

Qualification Pack



Commercial Vehicle Driver - LMO

QP Code: LSC/Q1005

Version: 2.0

NSQF Level: 4

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LSC/Q1005: Commercial Vehicle Driver - LMO

Brief Job Description

Individuals are expected to drive the Liquid Medical Oxygen(LMO) tankers safely and efficiently on the assigned route. This role requires the individual to handle hazardous material and liquid medical oxygen. S/he should be able to handle most of the routine break downs that could likely be encountered while driving long distances and through difficult terrains. The individual is also expected to achieve other key performance parameters such as fuel efficiency, on time delivery etc.

Personal Attributes

The person should be able to work for long hours under tiring and demanding conditions. The individual must be dependable, responsible, polite and remain calm and composed at all times. S/he should be able to communicate effectively as they need to deal with a variety of people everyday.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSC/N1014: Assess and ensure road worthiness of the vehicle \(LMO\)](#)
2. [LSC/N1015: Drive safely and efficiently \(LMO\)](#)
3. [LSC/N1013: Handling of Liquid Medical Oxygen](#)
4. [LSC/N9905: Follow health, safety and security procedures.](#)
5. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Land Transportation, Liquid Logistics
Occupation	Transport Operations , Vehicle Operations, Liquid Transport Operations
Country	India
NSQF Level	4
Credits	17

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/8331.0301
Minimum Educational Qualification & Experience	8th grade pass with 3 Years of experience as HMV driver (as per HMV regulations of Central motor vehicle rule 1989 - Should have the ability to read and write in English + at least 1 official language) OR Certificate-NSQF (Commercial Vehicle Driver - Level 4) with 3 Years of experience as HMV driver
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	HMV License
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	28/02/2026
NSQC Approval Date	28/02/2023
Version	2.0
Reference code on NQR	QG-04-TW-00407-2023-V1-LSC
NQR Version	1.0

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LSC/N1014: Assess and ensure road worthiness of the vehicle (LMO)

Description

This NOS details the vehicle's roadworthiness assessment as per organizational requirements, CMVR guidelines, and safety requirements for LMO.

Scope

The scope covers the following :

- Preparation
- Vehicle Checks
- Escalation of technical problem

Elements and Performance Criteria

Preparation

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

- PC1.** Wear the appropriate PPE and clothing designed for handling LMO while checking the vehicle
- PC2.** Check the safety devices in the vehicle, such as wheel chocks, breakdown signs, spark arrestor, traffic cone and fire extinguisher
- PC3.** Ensure that the driver is in proper health condition
- PC4.** Ensure that the valid documents are available in the vehicle (License, fitness certification, insurance, copy of registration certificate and road tax paid)

Vehicle Checks

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

- PC5.** • Check that the vehicle meets basic legal and compliance requirements:
 - The organization guidelines, e.g. rule books
 - CMVR guidelines from the Ministry of Road Transport & Highway and other guidelines issued by Road Transport Authorities like RTOs
 - Any other safety, security and environmental guidelines
- PC6.** Check vehicle service records indicative of any history of technical defects
- PC7.** Perform the appropriate checks for the cooling system, steering, electrical, fluid levels, braking system and other general condition of the vehicle
- PC8.** Ensure that there are no leakages in the cooling system
- PC9.** Perform the free play test to check the steering
- PC10.** Examine the fluid levels – oil levels, engine oil, gearbox hydraulic oil, brakes fluid, washer liquid and fuel
- PC11.** Check the braking systems to ensure it is working properly
- PC12.** Examine the electrical system of the vehicle by conducting the start-stop test
- PC13.** Ensure that there are no flammable items, greasy rags or diesel in the vehicle
- PC14.** Ensure to use tools that are cleaned for oxygen service and the toolkit is stowed in a place away from the cargo
- PC15.** Always stay on the planned route as approved by the shipper

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Escalation of technical problem

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

- PC16.** report actual or possible defects to the senior driver or owner, or service supervisor in enough detail so they can diagnose the problem
- PC17.** In consultation with the owner conclude about the roadworthiness of vehicle and, if found unfit to decide to use another vehicle.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Guidelines on handling liquid medical oxygen
- KU2.** Hazards associated with liquid oxygen
- KU3.** Organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues
- KU4.** methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations
- KU5.** where and how to get help in dealing with safety and emergency situations
- KU6.** Company's policies on: road worthiness requirement, basic compliance to technical requirements and standards, safety and hazards
- KU7.** CMVR guidelines and other specific local regulations
- KU8.** Organization structure
- KU9.** Escalation procedure

