

Qualification Pack



Inventory Clerk

QP Code: LSC/Q2108

Version: 1.0

NSQF Level: 3

Logistics Skill Council || No.476, Temple Tower, Ground Floor, Anna Salai, Nandhanam
Chennai - 600035



Qualification Pack

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LSC/Q2108: Inventory Clerk

Brief Job Description

Inventory Clerk in the Logistics industry is also known as Inventory Executive. Individuals in this role need to collect the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers. Their responsibilities include locating missing items for reconciliation and preparing detailed reports for the management.

Personal Attributes

This job requires the individual to have a detailed understanding of the different items stored in the warehouse, keen observation skills to identify missing items and locate floating inventory in the warehouse. The individual should also be skilled in accurately counting physical goods.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSC/N2105: Prepare for inventory counting](#)
2. [LSC/N2106: Verify physically counted numbers and system numbers](#)
3. [LSC/N2107: Post counting activities](#)

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2004/412.00
Minimum Educational Qualification & Experience	12th Class OR 12th Class OR 12th Class

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Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Identify goods based on labels. Most companies have made this mandatory.
Minimum Job Entry Age	18 Years
Last Reviewed On	16/12/2014
Next Review Date	31/03/2022
NSQC Approval Date	19/05/2015
Version	1.0
Reference code on NQR	2015/TLW/LSC/00102
NQR Version	1.0

Qualification Pack

LSC/N2105: Prepare for inventory counting

Description

This OS unit is about preparing for the days work.

Elements and Performance Criteria

Obtain schedule and inventory related information from supervisor

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

- PC1.** understand the work schedule for the day from the supervisor.
- PC2.** obtain the list of stored items from the supervisor
- PC3.** get the list with location details along with the level of items in each pallet from the supervisor.
- PC4.** based on the total number of stock keeping units (sku) and the total working days in a month, determine the number of items to be counted daily.

Gather relevant information and perform inspection of work area and equipment

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

- PC5.** depending on the inventory classification schemes, understand how many items of each category are to be counted in a day.
- PC6.** collect and wear all the necessary personal protective equipment (ppe) as required by the product or the environment
- PC7.** get the required material handling equipment (mhe) such as reach trucks and cages and keep them ready
- PC8.** inspect the mhe to ensure that they are in good working condition
- PC9.** inspect the store area for any spillage, breakage or any other safety issues.
- PC10.** clean up spills or breakages in the store area
- PC11.** check stability and overloading of storage racks

Safety and Maintenance

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

- PC12.** comply with safety regulations and procedures in case of fire hazards, biohazards, etc.
- PC13.** wear all safety equipment including protective gear, helmets etc.
- PC14.** follow organization procedures with respect to security, materials handling and accident
- PC15.** maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel
- PC16.** adhere to security regulations of the company
- PC17.** comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** knowledge of organizational products and procedures
- KU2.** role and responsibilities of workers on the shop floor
- KU3.** procedures for dealing with loss or damage to goods
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components in the warehouse
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling
- KU9.** knowledge of standard operating procedures (sops) and how to react in emergencies.
- KU10.** knowledge of stock keeping units (sku).
- KU11.** basic legal knowledge and compliance procedures
- KU12.** knowledge of material handling equipment that can be used for move and store different components.
- KU13.** types of workplace hazards that one can encounter on the job and safe operating practices.
- KU14.** knowledge of technical specifications of goods in the warehouse
- KU15.** knowledge of possible difficulties in the inventory counting activity

Generic Skills (GS)

