
PC10. checks freight invoices and promptly addresses any documentation issues or discrepancies	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. examines signed agreements for errors or discrepancies, ensuring they match the agreed terms	-	-	-	-
Reporting, Coordination, and Compliance Documentation	**10**	**20**	**4**	**4**
PC12. monitors and reports on customer satisfaction levels regarding documentation accuracy, shipment timeliness, and communication responsiveness	-	-	-	-
PC13. compiles a list of undelivered shipments and coordinates with consignees to arrange alternate delivery plans	-	-	-	-
PC14. collaborates with transportation service providers and document issuers to ensure their performance aligns with organizational standards and requirements	-	-	-	-
PC15. generates daily operation reports encompassing cargo movement, total loading and unloading activities, and other relevant parameters in accordance with organizational requirements	-	-	-	-
PC16. ensures that all compliance documents are up-to-date and compliant with regulations and industry standards	-	-	-	-
PC17. reports compliance efforts and deviations in a timely manner to facilitate swift corrective actions	-	-	-	-
NOS Total	**30**	**50**	**10**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0672
NOS Name	Documentation and Logistic Management
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical, Medical Devices and In Vitro Diagnostic (IVD)
Occupation	Supply Chain Management
NSQF Level	4.5
Credits	2.0
Version	1.0
Last Reviewed Date	01/11/2023
Next Review Date	01/11/2026
NSQC Clearance Date	01/11/2023

LFS/N0627: Coordinate with reporting manager, teammates, and crossfunctional teams

Description

This NOS is about coordinating with reporting manager, teammates, and crossfunctional teams

Scope

The scope covers the following :

- The scope of NOS are:
- Interact with reporting manager
- Interact with colleagues and cross-functional teams
- Sensitivity towards all genders and people with disability

Elements and Performance Criteria

Interact with Reporting Manager

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

PC1. comprehend the work instructions given by supervisor/ reporting manager

PC2. ensure to meet goals and timelines set by the supervisor/ reporting manager and report any anticipated reasons for delays

PC3. ensure timely intimation to supervisor/ reporting manager about his/ her planned absence as well as any illness/ dizziness during work

PC4. inform supervisor/ reporting manager on critical issues, requiring his/her intervention,proactively

PC5. engage with supervisor/ reporting manager on work-related and behavioral feedback

Interact with colleagues and cross-functional teams

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

PC6. takeover/ handover the shift from colleagues in previous shift/ to colleagues in the next shift

PC7. coordinate with concerned personnel in stores for replenishing required material and spares

PC8. follow the protocols of cross-functional sections

PC9. plan the work in consultation with impacted cross-functional teams

PC10. respect others time and meet timelines for any cross-functional deliverable

PC11. resolve interpersonal conflicts at work with other colleagues, if any

Sensitivity towards all genders and people with disability

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

PC12. respect all genders, religions, and caste

PC13. empathize with people with disability

PC14. offer support or help to a person with disability only when asked

PC15. adhere with the guidelines laid in POSH Act

PC16. report any violation of prevention of sexual harassment (POSH) rules immediately to the POSH committee

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. company's vision, policies on preferred language of communication, quality delivery standards, time office rules, handover policies

KU2. reporting structure and escalation policy

KU3. basics of effective communication

KU4. importance of building team coordination

KU5. the types of possible disabilities among people with disability (PwD)

KU6. the challenges faced by PWD (Person with Disability)

KU7. importance of displaying empathy towards PWD

KU8. the laws, acts, and provisions defined for PwD by the statutory bodies

KU9. the guidelines for Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act)

KU10. importance of respecting all gender, religion, caste, and culture

Generic Skills (GS)

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

GS1. use reading and comprehension skills to read job sheets, in interpreting technical details mentioned in the job sheet and to read notes/comments received from the technician/supervisor

GS2. use verbal communication and listening skills to interact with team members, to establish effective working relationships with different team members and other cross-functional teams to deliver planned work

GS3. apply planning and organizing skills to plan and organize assigned work in order to achieve specified targets and deadlines