Generic Skills (GS)

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

- GS1.** Read and understand technical standards of vehicle operation regarding fuel systems and other control systems in the vehicle.
- GS2.** Document technical issues pertaining to vehicle
- GS3.** effectively communicate the safety and emergency issues
- GS4.** keep all the safety equipment in an organized manner so that there is no difficulty in finding them
- GS5.** report potential sources of danger
- GS6.** follow the prescribed procedure to address safety and emergency issues
- GS7.** learn from past mistakes regarding use of safety and emergency issues
- GS8.** assess the impact of hazardous material, activity, incident

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparation</i>	6	16	-	-
PC1. Wear the appropriate PPE and clothing designed for handling LMO while checking the vehicle	2	4	-	-
PC2. Check the safety devices in the vehicle, such as wheel chocks, breakdown signs, spark arrestor, traffic cone and fire extinguisher	2	4	-	-
PC3. Ensure that the driver is in proper health condition	1	4	-	-
PC4. Ensure that the valid documents are available in the vehicle (License, fitness certification, insurance, copy of registration certificate and road tax paid)	1	4	-	-
<i>Vehicle Checks</i>	20	44	-	-
PC5. <ul style="list-style-type: none"> Check that the vehicle meets basic legal and compliance requirements: The organization guidelines, e.g. rule books CMVR guidelines from the Ministry of Road Transport & Highway and other guidelines issued by Road Transport Authorities like RTOs Any other safety, security and environmental guidelines 	2	4	-	-
PC6. Check vehicle service records indicative of any history of technical defects	1	4	-	-
PC7. Perform the appropriate checks for the cooling system, steering, electrical, fluid levels, braking system and other general condition of the vehicle	2	4	-	-
PC8. Ensure that there are no leakages in the cooling system	1	4	-	-
PC9. Perform the free play test to check the steering	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. Examine the fluid levels – oil levels, engine oil, gearbox hydraulic oil, brakes fluid, washer liquid and fuel	2	4	-	-
PC11. Check the braking systems to ensure it is working properly	2	4	-	-
PC12. Examine the electrical system of the vehicle by conducting the start-stop test	2	4	-	-
PC13. Ensure that there are no flammable items, greasy rags or diesel in the vehicle	2	4	-	-
PC14. Ensure to use tools that are cleaned for oxygen service and the toolkit is stowed in a place away from the cargo	2	4	-	-
PC15. Always stay on the planned route as approved by the shipper	2	4	-	-
<i>Escalation of technical problem</i>	4	10	-	-
PC16. report actual or possible defects to the senior driver or owner, or service supervisor in enough detail so they can diagnose the problem	2	5	-	-
PC17. In consultation with the owner conclude about the roadworthiness of vehicle and, if found unfit to decide to use another vehicle.	2	5	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N1014
NOS Name	Assess and ensure road worthiness of the vehicle (LMO)
Sector	Logistics
Sub-Sector	Land Transportation
Occupation	Transport Operations , Vehicle Operations
NSQF Level	4
Credits	4
Version	1.0
Last Reviewed Date	28/02/2023
Next Review Date	28/02/2026
NSQF Clearance Date	28/02/2023

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LSC/N1015: Drive safely and efficiently (LMO)

Description

This OS unit is about driving safely and efficiently while carrying LMO

Scope

The scope covers the following :

- efficient driving of LMO tankers
- defensive driving techniques
- follow Traffic regulations

Elements and Performance Criteria

Efficient driving of LMO tankers

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

- PC1.** Follow the standard driving practices while driving LMO tankers
- PC2.** Follow the safety precautions during each step involved in the process of loading liquid oxygen to the tankers
- PC3.** Observe 10km/hr speed inside the factory before loading oxygen
- PC4.** Check the availability of cones, signs, PPE, emergency kit etc.
- PC5.** Ensure to review the decantation and venting procedures before driving
- PC6.** Follow the safety precautions while parking of LMO tankers
- PC7.** Ensure to keep a check on pressure gauge once every 4 hours
- PC8.** Follow the precautions in each step of involved in the unloading of liquid oxygen and exiting the delivery site
- PC9.** Observe 5 Km/hr speed limit while driving in delivery location
- PC10.** Ensure that all the safety precautions are followed during empty return of tankers
- PC11.** Ensure Safety Data Sheet (SDS) & Transport Emergency Card (TREM) are in the documents
- PC12.** Ensure Emergency Number and Valid Chief Controller of Explosives (CCoE) Pero Certificate are available