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

- GS1.** prepare detailed reports about inventory counted and discrepancies
- GS2.** write down notes about accidents, damaged and missing goods.
- GS3.** ability to read and understand the schedule, list of stored inventory.
- GS4.** ability to read and match labels to products on the list
- GS5.** ability to read instructions/training directions in english.
- GS6.** communicate clearly in local language or english with supervisors and peers
- GS7.** provide advice and guidance to peers & juniors
- GS8.** communicate with team members for delays or updates in counting schedule.
- GS9.** adjust according to volume, capacity and man power needs during peak and non-peak hours.
- GS10.** ability to prioritize and execute tasks in a high-pressure environment
- GS11.** ability to meet inventory counting targets.
- GS12.** ability to change work plan to accommodate immediate requirements.
- GS13.** ability to prepare and submit detailed reports in a timely manner.
- GS14.** understand the customer timelines and ensure that they are met.
- GS15.** rapidly identify and address errors during inventory counting process
- GS16.** identify trends/common causes for errors and suggest possible solutions to management.
- GS17.** perform counting in a systematic manner.
- GS18.** suggest methods to improve storage activities.
- GS19.** ability to concentrate on the task at hand and complete it without errors.
- GS20.** pay attention to detail.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Obtain schedule and inventory related information from supervisor</i>	9	21	-	-
PC1. understand the work schedule for the day from the supervisor.	1	4	-	-
PC2. obtain the list of stored items from the supervisor	1	4	-	-
PC3. get the list with location details along with the level of items in each pallet from the supervisor.	3	7	-	-
PC4. based on the total number of stock keeping units (sku) and the total working days in a month, determine the number of items to be counted daily.	4	6	-	-
<i>Gather relevant information and perform inspection of work area and equipment</i>	12	28	-	-
PC5. depending on the inventory classification schemes, understand how many items of each category are to be counted in a day.	2	3	-	-
PC6. collect and wear all the necessary personal protective equipment (ppe) as required by the product or the environment	2	3	-	-
PC7. get the required material handling equipment (mhe) such as reach trucks and cages and keep them ready	1	4	-	-
PC8. inspect the mhe to ensure that they are in good working condition	2	3	-	-
PC9. inspect the store area for any spillage, breakage or any other safety issues.	2	3	-	-
PC10. clean up spills or breakages in the store area	1	4	-	-
PC11. check stability and overloading of storage racks	2	8	-	-
<i>Safety and Maintenance</i>	14	21	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. comply with safety regulations and procedures in case of fire hazards, biohazards, etc.	5	5	-	-
PC13. wear all safety equipment including protective gear, helmets etc.	2	3	-	-
PC14. follow organization procedures with respect to security, materials handling and accident	2	3	-	-
PC15. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	1	4	-	-
PC16. adhere to security regulations of the company	2	3	-	-
PC17. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc	2	3	-	-
NOS Total	35	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2105
NOS Name	Prepare for inventory counting
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQF Clearance Date	25/11/2021

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LSC/N2106: Verify physically counted numbers and system numbers

Description

This OS unit is about verifying stock levels and determining discrepancies.

Elements and Performance Criteria

Access stored goods, count and determine discrepancy

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

- PC1.** from the stored items list, identify where the full pallets are located.
- PC2.** with the help of an mhe operator, use the cage and reach truck to go up and count items in full pallets.
- PC3.** for all other pallets which are not full, have the mhe operator use the reach truck to bring the pallet down and perform counting.
- PC4.** compare actually counted numbers with the numbers in the stored items list to identify discrepancies if any.

Attempt reconciliation of missing goods.

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

- PC5.** prepare a missing items list.
- PC6.** continue counting of different category items until the daily quota for each category is achieved.
- PC7.** search through the warehouse to locate missing items
- PC8.** identify floating inventory and bin them as per company policy.
- PC9.** update missing items list, noting down items which items were reconciled

Safety and Maintenance

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

- PC10.** comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.
- PC11.** wear all safety equipment including protective gear, helmets etc
- PC12.** follow organization procedures with respect to security, materials handling and accidents
- PC13.** maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel
- PC14.** adhere to security regulations of the company
- PC15.** comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products and procedures
- KU2.** role and responsibilities of workers on the shop floor
- KU3.** procedures for dealing with loss or damage to goods

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- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components in the warehouse
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling
- KU9.** knowledge of standard operating procedures (sops) and how to react in emergencies.
- KU10.** knowledge of stock keeping units (sku)
- KU11.** knowledge of material handling equipment that can be used for move and store different components
- KU12.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU13.** knowledge of technical specifications of goods in the warehouse.
- KU14.** knowledge of possible difficulties in the inventory counting activity.

