

# Model Curriculum

## Cold Store Keeper

**SECTOR: AGRICULTURE & ALLIED**  
**SUB-SECTOR: AGRICULTURE INDUSTRIES**  
**OCCUPATION: POST-HARVEST SUPPLY CHAIN  
MANAGEMENT**  
**REF ID: AGR/Q7507, v1.0**  
**NSQF LEVEL: 5**



**Certificate**

**CURRICULUM COMPLIANCE TO  
QUALIFICATION PACK – NATIONAL OCCUPATIONAL  
STANDARDS**

is hereby issued by the  
**AGRICULTURE SKILL COUNCIL OF INDIA**

for the  
**MODEL CURRICULUM**

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: **'Cold Store Keeper'** QP No. **'AGR/Q7507 NSQF Level 5'**

Date of Issuance: June 30<sup>th</sup>, 2015  
Valid up to: July 10<sup>th</sup>, 2022

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

  
Authorised Signatory  
(Agriculture Skill Council of India)

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# Cold Store Keeper

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Cold Store Keeper”, in the “Agriculture & Allied” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Cold Store Keeper</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	AGR/Q7507, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	22/08/2019
<b>Pre-requisites to Training</b>	Class 12 <sup>th</sup>		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Lead the work team:</b> Serve as a lead worker to other classified staff in the area and perform related work as required</li> <li>• <b>Manage the Inventory:</b> Material Movement, shipping/receiving, inventory management</li> <li>• <b>Record the Inventory and Stocks:</b> Stocking activities, maintaining record of inward, stored and outward stock</li> <li>• <b>Maintain health and safety at the cold storage:</b> Hazard analysis, safety measures implementation</li> </ul>		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Cold Store Keeper” Qualification Pack issued by “Agriculture Skill Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction</b>  <b>Theory Duration</b> (hh:mm) 5:00  <b>Practical Duration</b> (hh:mm) 0:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>Understand general discipline in the class room (Do's &amp; Don'ts)</li> <li>Study the scope of Inventory Management</li> <li>Understand the role of a Cold Store Keeper</li> <li>Understand the working environment in the cold store</li> </ul>	Laptop, white board, marker, projector
2	<b>Check inward, stored &amp; outward stock</b>  <b>Theory Duration</b> (hh:mm) 10:00  <b>Practical Duration</b> (hh:mm) 35:00  <b>Corresponding NOS Code</b> AGR/N7529	<ul style="list-style-type: none"> <li>Understand the importance of inventory management</li> <li>Understand the importance of stocking</li> <li>Check inward, stored and outward stock</li> <li>Maintain records of               <ul style="list-style-type: none"> <li>detailed schedule for inward stock</li> <li>In house stock</li> <li>Schedule for outward stock</li> </ul> </li> </ul>	Laptop, white board, marker, projector, Record Book
3	<b>Verify Physical stock of the cold storage</b>  <b>Theory Duration</b> (hh:mm) 10:00  <b>Practical Duration</b> (hh:mm) 30:00  <b>Corresponding NOS Code</b> AGR/ N7530	<ul style="list-style-type: none"> <li>Understand the characteristics of the stored goods</li> <li>Understand the perishability /shelf life of the horticulture produce</li> <li>Understand the method of storing for different goods</li> <li>Check the produce is stored as per the specified</li> <li>Understand and prepare inventory document for cold storage</li> <li>Perform Visual inspection of the shipment</li> <li>Check the numbering and tagging of the Stock</li> <li>Perform Quality inspection of stock</li> <li>Familiarize with efficient material handling practices</li> </ul>	Laptop, white board, marker, projector
4	<b>Manage space &amp; stock of the cold storage</b> (hh:mm) 15:00	<ul style="list-style-type: none"> <li>Understand the importance of space utilization in cold storage</li> <li>Assess the space availability in cold store</li> <li>Maintain the cleanliness of the empty</li> </ul>	Laptop, white board, marker, projector