Defensive Driving technique

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

- PC13.** Perform various defensive driving techniques regarding overtaking, parking, stopping, driving in the rain, driving at night etc, wherever required.
- PC14.** Practice the mechanism of managing cargo pressure on the road while driving on curvy roads, braking hazards etc
- PC15.** Follow the safe driving techniques while negotiating turns and curves
- PC16.** Apply professional skills and take decisions on time as per the situation
- PC17.** Follow Precautions and road signs to avoid roll over, braking hazard and possible accidents
- PC18.** Remain alert at all times while driving and handle stress effectively

Follow traffic regulations

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

- PC19.** Follow state specific traffic regulations such as change of lanes
- PC20.** maintain a safe distance from other vehicles and signal your intentions correctly to other road users within a safe, systematic routine respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman.
- PC21.** use indicators and parking lights when stationary, where needed select a safe, legal and convenient place to stop.
- PC22.** secure the vehicle safely on gradients using hand brakes and wheel choke check for oncoming cyclists, pedestrians and other traffic before opening your door
- PC23.** remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.
- PC24.** give preference and right of road usage to children, elderly and differently abled
- PC25.** Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's guidelines on safe driving practices, system and processes to ensure safe driving
- KU2.** reporting structure
- KU3.** problem escalation procedure
- KU4.**
 - safe driving techniques such as avoid over speeding and follow prescribed limits maintain safe distance from other vehicles avoid pot holes, stones, other strewn objects in case of bridges and underpasses, observe and avoid driving when water level is above danger mark observe
 - movement of pedestrians to avoid collision observe movement of stray animals to avoid collision
- KU5.** alternate routes in case of natural calamity, road construction work etc.
- KU6.** troubleshooting techniques in the event of technical problems like changing wheels using jack
- KU7.** traffic regulations
- KU8.** elements of good driving habits for obtaining fuel efficiency : avoid clutch riding, avoid frequent changing of gears, avoid frequent braking, avoid over speeding, avoid idling of engine beyond reasonable limit, avoid high idling speed setting in engine, ensure there is no brake binding, obtain right grade of fuel from authorized outlets only, ensure correct quantity of fuel received as per bill

Generic Skills (GS)

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

- GS1.** communicate effectively in local language and also preferably basic spoken Hindi and basic written English
- GS2.** communicate information in a format that meets the requirements
- GS3.** seamless coordination with colleagues
- GS4.** assist others who require help

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- GS5.** take help from Assistant or junior driver
- GS6.** keep oneself updated with the new vehicle technologies and functionalities
- GS7.** gain knowledge/ experience from working on different routes
- GS8.** when on long distance/ inter state schedule , plan the trip keeping in mind regulations like no entry times and municipal limits in urban areas
- GS9.** plan and drive based on traffic and road condition using radio links/navigation aids where available
- GS10.** plan safe handling of life and materials as per the exact load being transported e.g.special people groups like children, elderly, differently abled or perishable,hazardous goods
- GS11.** fitness of vehicle for safe driving
- GS12.** breakdown condition
- GS13.** accident and emergency situations and medical emergencies
- GS14.** assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s)
- GS15.** identify immediate or temporary solutions to resolve delays and crisis situations
- GS16.** manage children, aged and differently abled individuals
- GS17.** effective tackling of passengers and public who may be stressed, frustrated, confused, or angry
- GS18.** build passenger friendly work environment and use customer centric approach to resolve crisis
- GS19.** resolve conflict while dealing with public
- GS20.** how to learn from past mistakes to resolve technical and non-technical problems