GS4. apply critical thinking skills to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Interact with Reporting Manager	**10**	**20**	**4**	**4**
PC1. comprehend the work instructions given by supervisor/ reporting manager	-	-	-	-
PC2. ensure to meet goals and timelines set by the supervisor/ reporting manager and report any anticipated reasons for delays	-	-	-	-
PC3. ensure timely intimation to supervisor/ reporting manager about his/ her planned absence as well as any illness/ dizziness during work	-	-	-	-
PC4. inform supervisor/ reporting manager on critical issues, requiring his/her intervention,proactively	-	-	-	-
PC5. engage with supervisor/ reporting manager on work-related and behavioral feedback	-	-	-	-
Interact with colleagues and cross-functional teams	**10**	**20**	**4**	**4**
PC6. takeover/ handover the shift from colleagues in previous shift/ to colleagues in the next shift	-	-	-	-
PC7. coordinate with concerned personnel in stores for replenishing required material and spares	-	-	-	-
PC8. follow the protocols of cross-functional sections	-	-	-	-
PC9. plan the work in consultation with impacted cross-functional teams	-	-	-	-
PC10. respect others time and meet timelines for any cross-functional deliverable	-	-	-	-
PC11. resolve interpersonal conflicts at work with other colleagues, if any	-	-	-	-
Sensitivity towards all genders and people with disability	**10**	**10**	**2**	**2**
PC12. respect all genders, religions, and caste	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. empathize with people with disability	-	-	-	-
PC14. offer support or help to a person with disability only when asked	-	-	-	-
PC15. adhere with the guidelines laid in POSH Act	-	-	-	-
PC16. report any violation of prevention of sexual harassment (POSH) rules immediately to the POSH committee	-	-	-	-
NOS Total	**30**	**50**	**10**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0627
NOS Name	Coordinate with reporting manager, teammates, and crossfunctional teams
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical and Contract Research, Medical Devices and In Vitro Diagnostic (IVD), Biotechnology
Occupation	Supply Chain Management
NSQF Level	4.5
Credits	1.0
Version	2.0
Last Reviewed Date	01/11/2023
Next Review Date	01/11/2026
NSQC Clearance Date	01/11/2023

LFS/N0132: Ensure Environment Sustainability and Occupational Safety at workplace

Description

This NOS is about ensuring Environment Sustainability and Occupational Safety at workplace

Scope

The scope covers the following :

- The NOS scope are:
- Environment Sustainability
- Health and hygiene protocols
- Safety and security procedures
- Emergency procedures

Elements and Performance Criteria

Environment Sustainability

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

PC1. ensure energy conservation by switching off the machine and equipment post operations

PC2. ensure no leakage of water in the work area

PC3. choose and apply environment-friendly methods given in SOPs for waste disposal

PC4. create awareness in the team about organizational environment sustainability guidelines and procedures to achieve energy and water conservation as well as zero pollution of land, water, and air

Follow health and hygiene protocols

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

PC5. comply with health and personal hygiene-related protocols as per WHO standards and cGMP guidelines

PC6. wash hands before entering in the cold chain area with soap/alcohol based sanitizers

PC7. report any communicable or contagious diseases allergy, sickness or any other environment-related breach before entering the work premises to the designated person

PC8. take preventive actions on the report of any allergy, sickness or any other environment-related breach reported by subordinates

follow Safety and security procedures

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

PC9. comply with safety and security policies and procedures

PC10. report any identified breaches in safety and security policies and procedures to the designated person

PC11. segregate material and follow the 5S system at the storage area

PC12. adhere to storage and handling guidelines for hazardous material and volatile chemicals

PC13. identify and correct any hazards that one can deal with safely, competently and within the limits of authority

PC14. record the details of completed safety drills and training

Follow emergency procedures

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

PC15. raise the alarm and report any hazards which is not competent to deal with, to the relevant person in line with organizational procedures and warn other people who may get affected

