QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AGRICULTURE & ALLIED INDUSTRY

What are Occupational Standards(OS)?

➢ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➢ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack-Cold Store Keeper

SECTOR: AGRICULTURE & ALLIED

SUB-SECTOR: Agriculture Industries

OCCUPATION: Post-harvest Supply Chain Management

REFERENCE ID: AGR/Q7507

ALIGNED TO: NCO-2015/7127

Cold Store Keeper: Cold Store Keeper is responsible for managing inventory and material movement in cold storage.

Brief Job Description: The individual performs a variety of shipping/receiving, stocking activities for cold stores. The individual maintains inventory and stock records and may serve as a lead worker to other classified staff in the area and perform related work as required.

Personal Attributes: The job requires the individual to have: good eyesight and observation ability, attention to details, ability to work independently, goal orientation, patience at work, willingness to work in dusty; noisy suroundings and the stamina for long hours of work.

Qualifications Pack Code	AGR/Q7507		
Job Role	Cold Store Keeper		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture And Allied	Drafted on	15/05/15
Sub-sector	Agriculture Industries	Last reviewed on	20/03/17
Occupation	Post Harvest Supply Chain Management	Next review date	10/07/22
NSQC Clearance On	22/08/2019		

Job Details (side label)

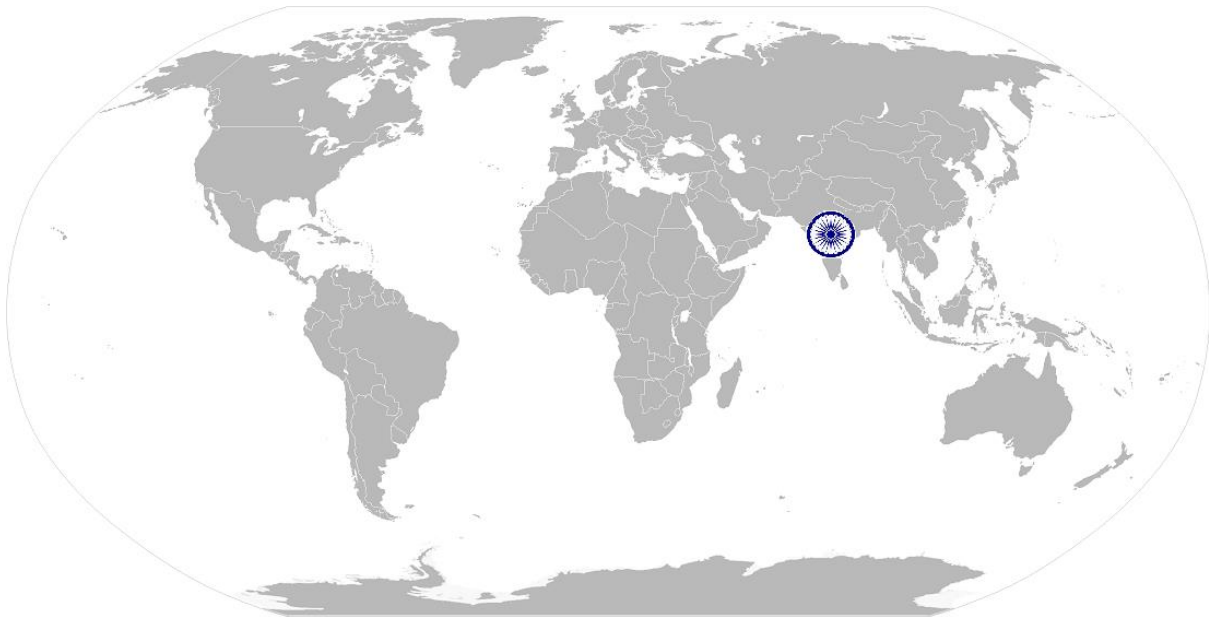| Job Role	Cold Store Keeper
Role Description	The individual maintains inventory and stock records & may serve as a lead worker to other classified staff in the area and perform related work as required .
NSQF level	5
Minimum Educational Qualifications	Class 12th
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Minimum Job Entry Age	20 Years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. AGR/N7529: Check Inward, Stored & Outward Stock 2. AGR/N7530: Verify Physical stock of the Cold Storage 3. AGR/N7531: Manage space & stock of the Cold Storage 4. AGR/N9905: Coordinate with colleagues 5. AGR/N9906: Maintain safe work environment **Optional:** N.A.
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
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.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualification Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required
Knowledge and Understanding	Knowledge and understanding 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
Organizational 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	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any

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	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.
Keywords /Terms	**Description**
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

National Occupational Standard

Overview

This unit is about the inventory management of cold storage: inward, stored and outward stock.