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Efficient driving of LMO tankers</i>	14	33	-	-
PC1. Follow the standard driving practices while driving LMO tankers	1	2	-	-
PC2. Follow the safety precautions during each step involved in the process of loading liquid oxygen to the tankers	1	2	-	-
PC3. Observe 10km/hr speed inside the factory before loading oxygen	1	2	-	-
PC4. Check the availability of cones, signs, PPE, emergency kit etc.	1	2	-	-
PC5. Ensure to review the decantation and venting procedures before driving	1	3	-	-
PC6. Follow the safety precautions while parking of LMO tankers	1	3	-	-
PC7. Ensure to keep a check on pressure gauge once every 4 hours	1	3	-	-
PC8. Follow the precautions in each step of involved in the unloading of liquid oxygen and exiting the delivery site	1	4	-	-
PC9. Observe 5 Km/hr speed limit while driving in delivery location	1	3	-	-
PC10. Ensure that all the safety precautions are followed during empty return of tankers	1	3	-	-
PC11. Ensure Safety Data Sheet (SDS) & Transport Emergency Card (TREM) are in the documents	2	3	-	-
PC12. Ensure Emergency Number and Valid Chief Controller of Explosives (CCoE) Pero Certificate are available	2	3	-	-
<i>Defensive Driving technique</i>	7	18	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. Perform various defensive driving techniques regarding overtaking, parking, stopping, driving in the rain, driving at night etc, wherever required.	2	3	-	-
PC14. Practice the mechanism of managing cargo pressure on the road while driving on curvy roads, braking hazards etc	1	3	-	-
PC15. Follow the safe driving techniques while negotiating turns and curves	1	3	-	-
PC16. Apply professional skills and take decisions on time as per the situation	1	3	-	-
PC17. Follow Precautions and road signs to avoid roll over, braking hazard and possible accidents	1	3	-	-
PC18. Remain alert at all times while driving and handle stress effectively	1	3	-	-
<i>Follow traffic regulations</i>	9	19	-	-
PC19. Follow state specific traffic regulations such as change of lanes	1	3	-	-
PC20. maintain a safe distance from other vehicles and signal your intentions correctly to other road users within a safe, systematic routine respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman.	1	2	-	-
PC21. use indicators and parking lights when stationary, where needed select a safe, legal and convenient place to stop.	1	2	-	-
PC22. secure the vehicle safely on gradients using hand brakes and wheel choke check for oncoming cyclists, pedestrians and other traffic before opening your door	2	3	-	-
PC23. remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. give preference and right of road usage to children, elderly and differently abled	1	3	-	-
PC25. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals	2	2	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N1015
NOS Name	Drive safely and efficiently (LMO)
Sector	Logistics
Sub-Sector	Land Transportation
Occupation	Transport Operations , Vehicle Operations
NSQF Level	4
Credits	4
Version	1.0
Last Reviewed Date	28/02/2023
Next Review Date	28/02/2026
NSQF Clearance Date	28/02/2023

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LSC/N1013: Handling of Liquid Medical Oxygen

Description

This NOS details the special precautions and steps to be undertaken while handling Liquid Medical Oxygen

Scope

The scope covers the following :

- Safety precautions while handling LMO

Elements and Performance Criteria

Safety precautions while handling LMO

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

- PC1.** Wear appropriate clothing and PPE (face and head shield, full sleeves, covered clothing, covered shoes, 100% cotton or wool, cryogenic gloves) while handling liquid oxygen
- PC2.** Ensure that PPE is worn at all times and any clothing coming in contact with liquid oxygen must be removed immediately
- PC3.** Ensure that there is no smoking or open flames in any area where liquid oxygen is stored or handled
- PC4.** Ensure that no liquid oxygen or oxygen-enriched air comes in contact with flammable or combustible substances of any kind
- PC5.** Use only oxygen-compatible materials and lubricants
- PC6.** Check that the Cryogenic containers are always in an upright position while being transported, handled or stored
- PC7.** Ensure that the cryogenic containers are not tipped, slided or rolled on their side while moving
- PC8.** Use a suitable hand truck or trolley for moving small containers
- PC9.** Avoid mechanical and thermal shock while moving cryogenic oxygen cylinders
- PC10.** Use only transfer lines and equipment designed for use with cryogenic liquids and ensure that they are well insulated
- PC11.** Ensure that the appropriate protocol is followed while loading of oxygen into tank
- PC12.** Inspect that a diffuser is attached to the transfer hose to reduce turbulence & release of gas while filling up from tanker
- PC13.** Review the decantation and venting procedure for the tank
- PC14.** Monitor the pressure gauge as per the prescribed guidelines and always wear a PPE
- PC15.** Follow the appropriate procedure for rupture disk and valve failure
- PC16.** Follow the emergency protocol for leaks, spills, rupture disk and valve failure
- PC17.** Follow all the statutory requirements of the chief controller of Explosives in India, SMPV rules and MSDS
- PC18.** Comply with defensive driving techniques to ensure safety

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Guidelines on handling liquid medical oxygen
- KU2.** Hazards associated with liquid oxygen
- KU3.** • Organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues
- KU4.** • methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations
- KU5.** where and how to get help in dealing with safety and emergency situations
- KU6.** Defensive driving techniques
- KU7.** Safety protocol for leaks, spills, rupture disks, accidents
- KU8.** Loading and decantation process for Liquid oxygen
- KU9.** Safety guidelines for monitoring pressure