PC16. inform the concerned person immediately about every unsafe act/ incident

PC17. follow emergency protocols efficiently

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. individual's role and responsibilities in maintaining healthy, hygienic, safe and secure working environment

KU2. company's procedures and protocols for the environment, health and safety

KU3. relevant legislative requirements as per local laws

KU4. implications that any non-compliance with health, safety and security may have on individuals and the organization

KU5. workplace hazards in the logistic facility in the life sciences sector and reporting procedures for unhealthy/ unsafe act/incidents, hazards and accident as per defined guidelines

KU6. limits of individual responsibility for dealing with hazards

KU7. chemical substances, their characteristics, and required precaution and safety measures

KU8. the organization's emergency procedures for different emergency situations and the importance of following these procedures

KU9. evacuation procedures for employees, contract staff and visitors

KU10. procedure to summon medical assistance and the emergency services, where necessary

KU11. different types of breaches in the environment, health, safety and security and how and when to report these

KU12. types of safety gears and procedure to use them

KU13. importance of material segregation and 5S system

KU14. • importance of material segregation and 5S system
• guidelines for handling and storing hazardous material

Generic Skills (GS)

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

GS1. use reading and comprehension skills to read instructions, guidelines, procedures, rules, and signages

GS2. use written communication skills to accurately record every information required to be reported as per SOP and regulatory guidelines in the language prescribed by the company's SOP

GS3. apply planning and organizing skills to plan and organize tools and material required for work to fulfil environment, health, safety and security requirements

GS4. use critical thinking skills to ascertain the breach/ compliance of EHS protocols

GS5. apply customer centricity to remain compliant with data integrity rules and regulatory guideline to evaluate impact of wrongdoings

GS6. apply decision-making skills to make balanced judgments within the authority in different situations while dealing with hazards and breaches

GS7. apply problem-solving skills to find solutions for workflow-related difficulties

GS8. use verbal communication skills to communicate with supervisor/ manager/ EHS Incharge or any other concerned authority clearly for escalating any emergency situation or hazard

GS9. Identify and resolve the issues and challenges

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Environment Sustainability	**10**	**10**	**2**	**2**
PC1. ensure energy conservation by switching off the machine and equipment post operations	-	-	-	-
PC2. ensure no leakage of water in the work area	-	-	-	-
PC3. choose and apply environment-friendly methods given in SOPs for waste disposal	-	-	-	-
PC4. create awareness in the team about organizational environment sustainability guidelines and procedures to achieve energy and water conservation as well as zero pollution of land, water, and air	-	-	-	-
Follow health and hygiene protocols	**5**	**15**	**3**	**3**
PC5. comply with health and personal hygiene-related protocols as per WHO standards and cGMP guidelines	-	-	-	-
PC6. wash hands before entering in the cold chain area with soap/alcohol based sanitizers	-	-	-	-
PC7. report any communicable or contagious diseases allergy, sickness or any other environment-related breach before entering the work premises to the designated person	-	-	-	-
PC8. take preventive actions on the report of any allergy, sickness or any other environment-related breach reported by subordinates	-	-	-	-
follow Safety and security procedures	**10**	**15**	**3**	**3**
PC9. comply with safety and security policies and procedures	-	-	-	-
PC10. report any identified breaches in safety and security policies and procedures to the designated person	-	-	-	-
PC11. segregate material and follow the 5S system at the storage area	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. adhere to storage and handling guidelines for hazardous material and volatile chemicals	-	-	-	-
PC13. identify and correct any hazards that one can deal with safely, competently and within the limits of authority	-	-	-	-
PC14. record the details of completed safety drills and training	-	-	-	-
Follow emergency procedures	**5**	**10**	**2**	**2**
PC15. raise the alarm and report any hazards which is not competent to deal with, to the relevant person in line with organizational procedures and warn other people who may get affected	-	-	-	-
PC16. inform the concerned person immediately about every unsafe act/ incident	-	-	-	-
PC17. follow emergency protocols efficiently	-	-	-	-
NOS Total	**30**	**50**	**10**	**10**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0132
NOS Name	Ensure Environment Sustainability and Occupational Safety at workplace
Sector	Life Sciences
Sub-Sector	Medical Devices and In Vitro Diagnostic (IVD), Pharmaceutical, Bio Pharmaceutical and Contract Research
Occupation	Generic
NSQF Level	4.5
Credits	1.0
Version	1.0
Last Reviewed Date	01/11/2023
Next Review Date	01/11/2026
NSQC Clearance Date	01/11/2023