National Occupational Standard

Unit Code	AGR /N7529
Unit Title (Task)	Check Inward, Stored & Outward Stock
Description	This OS unit is about the inventory management of cold storage: inward, stored and outward stock
Scope	This unit/task covers the following: • maintain detailed schedule for inward stock • maintain details of in house stock • maintain schedule for outward stock • assist in documentation

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Maintain detailed schedule for inward stock	To be competent, the user/individual on the job must be able to: PC1. collect inforfation about the incoming stock from the supervisor PC2. work with computer system and knowledge about the company credentials PC3. collect the agreement sheet from the truck driver. PC4. check the Invoice of Inward material PC5. check the physical stock as per invoice PC6. ensure the document packs are matching with the receipt PC7. generate receipt for received stock for storage
Maintain details of In-house Stock	To be competent, the user/individual on the job must be able to: PC8. check physical inventory of cold storage daily PC9. inspect the receiving area to ensure that it is clean and in safe condition before material is moved to storage
Maintain schedule for outward stock	To be competent, the user/individual on the job must be able to: PC10. maintain detail report for outward stock PC11. understand priorities for highly perishable stock
Assist in documentation of the inward & outward stock	To be competent, the user/individual on the job must be able to: PC12. assist in maintaining a register or on computer by furnishing the details of the inward & outward stock PC13. coordinate with the suppliers on the stock information and match with the documented details

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	The user/individual on the job needs to know and understand: KA1. company's policies on daily pre-operational checks of controlled atmosphere KA2. importance of the individual's role in the workflow

its processes)	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. the customer's requirement for the particular product to store in Cold Store KB2. knowledge about cold storage capacity KB3. knowledge about different horticulture produce and there condition KB4. knowledge of possible difficulties in receiving horticulture produce KB5. knowledge of inspection and testing methods KB6. knowledge to use the computer for electronic documentation of information KB7. knowledge about the inventory software
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. note down details regarding inspection of the received stock SA2. fill out forms, inspection checklists pertaining to the inbound Deliveries SA3. prepare detailed reports for management
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read documents relating to colds tore, stock orders, delivery order
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. communicate clearly with managers and peers SA6. regularly communicate with all employees to ensure activities are running smoothly SA7. provide advice and guidance to peers and juniors
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SB2. ability to make a judgment as to whether the product meets the required condition or not
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. prioritize and execute tasks within the scheduled time limits SB5. maintain schedules and punctuality. Avoid absenteeism SB6. be a team player and achieve joint goals SB7. re-assess schedule in case of delays/additional orders

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	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. develop a rapport with reporting site manager and others senior officials SB9. listen carefully and interpret the information given by the site manager and accountant SB10. work as a team and deliver in time frame work SB11. work on multiple works and at a time
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB12. identify trends/common causes for errors and suggest possible solutions to the cold storage manager SB13. handle day to day problems like delays, staffing shortage, etc
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB14. suggest methods to streamline receiving of inbound consignments SB15. ability to estimate the value of the delivery SB16. ability to assess whether the product meets the required specification
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB17. how to spot process disruptions and delays

NOS Version Control

NOS Code	AGR/N7529		
Credits (NSQF)	TBD	**Version number**	1.0
Industry	Agriculture & allied	**Drafted on**	15/05/15
Industry Sub-sector	Agriculture Industries	**Last reviewed on**	20/03/17
Occupation	Post-harvest Supply Chain Management	**Next review date**	10/07/22