Generic Skills (GS)

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

- GS1.** prepare detailed reports about inventory counted and discrepancies.
- GS2.** write down notes about accidents, damage and missing goods.
- GS3.** ability to read and understand schedule and list of inventory stored.
- GS4.** ability to read instructions/training directions in english.
- GS5.** ability to read and match labels to products on the list.
- GS6.** communicate clearly in local language or english with supervisors and peers.
- GS7.** provide advice and guidance to peers & juniors.
- GS8.** communicate with team members for delays or updates on counting schedule.
- GS9.** adjust according to volume, capacity and man power needs during peak and non-peak hours.
- GS10.** ability to prioritize and execute tasks in a high-pressure environment
- GS11.** ability to meet inventory counting targets.
- GS12.** ability to change work plan to accommodate immediate requirements.
- GS13.** ability to prepare and submit detailed reports in a timely manner.
- GS14.** understand the customer timelines and ensure that they are met.
- GS15.** rapidly identify and address errors during inventory counting process
- GS16.** identify trends/common causes for errors and suggest possible solutions to management.
- GS17.** perform counting in a systematic manner.
- GS18.** suggest methods to improve storage activities.
- GS19.** ability to concentrate on the task at hand and complete it without errors.
- GS20.** pay attention to detail.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Access stored goods, count and determine discrepancy</i>	6	19	-	-
PC1. from the stored items list, identify where the full pallets are located.	1	4	-	-
PC2. with the help of an mhe operator, use the cage and reach truck to go up and count items in full pallets.	1	4	-	-
PC3. for all other pallets which are not full, have the mhe operator use the reach truck to bring the pallet down and perform counting.	2	3	-	-
PC4. compare actually counted numbers with the numbers in the stored items list to identify discrepancies if any.	2	8	-	-
<i>Attempt reconciliation of missing goods.</i>	9	31	-	-
PC5. prepare a missing items list.	3	7	-	-
PC6. continue counting of different category items until the daily quota for each category is achieved.	1	4	-	-
PC7. search through the warehouse to locate missing items	1	4	-	-
PC8. identify floating inventory and bin them as per company policy.	2	8	-	-
PC9. update missing items list, noting down items which items were reconciled	2	8	-	-
<i>Safety and Maintenance</i>	15	20	-	-
PC10. comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.	5	5	-	-
PC11. wear all safety equipment including protective gear, helmets etc	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow organization procedures with respect to security, materials handling and accidents	2	3	-	-
PC13. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	2	3	-	-
PC14. adhere to security regulations of the company	2	3	-	-
PC15. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc	2	3	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2106
NOS Name	Verify physically counted numbers and system numbers
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

Qualification Pack

LSC/N2107: Post counting activities

Description

This OS unit is about reporting activities after inventory counting.

Elements and Performance Criteria

Carry out housekeeping

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

- PC1.** return any ppe used to the respective storage rack.
- PC2.** return any mhe used to the respective storage area
- PC3.** perform a safety inspection of the storage area.
- PC4.** clean up any spillage or breakages

Report to Management

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

- PC5.** discuss findings of inventory cycle count with deo and update information on the system
- PC6.** report discrepancies in counting and sku mix up along with any other issues faced to the supervisor
- PC7.** prepare detailed reports for management as per the company policies to be used as audit evidence.

Safety and Maintenance

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

- PC8.** comply with safety regulations and procedures in case of fire hazards, biohazards, etc
- PC9.** wear all safety equipment including protective gear, helmets etc
- PC10.** follow organization procedures with respect to security, materials handling and accidents
- PC11.** maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel
- PC12.** adhere to security regulations of the company

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products and procedures
- KU2.** role and responsibilities of workers on the shop floor
- KU3.** procedures for dealing with loss or damage to goods
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components in the warehouse
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling

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- KU9.** knowledge of standard operating procedures (sops) and how to react in emergencies.
- KU10.** knowledge of stock keeping units (sku)
- KU11.** knowledge of material handling equipment that can be used for move and store different components
- KU12.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU13.** knowledge of technical specifications of goods in the warehouse.
- KU14.** knowledge of possible difficulties in the inventory counting activity.

Generic Skills (GS)