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Practical Duration</b> (hh:mm) 30:00  <b>Corresponding NOS Code</b> AGR/N7531	space <ul style="list-style-type: none"> <li>• Check the store inventory</li> <li>• Check the quality standards of the stored goods</li> </ul>	
5	<b>Coordinate with colleagues</b>  <b>Theory Duration</b> (hh:mm) 10:00  <b>Practical Duration</b> (hh:mm) 20:00  <b>Corresponding NOS Code</b> AGR/N9905	<ul style="list-style-type: none"> <li>• Understand the work requirement</li> <li>• Communicate and receive instructions from supervisor</li> <li>• Coordinate with colleagues</li> </ul>	Laptop, white board, marker, projector
6	<b>Maintain safe work environment</b>  <b>Theory Duration</b> (hh:mm) 15:00  <b>Practical Duration</b> (hh:mm) 20:00  <b>Corresponding NOS Code</b> AGR/N9906	<ul style="list-style-type: none"> <li>• Perform General safety Rules</li> <li>• Familiarize with various health hazards relevant to workplace and basic first aid training.</li> <li>• Understand the basic safety checks and other common reported hazards before all farm operation</li> <li>• Understand, identify and study the use of equipment</li> <li>• Understand and handle the emergency situation in workplace</li> <li>• Maintain dress code</li> <li>• Maintain tobacco and nicotine free environment</li> </ul>	Laptop, white board, marker, projector, First Aid Box, Fire Extinguisher
	<b>Total Duration:</b>  <b>Theory Duration</b> (hh:mm) <b>65:00</b>  <b>Practical Duration</b> (hh:mm) <b>135:00</b>	<b>Unique Equipment Required:</b> Laptop, white board, marker, projector, Cold Store, record book, First Aid Box, Fire Extinguisher	

Grand Total Course Duration: **200 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Agriculture Skill Council of India](#))

## Trainer Prerequisites for Job role “Cold Store Keeper” mapped to Qualification Pack: “AGR/Q7507, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	Trainer is responsible for educating the trainees – shipping/receiving, recording of stock (inward, stored, outward), stocking activities etc
2	<b>Personal Attributes</b>	Trainer should be Subject Matter Expert, he/ she should have good communication skills, leadership skills, observation skills, practical oriented skills
3	<b>Minimum Educational Qualifications</b>	Diploma in Agriculture
4a	<b>Domain Certification</b>	Certified for Job Role: “Cold Storage Keeper” mapped to QP: “AGR/Q7507,v1.0”. Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score is 80%
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Post Graduate Diploma/MBA-Supply Chain management/Agribusiness Management/Marketing</li> <li>• BBA with 2 years of relevant experience</li> <li>• Graduate (Agriculture / Horticulture/ Forestry) with 2 years of relevant experience</li> <li>• Graduate with 10+2 in Science with 3 years of relevant experience</li> <li>• Diploma in Agriculture [after10+2 Science] with 3 years of relevant experience and 4 years of total experience</li> </ul>

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	Cold Store Keeper
<b>Qualification Pack</b>	AGR/Q7507, v1.0
<b>Sector Skill Council</b>	Agriculture

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack , every trainee should score a minimum of 70% in aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack



Assessable Outcome	Assessment Criteria	Total Mark (400)	Out Of	Marks Allocation	
				Theory	Skills Practical
1.AGR/N7529: Check Inward, Stored & Outward Stock	PC1. collect information about the incoming stock from the supervisor	<b>160</b>	15	7	8
	PC2.work with computer system and knowledge about the company credentials		10	5	5
	PC3.collect the agreement sheet from the truck driver.		5	2	3
	PC4.check the Invoice of Inward material		15	7	8
	PC5.check the physical stock as per invoice		15	8	7
	PC6.ensure the document packs are matching with the receipt		10	5	5
	PC7.generate receipt for received stock for storage		15	8	7
	PC8.check physical inventory of cold storage daily		15	7	8
	PC9.inspect the receiving area to ensure that it is clean and in safe condition before material is moved to storage		10	5	5
	PC10.maintain detail report for outward stock		15	7	8
	PC11.understand priorities for highly perishable stock		15	9	6
	PC12.assist in maintaining a register or on computer by furnishing the details of the inward & outward stock		10	5	5
	PC13.coordinate with the suppliers on the stock information and match with the documented details		10	5	5
	<b>Total</b>		160	80	80
2.AGR/N7530: Verify Physical stock of the Cold Storage	PC1.understand the work schedule from supervisor	<b>120</b>	5	2	3
	PC2.request the driver to unseal shipment in their presence		5	2	3
	PC3.take necessary precautions including quarantining the goods, obtaining drivers' signature, taking notes/snapshots etc		15	7	8
	PC4.visually inspect the shipment		5	2	3
	PC5.report to supervisor in case of discrepancy in deliveries against the agreement sheet		5	3	2
	PC6.prepare unloading slip		5	3	2
	PC7.give marking and tagging for the received stock to store		15	8	7