AGR/N7530   **Verify Physical stock of the Cold Storage**

National Occupational Standard
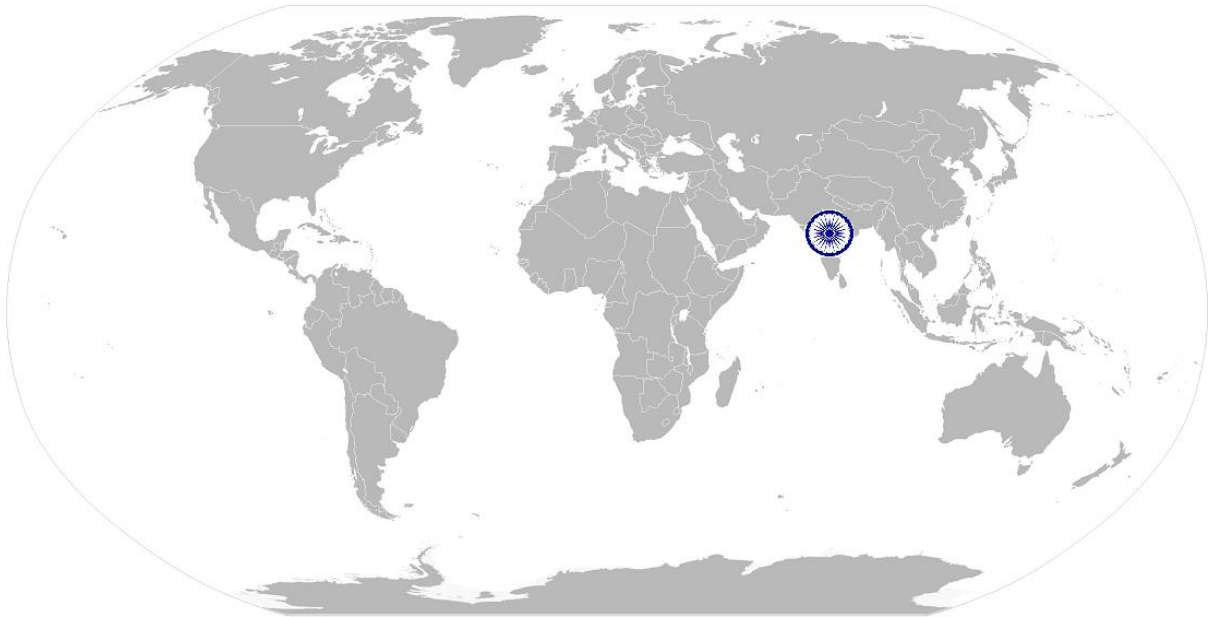
Overview

This OS unit is about physical verification of cold store stock

National Occupational Standard

Unit Code	AGR /N7530
Unit Title (Task)	Verify Physical stock of the Cold Storage
Description	This OS unit is about checking physical verification of cold store stock
Scope	This unit/task covers the following: • physical verification of inward stock • assess the stored stock

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Physical verification of inward stocks	To be competent, the user/individual on the job must be able to: PC1. understand the work schedule from supervisor PC2. request the driver to unseal shipment in their presence PC3. take necessary precautions including quarantining the goods, obtaining drivers' signature, taking notes/snapshots etc. PC4. visually inspect the shipment PC5. report to supervisor in case of discrepancy in deliveries against the agreement sheet PC6. prepare unloading slip PC7. give marking and tagging for the received stock to store
Assess the stored Stock	To be competent, the user/individual on the job must be able to: PC8. check the numbering and tagging is visible to worker. PC9. send the products to the different destinations as per the labels PC10. check the produce is stored as per the specified PC11. prepare inventory document for cold storage. PC12. inspect the quality at regular intervals and inform to supervisor.

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company's protocol for storage of material in cold storage management KA2. importance of the individual's role in the workflow

AGR/N7530   **Verify Physical stock of the Cold Storage**

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different kinds of produce and their perishability KB2. marking of unique codes in cold storage KB3. different tagging and marking methods and their functions KB4. utilization of inventory management system KB5. relevant safety and security procedures KB6. standard Operating Procedures (SOPs) and how to react in emergencies KB7. possible difficulties in receiving arriving deliveries
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. note down details regarding inspection of each arriving delivery SA2. fill out forms, inspection checklists pertaining to the inbound Deliveries SA3. prepare detailed reports for management
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read documents relating to cold store, stock orders, delivery order
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. communicate clearly with managers and peers SA6. regularly communicate with all employees to ensure activities are running smoothly SA7. provide advice and guidance to peers and juniors
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SB2. ability to make a judgment as to whether the product meets the required condition or not
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. prioritize and execute tasks within the scheduled time limits SB5. maintain schedules and punctuality. Avoid absenteeism SB6. be a team player and achieve joint goals SB7. flexibility to re-assess schedule in case of delays/additional orders
	Customer Centricity

	The user/individual on the job needs to know and understand how to:
	   SB8. develop a rapport with reporting site manager and others senior officials
	   SB9. listen carefully and interpret the information given by the site manager and accountant
	   SB10. work as a team and deliver in time frame work
	   SB11. work on multiple works and at a time

	Problem Solving

	The user/individual on the job needs to know and understand how to:
	   SB12. identify trends/common causes for errors and suggest possible solutions to the cold storage manager
	   SB13. handle day to day problems like delays, staffing shortage, etc

	Analytical Thinking

	The user/individual on the job needs to know and understand how to:
	   SB14. suggest methods to streamline receiving of inbound consignments
	   SB15. ability to estimate the value of the delivery
	   SB16. ability to assess whether the product meets the required specification

	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB17. how to spot process disruptions and delays

NOS Version Control

NOS Code	AGR/N7530		
Credits (NSQF)	TBD	**Version number**	1.0
Industry	Agriculture & allied	**Drafted on**	15/05/15
Industry Sub-sector	Agriculture Industries	**Last reviewed on**	20/03/17
Occupation	Post-harvest Supply Chain Management	**Next review date**	10/07/22