Generic Skills (GS)

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

- GS1.** effectively communicate the safety and emergency issues
- GS2.** keep all the safety equipment in an organized manner so that there is no difficulty to find them
- GS3.** report potential sources of danger
- GS4.** follow prescribed procedure to address safety and emergency issues
- GS5.** learn from past mistakes regarding use of safety and emergency issues
- GS6.** assess impact of hazardous material, activity, incident

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Safety precautions while handling LMO</i>	30	70	-	-
PC1. Wear appropriate clothing and PPE (face and head shield, full sleeves, covered clothing, covered shoes, 100% cotton or wool, cryogenic gloves) while handling liquid oxygen	1	4	-	-
PC2. Ensure that PPE is worn at all times and any clothing coming in contact with liquid oxygen must be removed immediately	1	4	-	-
PC3. Ensure that there is no smoking or open flames in any area where liquid oxygen is stored or handled	1	4	-	-
PC4. Ensure that no liquid oxygen or oxygen-enriched air comes in contact with flammable or combustible substances of any kind	2	3	-	-
PC5. Use only oxygen-compatible materials and lubricants	2	4	-	-
PC6. Check that the Cryogenic containers are always in an upright position while being transported, handled or stored	2	4	-	-
PC7. Ensure that the cryogenic containers are not tipped, slided or rolled on their side while moving	2	4	-	-
PC8. Use a suitable hand truck or trolley for moving small containers	1	4	-	-
PC9. Avoid mechanical and thermal shock while moving cryogenic oxygen cylinders	1	4	-	-
PC10. Use only transfer lines and equipment designed for use with cryogenic liquids and ensure that they are well insulated	1	3	-	-
PC11. Ensure that the appropriate protocol is followed while loading of oxygen into tank	2	4	-	-
PC12. Inspect that a diffuser is attached to the transfer hose to reduce turbulence & release of gas while filling up from tanker	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. Review the decantation and venting procedure for the tank	2	4	-	-
PC14. Monitor the pressure gauge as per the prescribed guidelines and always wear a PPE	2	4	-	-
PC15. Follow the appropriate procedure for rupture disk and valve failure	2	4	-	-
PC16. Follow the emergency protocol for leaks, spills, rupture disk and valve failure	2	4	-	-
PC17. Follow all the statutory requirements of the chief controller of Explosives in India, SMPV rules and MSDS	2	4	-	-
PC18. Comply with defensive driving techniques to ensure safety	2	4	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N1013
NOS Name	Handling of Liquid Medical Oxygen
Sector	Logistics
Sub-Sector	Land Transportation
Occupation	Transport Operations
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	28/02/2023
Next Review Date	28/02/2026
NSQF Clearance Date	28/02/2023

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LSC/N9905: Follow health, safety and security procedures.

Description

This unit is about ensuring compliance with health, safety and security procedures at the workplace

Scope

The scope covers the following :

- Follow health, safety and security procedures
- Ensure compliance to health, safety and security

Elements and Performance Criteria

Follow health, safety and security procedures

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

- PC1.** make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation
- PC2.** wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area
- PC3.** follow standard driving practice to ensure safety of life and material
- PC4.** follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety
- PC5.** undertake periodical preventive health check ups
- PC6.** follow necessary Standard Operating Procedure (SOP) and precautions while handling dangerous and hazardous goods
- PC7.** follow security procedures like green gate in port, customs area, factory security, etc.
- PC8.** comply with data safety regulations of the organisation
- PC9.** follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway

Ensure compliance to health, safety and security

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

- PC10.** recognise unsafe conditions and safety practices at the workplace and report it to concerned authority
- PC11.** inspect the activity area and equipment for appropriate and safe condition
- PC12.** check if stacking is done at defined height and is not on the walk way
- PC13.** check if walk way is free from grease/ oil
- PC14.** check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places
- PC15.** participate in fire drills
- PC16.** check if standard material handling procedure are being followed
- PC17.** check if hold ladders, platforms and hand rails to be in a sound and safe condition
- PC18.** check if all the safety and security related tags, labels and signage are placed in the cargo