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

- GS1.** prepare detailed reports about inventory counted and discrepancies.
- GS2.** write down notes about accidents, damage and missing goods.
- GS3.** ability to read and understand schedule and list of inventory stored.
- GS4.** ability to read instructions/training directions in english.
- GS5.** ability to read and match labels to products on the list.
- GS6.** communicate clearly in local language or english with supervisors and peers.
- GS7.** provide advice and guidance to peers & juniors.
- GS8.** communicate with team members for delays or updates on counting schedule.
- GS9.** adjust according to volume, capacity and man power needs during peak and non-peak hours.
- GS10.** ability to prioritize and execute tasks in a high-pressure environment
- GS11.** ability to meet inventory counting targets.
- GS12.** ability to change work plan to accommodate immediate requirements.
- GS13.** ability to prepare and submit detailed reports in a timely manner.
- GS14.** understand the customer timelines and ensure that they are met.
- GS15.** rapidly identify and address errors during inventory counting process
- GS16.** identify trends/common causes for errors and suggest possible solutions to management.
- GS17.** perform counting in a systematic manner.
- GS18.** suggest methods to improve storage activities.
- GS19.** ability to concentrate on the task at hand and complete it without errors.
- GS20.** pay attention to detail.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out housekeeping</i>	7	33	-	-
PC1. return any ppe used to the respective storage rack.	2	8	-	-
PC2. return any mhe used to the respective storage area	2	8	-	-
PC3. perform a safety inspection of the storage area.	1	9	-	-
PC4. clean up any spillage or breakages	2	8	-	-
<i>Report to Management</i>	10	20	-	-
PC5. discuss findings of inventory cycle count with deo and update information on the system	2	8	-	-
PC6. report discrepancies in counting and sku mix up along with any other issues faced to the supervisor	3	7	-	-
PC7. prepare detailed reports for management as per the company policies to be used as audit evidence.	5	5	-	-
<i>Safety and Maintenance</i>	13	17	-	-
PC8. comply with safety regulations and procedures in case of fire hazards, biohazards, etc	5	5	-	-
PC9. wear all safety equipment including protective gear, helmets etc	2	3	-	-
PC10. follow organization procedures with respect to security, materials handling and accidents	2	3	-	-
PC11. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	2	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. adhere to security regulations of the company	2	3	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2107
NOS Name	Post counting activities
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

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.

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Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N2105.Prepare for inventory counting	35	70	-	-	105	33
LSC/N2106.Verify physically counted numbers and system numbers	30	70	-	-	100	34
LSC/N2107.Post counting activities	30	70	-	-	100	33
Total	95	210	-	-	305	100



Acronyms

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

Qualification Pack

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.

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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.

Qualification Pack



Inventory Clerk

QP Code: LSC/Q2108

Version: 2.0

NSQF Level: 3

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Chennai - 600035



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LSC/Q2108: Inventory Clerk

Brief Job Description

Inventory Clerk in the Logistics industry is also known as Inventory Executive. Individuals in this role need to collect the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers. Their responsibilities include locating missing items for reconciliation and preparing detailed reports for the management.

Personal Attributes

This job requires the individual to have a detailed understanding of the different items stored in the warehouse, keen observation skills to identify missing items and locate floating inventory in the warehouse. The individual should also be skilled in accurately counting physical goods.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSC/N2105: Prepare for inventory counting](#)
2. [LSC/N2106: Verify physically counted numbers and system numbers](#)
3. [LSC/N2107: Post counting activities](#)

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2004/412.00

Qualification Pack

Minimum Educational Qualification & Experience	10th Class OR 8th Class (+ 2 years of ITI) OR 8th Class (+ 1 year of ITI) with 1 Year of experience relevant experience OR Certificate-NSQF (Loader/ Unloader - level 2) with 2 Years of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Identify goods based on labels. Most companies have made this mandatory.
Minimum Job Entry Age	18 Years
Last Reviewed On	25/11/2021
Next Review Date	25/11/2024
Deactivation Date	25/11/2024
NSQC Approval Date	25/11/2021
Version	2.0
Reference code on NQR	2021/TLW/LSC/04660
NQR Version	1

Qualification Pack

LSC/N2105: Prepare for inventory counting

Description

This OS unit is about preparing for the days work.

Elements and Performance Criteria

Obtain schedule and inventory related information from supervisor

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

- PC1.** understand the work schedule for the day from the supervisor.
- PC2.** obtain the list of stored items from the supervisor
- PC3.** get the list with location details along with the level of items in each pallet from the supervisor.
- PC4.** based on the total number of stock keeping units (sku) and the total working days in a month, determine the number of items to be counted daily.