AGR/N7531   **Manage space & stock of the Cold Storage**

National Occupational Standard
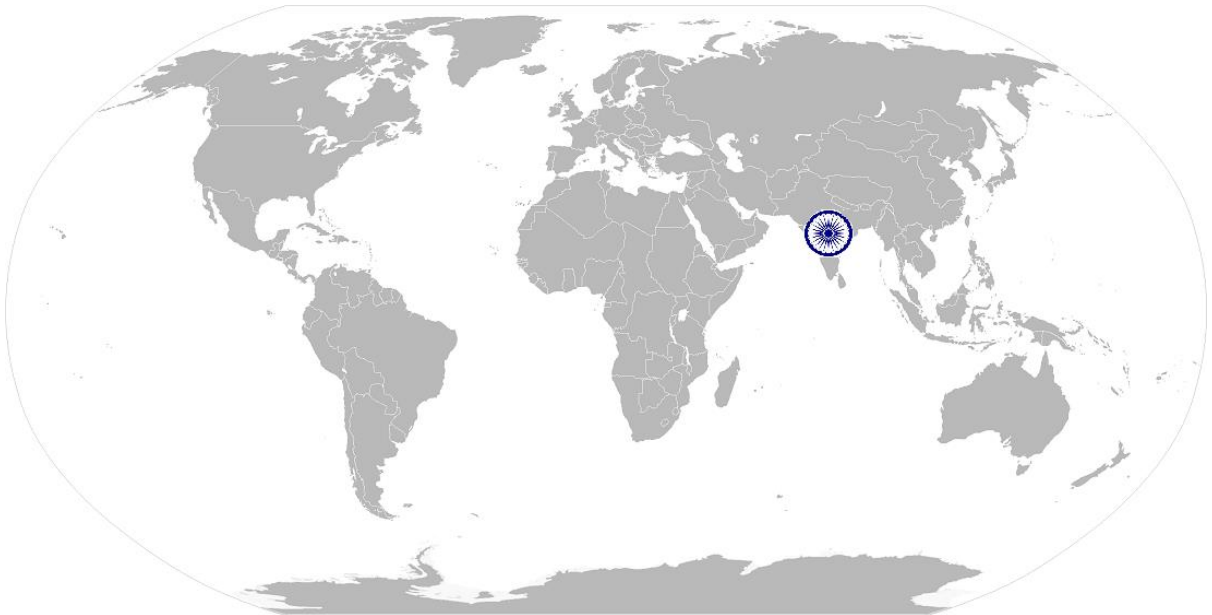
Overview

This OS unit is about cold store stock and space management

AGR/N7531   **Manage space & stock of the Cold Storage**

Unit Code	AGR /N7531
Unit Title (Task)	Manage space & stock of the Cold Storage
Description	This OS unit is about cold store stock and space management
Scope	This unit/task covers the following: • Cold store space & stock management • Carry out housekeeping

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Cold store space & stock management	To be competent, the user/individual on the job must be able to: PC1. Check empty space of cold storage daily. PC2. Inform the available store and space to supervisor PC3. guide the supervisor to use empty space management of cold storage PC4. daily check the store inventory PC5. convey to the cold store engineering department to carry out heat load and reduce the cooling demand of store
Carry out house Keeping	To be competent, the user/individual on the job must be able to: PC6. Co-ordinate with cleaning workers PC7. maintain cold storage clean and hygiene

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA3. company's protocol for storage of material in cold storage management KA4. importance of the individual's role in the workflow
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Different types of horticulture produce and their storage procedures KB2. horticulture produce respiration KB3. different produces and what should be there tentative shelf life for that product KB4. how to use empty space for another product
Skills (S)	
A. Core Skills/	**Writing Skills**

National Occupational Standard

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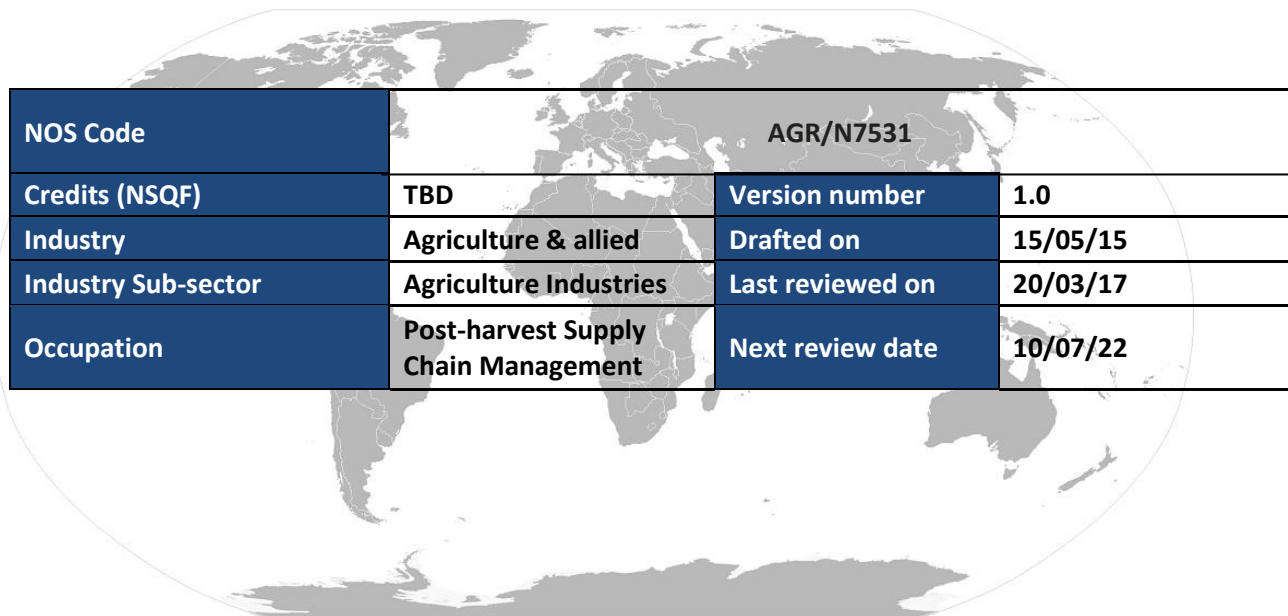|	
Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. note down details regarding inspection of the received stock SA2. fill out forms, inspection checklists pertaining to the inbound deliveries SA3. prepare detailed reports for management
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read documents relating to cold store, stock orders, delivery order
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. communicate clearly with managers and peers SA6. regularly communicate with all employees to ensure activities are running smoothly SA7. provide advice and guidance to peers and juniors
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations SB2. ability to make a judgment as to whether the product meets the required condition or not
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. prioritize and execute tasks within the scheduled time limits SB5. maintain schedules and punctuality and avoid absenteeism SB6. be a team player and achieve joint goals SB7. re-assess schedule in case of delays/additional orders
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. develop a rapport with reporting site manager and others senior officials SB9. listen carefully and interpret the information given by the site manager and accountant SB10. work as a team and deliver in time frame work SB11. work on multiple works and at a time
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB12. identify trends/common causes for errors and suggest possible solutions to the cold storage manager SB13. handle day to day problems like delays, staffing shortage, etc
	Analytical Thinking