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. identify employability skills required for jobs in various industries

PC2. identify and explore learning and employability portals

Constitutional values – Citizenship

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

PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.

PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC5. recognize the significance of 21st Century Skills for employment

PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

PC7.   use basic English for everyday conversation in different contexts, in person and over the telephone

PC8.   read and understand routine information, notes, instructions, mails, letters etc. written in English

PC9.   write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

PC10. understand the difference between job and career

PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings

PC13. work collaboratively with others in a team

Diversity & Inclusion

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

PC14. communicate and behave appropriately with all genders and PwD

PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

PC16. select financial institutions, products and services as per requirement

PC17. carry out offline and online financial transactions, safely and securely

PC18. identify common components of salary and compute income, expenses, taxes, investments etc

PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

PC20. operate digital devices and carry out basic internet operations securely and safely

PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively

PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

PC26. identify different types of customers

PC27. identify and respond to customer requests and needs in a professional manner.

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

GS3. behave politely and appropriately with all

GS4. how to work in a virtual mode

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
Basic English Skills	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
Communication Skills	**2**	**2**	**-**	**-**
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**2**	**-**	**-**
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**	**-**	**-**
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	**3**	**4**	**-**	**-**
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Entrepreneurship	**2**	**3**	**-**	**-**
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	**1**	**2**	**-**	**-**
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**2**	**3**	**-**	**-**
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by Life Sciences Sector Skill Development Council (LSSSDC)

2. Each Element will be assigned marks proportional to its importance in NOS. LSSSDC will also lay down the proportion of marks for Theory, Practical, Project, and Viva for each Element.

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

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

5. LSSSDC as assessment and awarding body will create unique evaluations for each assessment component i.e. theory, practical, project and via for every student at each examination/training center based on this criterion.

6. Wherever any assessment component is not applicable/ feasible, the balance assessment components will be used to assess the candidate and accordingly the total marks will be calculated only for the applied

assessment component.

7. To pass the Qualification Pack, every trainee should score a minimum of 50%-70% of marks in each NOS (depending on NSQF Level) to successfully clear the assessment. In the case of a Govt funded program, the program guidelines will be overarching on the pass percentage rules.

8. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 70

(**Please note**: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LFS/N0669.Prepare for receiving, inspection and storage of inventory	30	50	10	10	100	20
LFS/N0670.Perform order processing and packaging in cold chain logistics	30	50	10	10	100	20
LFS/N0671.Manage and oversee the transportation process	30	50	10	10	100	15
LFS/N0672.Documentation and Logistic Management	30	50	10	10	100	15
LFS/N0627.Coordinate with reporting manager, teammates, and crossfunctional teams	30	50	10	10	100	10
LFS/N0132.Ensure Environment Sustainability and Occupational Safety at workplace	30	50	10	10	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	**200**	**330**	**60**	**60**	**650**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
FIFO	First in, First out
SOP	Standard operating procedure
SOP	Standard operating procedure
GMP	Good Manufacturing Practices
GDP	Good Distribution Practices
SOP	Standard operating procedure
FTL	Full Truckload
LTL	Less-than-Truckload
LR	Lorry Receipt
GC	Goods Consignment
GMP	Good Manufacturing Practices
GDP	Good Distribution Practices
SOP	Standard Operating Procedure
POSH	Prevention of Sexual Harassment
PWD	Person with Disability
SOP	Standard Operating Procedure
ISO	International Organization for Standardization
EHS	Environment, Health and Safety
WHO	World Health Organization

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.
NOS	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do
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