Gather relevant information and perform inspection of work area and equipment

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

- PC5.** depending on the inventory classification schemes, understand how many items of each category are to be counted in a day.
- PC6.** collect and wear all the necessary personal protective equipment (ppe) as required by the product or the environment
- PC7.** get the required material handling equipment (mhe) such as reach trucks and cages and keep them ready
- PC8.** inspect the mhe to ensure that they are in good working condition
- PC9.** inspect the store area for any spillage, breakage or any other safety issues.
- PC10.** clean up spills or breakages in the store area
- PC11.** check stability and overloading of storage racks

Safety and Maintenance

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

- PC12.** comply with safety regulations and procedures in case of fire hazards, biohazards, etc.
- PC13.** wear all safety equipment including protective gear, helmets etc.
- PC14.** follow organization procedures with respect to security, materials handling and accident
- PC15.** maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel
- PC16.** adhere to security regulations of the company
- PC17.** comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** knowledge of organizational products and procedures
- KU2.** role and responsibilities of workers on the shop floor
- KU3.** procedures for dealing with loss or damage to goods
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components in the warehouse
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling
- KU9.** knowledge of standard operating procedures (sops) and how to react in emergencies.
- KU10.** knowledge of stock keeping units (sku).
- KU11.** basic legal knowledge and compliance procedures
- KU12.** knowledge of material handling equipment that can be used for move and store different components.
- KU13.** types of workplace hazards that one can encounter on the job and safe operating practices.
- KU14.** knowledge of technical specifications of goods in the warehouse
- KU15.** knowledge of possible difficulties in the inventory counting activity

Generic Skills (GS)

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

- GS1.** prepare detailed reports about inventory counted and discrepancies
- GS2.** write down notes about accidents, damaged and missing goods.
- GS3.** ability to read and understand the schedule, list of stored inventory.
- GS4.** ability to read and match labels to products on the list
- GS5.** ability to read instructions/training directions in english.
- GS6.** communicate clearly in local language or english with supervisors and peers
- GS7.** provide advice and guidance to peers & juniors
- GS8.** communicate with team members for delays or updates in counting schedule.
- GS9.** adjust according to volume, capacity and man power needs during peak and non-peak hours.
- GS10.** ability to prioritize and execute tasks in a high-pressure environment
- GS11.** ability to meet inventory counting targets.
- GS12.** ability to change work plan to accommodate immediate requirements.
- GS13.** ability to prepare and submit detailed reports in a timely manner.
- GS14.** understand the customer timelines and ensure that they are met.
- GS15.** rapidly identify and address errors during inventory counting process
- GS16.** identify trends/common causes for errors and suggest possible solutions to management.
- GS17.** perform counting in a systematic manner.
- GS18.** suggest methods to improve storage activities.
- GS19.** ability to concentrate on the task at hand and complete it without errors.
- GS20.** pay attention to detail.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Obtain schedule and inventory related information from supervisor</i>	9	21	-	-
PC1. understand the work schedule for the day from the supervisor.	1	4	-	-
PC2. obtain the list of stored items from the supervisor	1	4	-	-
PC3. get the list with location details along with the level of items in each pallet from the supervisor.	3	7	-	-
PC4. based on the total number of stock keeping units (sku) and the total working days in a month, determine the number of items to be counted daily.	4	6	-	-
<i>Gather relevant information and perform inspection of work area and equipment</i>	12	28	-	-
PC5. depending on the inventory classification schemes, understand how many items of each category are to be counted in a day.	2	3	-	-
PC6. collect and wear all the necessary personal protective equipment (ppe) as required by the product or the environment	2	3	-	-
PC7. get the required material handling equipment (mhe) such as reach trucks and cages and keep them ready	1	4	-	-
PC8. inspect the mhe to ensure that they are in good working condition	2	3	-	-
PC9. inspect the store area for any spillage, breakage or any other safety issues.	2	3	-	-
PC10. clean up spills or breakages in the store area	1	4	-	-
PC11. check stability and overloading of storage racks	2	8	-	-
<i>Safety and Maintenance</i>	14	21	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. comply with safety regulations and procedures in case of fire hazards, biohazards, etc.	5	5	-	-
PC13. wear all safety equipment including protective gear, helmets etc.	2	3	-	-
PC14. follow organization procedures with respect to security, materials handling and accident	2	3	-	-
PC15. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	1	4	-	-
PC16. adhere to security regulations of the company	2	3	-	-
PC17. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc	2	3	-	-
NOS Total	35	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2105
NOS Name	Prepare for inventory counting
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQF Clearance Date	25/11/2021

Qualification Pack

LSC/N2106: Verify physically counted numbers and system numbers

Description

This OS unit is about verifying stock levels and determining discrepancies.