	The user/individual on the job needs to know and understand how to:
	SB14. suggest methods to streamline receiving of inbound consignments
	SB15. estimate the value of the delivery
	SB16. assess whether the product meets the required specification
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB17. spot process disruptions and delays

NOS Version Control

NOS Code		AGR/N7531	
Credits (NSQF)	TBD	Version number	1.0
Industry	Agriculture & allied	Drafted on	15/05/15
Industry Sub-sector	Agriculture Industries	Last reviewed on	20/03/17
Occupation	Post-harvest Supply Chain Management	Next review date	10/07/22

AGR/N9905   **Coordinate with colleagues**

National Occupational Standard
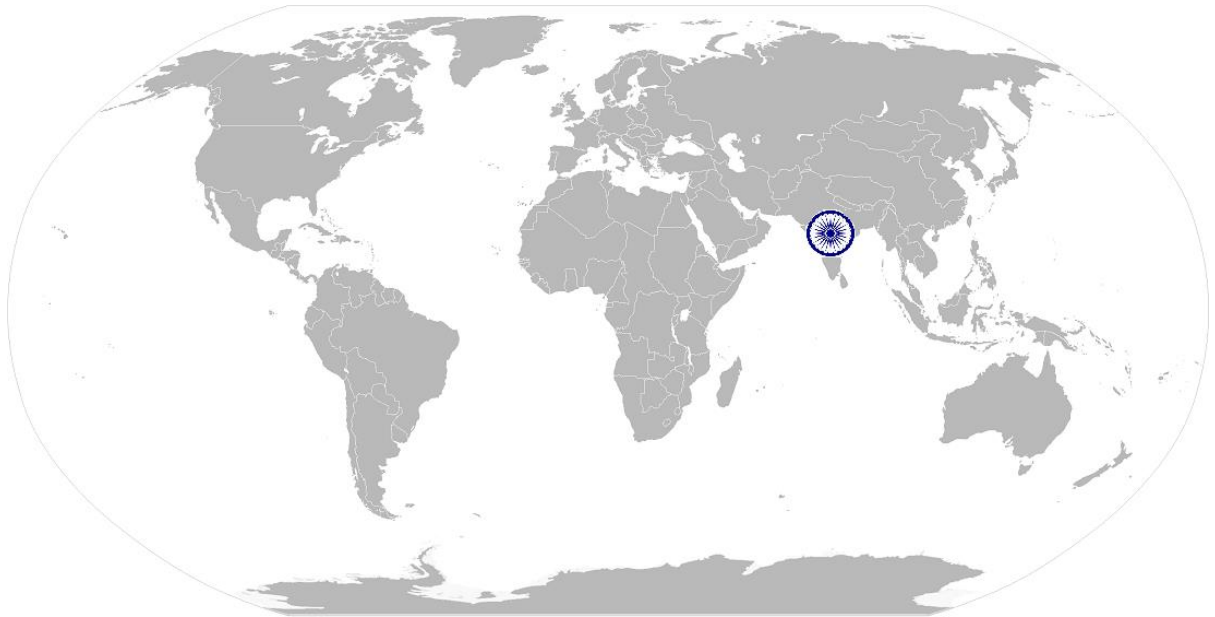
Overview

This OS unit is about coordinating and working effectively with the supervisors and colleagues