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- PC19.** check if loading instrument is certified and operational
- PC20.** implement 5S at workplace
- PC21.** check if cargo has passed security checks and report in case of any violation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** health, safety and security policies and procedures
- KU2.** special instructions for hazardous cargo handling
- KU3.** defined standard operating procedures
- KU4.** risk and impact of not following defined procedures/work instructions with reference to health, safety and security operations
- KU5.** escalation matrix for reporting identified problem
- KU6.** basics of Occupational Safety and Health Administration (OSHA)
- KU7.** 5S implementation and practice
- KU8.** necessary security procedures for airport, customs area, etc.
- KU9.** tools and equipment for material handling
- KU10.** standard material handling procedures while handling cargo
- KU11.** safety and security signage and their functions
- KU12.** different security tags, labels and signage
- KU13.** handling procedure for hazardous / fragile cargo
- KU14.** security procedures for dangerous / hazardous shipment
- KU15.** different PPE, their usage and purpose
- KU16.** safe driving techniques

Generic Skills (GS)

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

- GS1.** read SOP's and safety precautions for different ground operations and handling cargo
- GS2.** read different documents related to security and movement of cargo
- GS3.** fill forms related to health, safety and security procedures
- GS4.** communicate clearly with colleagues regarding safety procedures
- GS5.** share experience and guide peers
- GS6.** decide how to avoid any damage / accident to personal health / cargo handled, whenever required
- GS7.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS8.** plan clearance of cargo in manner that it does hamper the safety of the cargo and the loader/unloader
- GS9.** prioritize and execute tasks within the schedule time limits



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- GS10.** plan and drive based on traffic and road condition using radio links/navigation aids wherever available
- GS11.** ensure safe and secure movement of shipments, cargos etc.
- GS12.** identify any threats on personal health, safety, security, etc. and take appropriate actions
- GS13.** identify risks at the workplace and address them
- GS14.** analyse past mistakes and address them to avoid mishap in the future
- GS15.** check that right safety measures and procedures are in place

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow health, safety and security procedures</i>	19	33	-	-
PC1. make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation	3	4	-	-
PC2. wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area	3	4	-	-
PC3. follow standard driving practice to ensure safety of life and material	3	4	-	-
PC4. follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety	2	4	-	-
PC5. undertake periodical preventive health check ups	2	4	-	-
PC6. follow necessary Standard Operating Procedure (SOP) and precautions while handling dangerous and hazardous goods	2	4	-	-
PC7. follow security procedures like green gate in port, customs area, factory security, etc.	2	3	-	-
PC8. comply with data safety regulations of the organisation	1	3	-	-
PC9. follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway	1	3	-	-
<i>Ensure compliance to health, safety and security</i>	21	27	-	-
PC10. recognise unsafe conditions and safety practices at the workplace and report it to concerned authority	1	3	-	-
PC11. inspect the activity area and equipment for appropriate and safe condition	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. check if stacking is done at defined height and is not on the walk way	1	3	-	-
PC13. check if walk way is free from grease/ oil	2	2	-	-
PC14. check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places	2	2	-	-
PC15. participate in fire drills	2	2	-	-
PC16. check if standard material handling procedure are being followed	2	2	-	-
PC17. check if hold ladders, platforms and hand rails to be in a sound and safe condition	2	2	-	-
PC18. check if all the safety and security related tags, labels and signage are placed in the cargo	2	2	-	-
PC19. check if loading instrument is certified and operational	2	2	-	-
PC20. implement 5S at workplace	2	2	-	-
PC21. check if cargo has passed security checks and report in case of any violation	2	2	-	-
NOS Total	40	60	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N9905
NOS Name	Follow health, safety and security procedures.
Sector	Logistics
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/05/2027
NSQF Clearance Date	30/05/2024

Qualification Pack

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:

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- 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.

Qualification Pack

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



Qualification Pack

- 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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	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	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	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	-	-	-	-
<i>Basic English Skills</i>	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	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

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	-	-	-	-
<i>Communication Skills</i>	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	-	-	-	-
<i>Diversity & Inclusion</i>	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	-	-	-	-
<i>Financial and Legal Literacy</i>	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	-	-	-	-
<i>Essential Digital Skills</i>	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	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	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	-	-	-	-
<i>Customer Service</i>	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	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	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	-	-

Qualification Pack

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	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

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(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
LSC/N1014.Assess and ensure road worthiness of the vehicle (LMO)	30	70	-	-	100	20
LSC/N1015.Drive safely and efficiently (LMO)	30	70	-	-	100	20
LSC/N1013.Handling of Liquid Medical Oxygen	30	70	-	-	100	20
LSC/N9905.Follow health, safety and security procedures.	40	60	-	-	100	20
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	20
Total	150	300	-	-	450	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.

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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.