Elements and Performance Criteria

Access stored goods, count and determine discrepancy

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

- PC1.** from the stored items list, identify where the full pallets are located.
- PC2.** with the help of an mhe operator, use the cage and reach truck to go up and count items in full pallets.
- PC3.** for all other pallets which are not full, have the mhe operator use the reach truck to bring the pallet down and perform counting.
- PC4.** compare actually counted numbers with the numbers in the stored items list to identify discrepancies if any.

Attempt reconciliation of missing goods.

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

- PC5.** prepare a missing items list.
- PC6.** continue counting of different category items until the daily quota for each category is achieved.
- PC7.** search through the warehouse to locate missing items
- PC8.** identify floating inventory and bin them as per company policy.
- PC9.** update missing items list, noting down items which items were reconciled

Safety and Maintenance

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

- PC10.** comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.
- PC11.** wear all safety equipment including protective gear, helmets etc
- PC12.** follow organization procedures with respect to security, materials handling and accidents
- PC13.** maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel
- PC14.** adhere to security regulations of the company
- PC15.** comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products and procedures
- KU2.** role and responsibilities of workers on the shop floor
- KU3.** procedures for dealing with loss or damage to goods

Qualification Pack

- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components in the warehouse
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling
- KU9.** knowledge of standard operating procedures (sops) and how to react in emergencies.
- KU10.** knowledge of stock keeping units (sku)
- KU11.** knowledge of material handling equipment that can be used for move and store different components
- KU12.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU13.** knowledge of technical specifications of goods in the warehouse.
- KU14.** knowledge of possible difficulties in the inventory counting activity.

Generic Skills (GS)

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

- GS1.** prepare detailed reports about inventory counted and discrepancies.
- GS2.** write down notes about accidents, damage and missing goods.
- GS3.** ability to read and understand schedule and list of inventory stored.
- GS4.** ability to read instructions/training directions in english.
- GS5.** ability to read and match labels to products on the list.
- GS6.** communicate clearly in local language or english with supervisors and peers.
- GS7.** provide advice and guidance to peers & juniors.
- GS8.** communicate with team members for delays or updates on counting schedule.
- GS9.** adjust according to volume, capacity and man power needs during peak and non-peak hours.
- GS10.** ability to prioritize and execute tasks in a high-pressure environment
- GS11.** ability to meet inventory counting targets.
- GS12.** ability to change work plan to accommodate immediate requirements.
- GS13.** ability to prepare and submit detailed reports in a timely manner.
- GS14.** understand the customer timelines and ensure that they are met.
- GS15.** rapidly identify and address errors during inventory counting process
- GS16.** identify trends/common causes for errors and suggest possible solutions to management.
- GS17.** perform counting in a systematic manner.
- GS18.** suggest methods to improve storage activities.
- GS19.** ability to concentrate on the task at hand and complete it without errors.
- GS20.** pay attention to detail.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Access stored goods, count and determine discrepancy</i>	6	19	-	-
PC1. from the stored items list, identify where the full pallets are located.	1	4	-	-
PC2. with the help of an mhe operator, use the cage and reach truck to go up and count items in full pallets.	1	4	-	-
PC3. for all other pallets which are not full, have the mhe operator use the reach truck to bring the pallet down and perform counting.	2	3	-	-
PC4. compare actually counted numbers with the numbers in the stored items list to identify discrepancies if any.	2	8	-	-
<i>Attempt reconciliation of missing goods.</i>	9	31	-	-
PC5. prepare a missing items list.	3	7	-	-
PC6. continue counting of different category items until the daily quota for each category is achieved.	1	4	-	-
PC7. search through the warehouse to locate missing items	1	4	-	-
PC8. identify floating inventory and bin them as per company policy.	2	8	-	-
PC9. update missing items list, noting down items which items were reconciled	2	8	-	-
<i>Safety and Maintenance</i>	15	20	-	-
PC10. comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.	5	5	-	-
PC11. wear all safety equipment including protective gear, helmets etc	2	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow organization procedures with respect to security, materials handling and accidents	2	3	-	-
PC13. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	2	3	-	-
PC14. adhere to security regulations of the company	2	3	-	-
PC15. comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc	2	3	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2106
NOS Name	Verify physically counted numbers and system numbers
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

Qualification Pack

LSC/N2107: Post counting activities

Description

This OS unit is about reporting activities after inventory counting.