AGR/N9905   **Coordinate with colleagues**
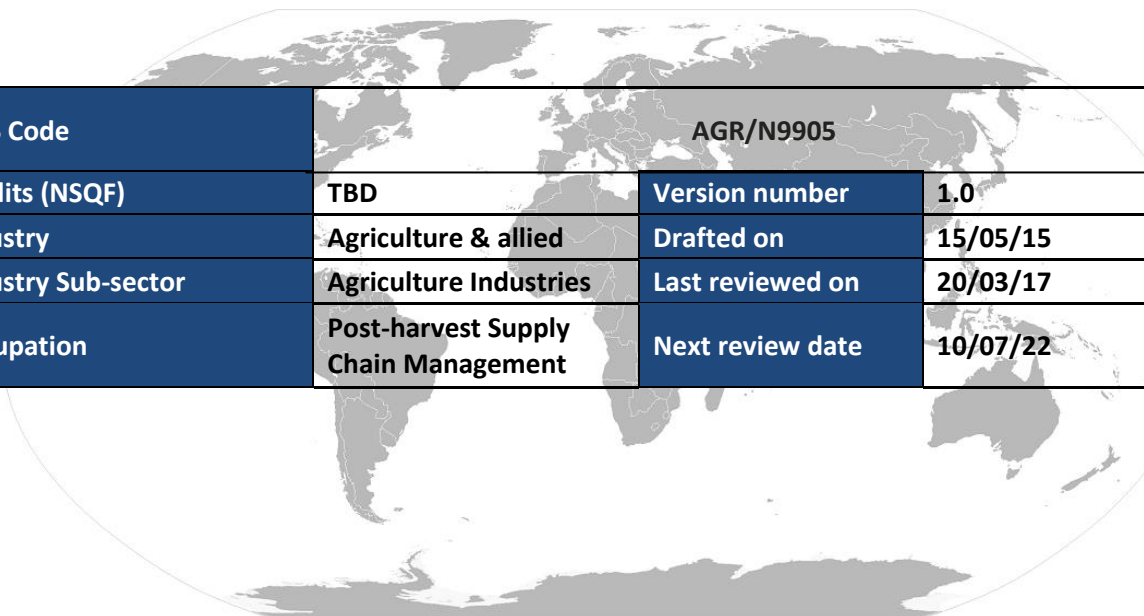
Unit Code	AGR /N9905
Unit Title (Task)	Coordinate with colleagues
Description	This OS unit is about coordinating and working effectively with the supervisors and colleagues
Scope	This unit/task covers the following: • Interact with manager • Coordinate with colleagues

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Interact with supervisors	To be competent, the user/individual on the job must be able to: PC1. receive instructions and understand the work requirements as per policy and procedures PC2. report and communicate on the various activities undertaken Escalate any issues and problems to the reporting supervisor PC3. receive feedback on work standards and customer satisfaction PC4. communicate inventory tagging and marking as per particular Location. PC5. rectify any errors if indicated by the supervisor
Coordinate with colleagues	To be competent, the user/individual on the job must be able to: PC6. assist colleagues wherever necessary as per capability PC7. resolve any conflicts and ensure a smooth workflow PC8. put team over individual goals PC9. coordinate with the colleagues on various activities to be completed

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA5. company's policies on: incentives, delivery standards, and personnel management KA6. importance of the individual's role in the workflow KA7. reporting structure of the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how to interact with superiors KB2. how to coordinate with colleagues

Skills (S)	
A. Core Skills/	Writing Skills

AGR/N9905   **Coordinate with colleagues**

Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. note down details regarding inspection of each arriving delivery SA2. fill out forms, inspection checklists pertaining to the inbound Deliveries SA3. prepare detailed reports for management
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read documents relating to colds tore, stock orders, delivery order
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. how to maintain effective relationships and communicate clearly and precisely with senior officers SA6. discuss issues, clarify doubts and seek solutions SA7. provide advice and guidance to peers and juniors
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. how to report potential areas of disruptions to work process SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. prioritize and execute tasks within the scheduled time limits SB5. maintain schedules and punctuality. Avoid absenteeism SB6. be a team player and achieve joint goals SB7. flexibility to re-assess schedule in case of delays/additional orders
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. to share work load as required SB9. to deliver the required documentation on time SB10. to deliver product to next work process on time SB11. develop a rapport with senior officers and specialists SB12. listen carefully and interpret the information collected SB13. spot any disruptions and delays and discuss possible solutions
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB14. identify trends/common causes for errors and suggest possible solutions to the cold storage manager SB15. handle day to day problems like delays, staffing shortage, etc

AGR/N9905   **Coordinate with colleagues**

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB16. to reduce repetitive errors and improve work process
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB17. how to spot process disruptions and delays

NOS Version Control

NOS Code	AGR/N9905		
Credits (NSQF)	TBD	**Version number**	1.0
Industry	Agriculture & allied	**Drafted on**	15/05/15
Industry Sub-sector	Agriculture Industries	**Last reviewed on**	20/03/17
Occupation	Post-harvest Supply Chain Management	**Next review date**	10/07/22