	PC8.check the numbering and tagging is visible to worker.		10	5	5
	PC9.send the products to the different destinations as per the labels		15	9	6
	PC10.check the produce is stored as per the specified		10	5	5
	PC11.prepare inventory document for cold storage.		15	6	9
	PC12.inspect the quality at regular intervals and inform to supervisor.		15	8	7
	<b>Total</b>		120	60	60
3.AGR/N7531: Manage space & stock of the Cold Storage	PC1.Check empty space of cold storage daily.	<b>80</b>	10	5	5
	PC2.Inform the available store and space to supervisor		15	7	8
	PC3.guide the supervisor to use empty space management of cold storage		15	7	8
	PC4.daily check the store inventory		5	3	2
	PC5.convey to the cold store engineering department to carry out heat load and reduce the cooling demand of store		15	8	7
	PC6.Co-ordinate with cleaning workers		10	5	5
	PC7.maintain cold storage clean and hygiene		10	5	5
	<b>Total</b>		80	40	40
4.AGR/N9905: Coordinate with colleagues	PC1.receive instructions and understand the work requirements as per policy and procedures	<b>20</b>	2	1	1
	PC2.report and communicate on the various activities undertaken Escalate any issues and problems to the reporting supervisor		1	0	1
	PC3.escalate any issues and problems to the reporting supervisor		2	1	1
	PC4.receive feedback on work standards and customer satisfaction		3	2	1
	PC5.communicate inventory tagging and marking as per particular Location.		3	1	2
	PC6.rectify any errors if indicated by the supervisor		2	1	1
	PC7.assist colleagues wherever necessary as per capability		2	1	1
	PC8.resolve any conflicts and ensure a smooth workflow		2	1	1
	PC9.put team over individual goals		2	1	1
	PC10.coordinate with the colleagues on various activities to be completed		1	0	1

	<b>Total</b>		20	9	11
5.AGR/N9906: Maintain safe work environment	PC1.receive instructions and understand the work requirements as per policy and procedures	<b>20</b>	1	0	1
	PC2.report and communicate on the various activities undertaken Escalate any issues and problems to the reporting supervisor		1	1	0
	PC3.receive feedback on work standards and customer satisfaction		1	1	0
	PC4.communicate inventory tagging and marking as per particular Location.		3	1	2
	PC5.rectify any errors if indicated by the supervisor		2	1	1
	PC6.attend fire drills and other safety related workshops organized at the workplace		1	0	1
	PC7.be aware of first aid, evacuation and emergency procedures		2	1	1
	PC8.be alert of any events and do not be negligent of any safety procedures to be followed		1	0	1
	PC9.avoid accidents while using hazardous chemicals, machines, sharp tools and equipments		2	1	1
	PC10.use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)		1	0	1
	PC11.handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders		2	1	1
	PC12. maintains clean environment in cold store workplace		1	0	1
	PC13.regular preventive health check-up of cold storage worker		1	0	1
	PC14.maintain personal Hygiene in workplace		1	0	1
		20	7	13	
	<b>Total</b>	<b>400</b>	<b>400</b>	<b>196</b>	<b>204</b>