Elements and Performance Criteria

Carry out housekeeping

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

- PC1.** return any ppe used to the respective storage rack.
- PC2.** return any mhe used to the respective storage area
- PC3.** perform a safety inspection of the storage area.
- PC4.** clean up any spillage or breakages

Report to Management

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

- PC5.** discuss findings of inventory cycle count with deo and update information on the system
- PC6.** report discrepancies in counting and sku mix up along with any other issues faced to the supervisor
- PC7.** prepare detailed reports for management as per the company policies to be used as audit evidence.

Safety and Maintenance

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

- PC8.** comply with safety regulations and procedures in case of fire hazards, biohazards, etc
- PC9.** wear all safety equipment including protective gear, helmets etc
- PC10.** follow organization procedures with respect to security, materials handling and accidents
- PC11.** maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel
- PC12.** adhere to security regulations of the company

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products and procedures
- KU2.** role and responsibilities of workers on the shop floor
- KU3.** procedures for dealing with loss or damage to goods
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components in the warehouse
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling

Qualification Pack

- KU9.** knowledge of standard operating procedures (sops) and how to react in emergencies.
- KU10.** knowledge of stock keeping units (sku)
- KU11.** knowledge of material handling equipment that can be used for move and store different components
- KU12.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU13.** knowledge of technical specifications of goods in the warehouse.
- KU14.** knowledge of possible difficulties in the inventory counting activity.

Generic Skills (GS)

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

- GS1.** prepare detailed reports about inventory counted and discrepancies.
- GS2.** write down notes about accidents, damage and missing goods.
- GS3.** ability to read and understand schedule and list of inventory stored.
- GS4.** ability to read instructions/training directions in english.
- GS5.** ability to read and match labels to products on the list.
- GS6.** communicate clearly in local language or english with supervisors and peers.
- GS7.** provide advice and guidance to peers & juniors.
- GS8.** communicate with team members for delays or updates on counting schedule.
- GS9.** adjust according to volume, capacity and man power needs during peak and non-peak hours.
- GS10.** ability to prioritize and execute tasks in a high-pressure environment
- GS11.** ability to meet inventory counting targets.
- GS12.** ability to change work plan to accommodate immediate requirements.
- GS13.** ability to prepare and submit detailed reports in a timely manner.
- GS14.** understand the customer timelines and ensure that they are met.
- GS15.** rapidly identify and address errors during inventory counting process
- GS16.** identify trends/common causes for errors and suggest possible solutions to management.
- GS17.** perform counting in a systematic manner.
- GS18.** suggest methods to improve storage activities.
- GS19.** ability to concentrate on the task at hand and complete it without errors.
- GS20.** pay attention to detail.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out housekeeping</i>	7	33	-	-
PC1. return any ppe used to the respective storage rack.	2	8	-	-
PC2. return any mhe used to the respective storage area	2	8	-	-
PC3. perform a safety inspection of the storage area.	1	9	-	-
PC4. clean up any spillage or breakages	2	8	-	-
<i>Report to Management</i>	10	20	-	-
PC5. discuss findings of inventory cycle count with deo and update information on the system	2	8	-	-
PC6. report discrepancies in counting and sku mix up along with any other issues faced to the supervisor	3	7	-	-
PC7. prepare detailed reports for management as per the company policies to be used as audit evidence.	5	5	-	-
<i>Safety and Maintenance</i>	13	17	-	-
PC8. comply with safety regulations and procedures in case of fire hazards, biohazards, etc	5	5	-	-
PC9. wear all safety equipment including protective gear, helmets etc	2	3	-	-
PC10. follow organization procedures with respect to security, materials handling and accidents	2	3	-	-
PC11. maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel	2	3	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. adhere to security regulations of the company	2	3	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N2107
NOS Name	Post counting activities
Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

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 validated and approved 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 these criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

Qualification Pack

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N2105.Prepare for inventory counting	35	70	-	-	105	30
LSC/N2106.Verify physically counted numbers and system numbers	30	70	-	-	100	40
LSC/N2107.Post counting activities	30	70	-	-	100	30
Total	95	210	-	-	305	100



Qualification Pack

Acronyms

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

Qualification Pack

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.

Qualification Pack

Knowledge and Understanding (KU)	<p>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.</p>
Organisational Context	<p>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.</p>
Technical Knowledge	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
Core Skills/ Generic Skills (GS)	<p>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.</p>
Electives	<p>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.</p>
Options	<p>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.</p>