AGR/N9906   **Maintain safe work environment**

National Occupational Standard
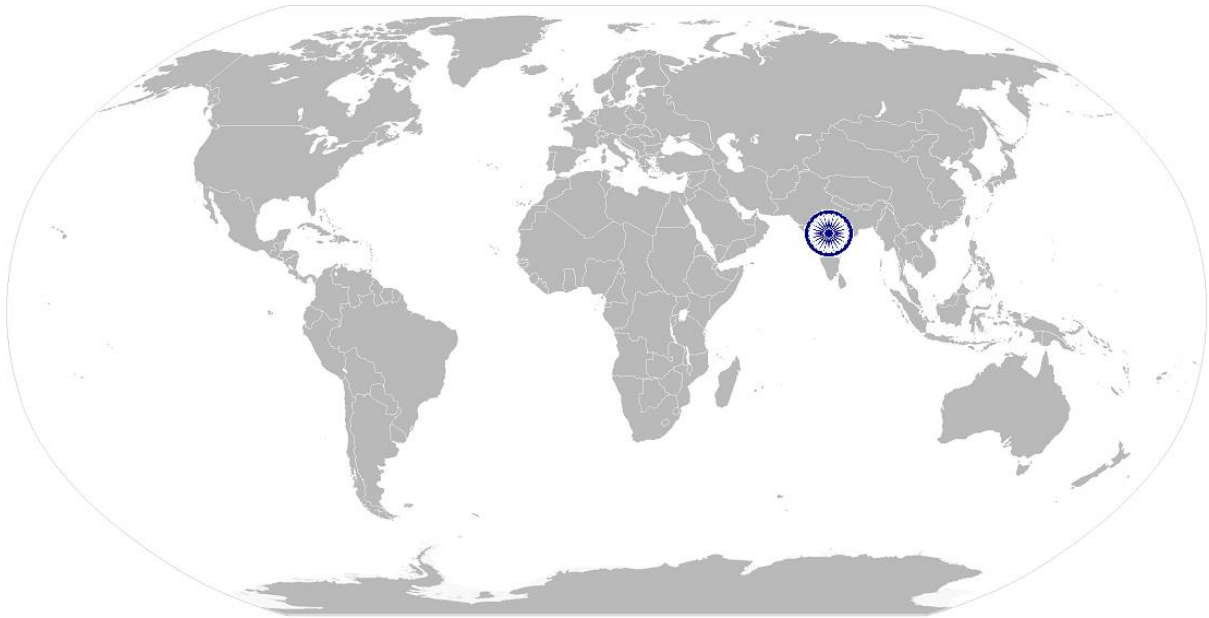
Overview

This OS unit is about the individual's effort in maintaining the safety of work environment

AGR/N9906   **Maintain safe work environment**

Unit Code	AGR /N9906
Unit Title (Task)	Maintain safe work environment
Description	This OS unit is about the individual's effort in maintaining the safety of work environment
Scope	This unit/task covers the following: • maintain standard safety procedures at the workplace • participate in safety awareness campaigns • understand potential sources of accidents • use safety gears to avoid accidents • personal and work Place hygiene

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Maintain standard safety procedures at the workplace	To be competent, the user/individual on the job must be able to: PC1. receive instructions and understand the work requirements as per policy and procedures PC2. report and communicate on the various activities undertaken Escalate any issues and problems to the reporting supervisor PC3. receive feedback on work standards and customer satisfaction PC4. communicate inventory tagging and marking as per particular Location. PC5. rectify any errors if indicated by the supervisor
Participate in safety awareness campaigns	To be competent, the user/individual on the job must be able to: PC6. attend fire drills and other safety related workshops organized at the workplace PC7. be aware of first aid, evacuation and emergency procedures PC8. be alert of any events and do not be negligent of any safety procedures to be followed
Understand potential sources of accidents	To be competent, the user/ individual must be able to: PC9. avoid accidents while using hazardous chemicals, machines, sharp tools and equipments
Use safety gears to avoid accidents	To be competent, the user/ individual must be able to: PC10. use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace) PC11. handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders
Personal and workplace Hygiene	To be competent, the user/ individual must be able to PC12. maintains clean environment in cold store workplace PC13. regular preventive health check-up of cold storage worker PC14. maintain personal Hygiene in workplace

AGR/N9906   **Maintain safe work environment**

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company's policies on: incentives, delivery standards, and personnel management KA2. company occupational safety and health policy followed KA3. company emergency evacuation procedure KA4. company's medical policy
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how to use machines as per standard operating procedure KB2. how to maintain work area safe and secure KB3. use of hazardous materials, tools and equipments KB4. emergency, evacuation and first aid procedures to be followed
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. note down details regarding inspection of each arriving delivery SA2. fill out forms, inspection checklists pertaining to the inbound Deliveries SA3. prepare detailed reports for management
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read instruction manual on use of various machines, tools and equipment's to avoid accidents
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. effectively communicate the danger
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to following prescribed procedures for maintaining safety at the workplace SB2. report potential sources of danger and wear appropriate safety gear to avoid accidents
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. prioritize and execute tasks within the scheduled time limits SB5. maintain schedules and punctuality. Avoid absenteeism SB6. be a team player and achieve joint goals SB7. flexibility to re-assess schedule in case of delays/additional orders

	SB8. keep the tools in organized manner to avoid accidents SB9. keep the work environment safe and clean SB10. use safety equipment such as fire extinguisher during fire accidents SB11. use safety materials such as protective gear, goggles, caps, shoes, etc
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB12. to share work load as required SB13. to deliver the required documentation on time SB14. to deliver product to next work process on time SB15. develop a rapport with senior officers and specialists SB16. listen carefully and interpret the information collected SB17. spot any disruptions and delays and discuss possible solutions
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB18. identify trends/common causes for errors and suggest possible solutions to the cold storage manager SB19. handle day to day problems like delays, staffing shortage, etc
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB20. learn from past mistakes and rectify on use of hazardous materials and spotting danger
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB21. how to spot process disruptions and delays

NOS Version Control

NOS Code	AGR/N9906		
Credits (NSQF)	TBD	Version number	1.0
Industry	Agriculture & allied	Drafted on	15/05/15
Industry Sub-sector	Agriculture Industries	Last reviewed on	20/03/17
Occupation	Post-harvest Supply Chain Management	Next review date	10/07/22

Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters

[ABC]/ Q 0101

[Insert 3 letter code for SSC]

QP number (2 numbers)

Q denoting Qualifications Pack

Occuptaion (2 numbers)
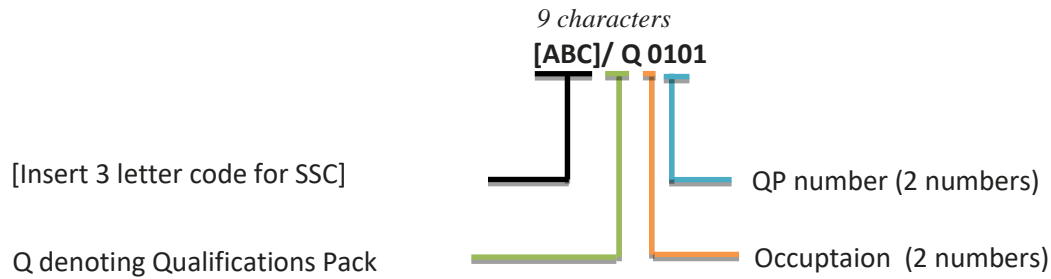
Occupational Standard

An example of NOS with 'N'

9 characters

[ABC] / N 0101

[Insert 3 letter code for SSC]

OS number (2 numbers)

N denoting National Occupational Standard

Occuptaion (2 numbers)

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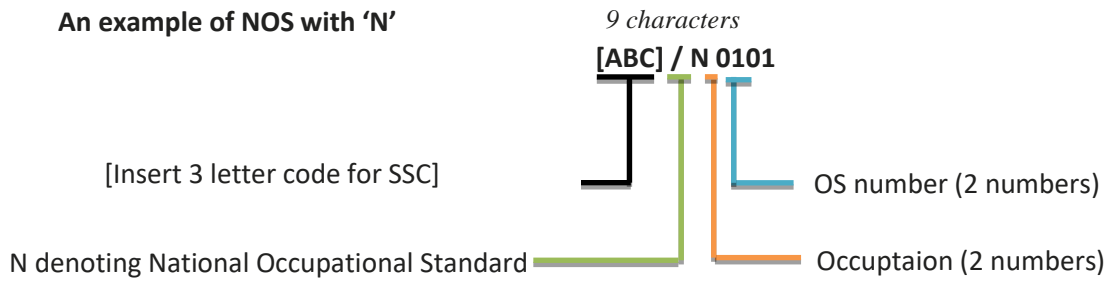
The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Agriculture Crop Production	01 – 40
Dairying	41 – 42
Poultry	43 – 44
Animal Husbandry	45 – 48
Fisheries	49 – 51
Agriculture Allied Activities	52 – 60
Forestry, Environment and Renewable Energy Management	61 - 70
Agriculture Industries	71 – 90
Generic Occupations	96 - 99

Sequence	Description	Example
Three letters	Industry name	AGR
Slash	/	/
Next letter	Whether **Q**P or **N**OS	Q or N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Note:

- The range of occupation numbers have been decided based on the number of existing and future occupations in a segment
- Occupation numbers from 91 – 95 have been intentionally left blank to accommodate any emerging segment in future

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role   Cold Store Keeper

Qualification Pack   AGR/Q7507

Sector Skill Council   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. 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 this criterion.
6. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

NOSs	Element	PCs	Total Mark (400)	Out Of	Theory	Skills Practical
1.AGR/N7529:Check Inward, Stored & Outward Stock	Maintain detailed schedule for inward stock	PC1. collect information about the incoming stock from the supervisor		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	160	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
	Maintain details of In-house Stock	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
	Maintain schedule for	PC10.maintain detail report for outward stock		15	7	8

	outward stock	PC11.understand priorities for highly perishable stock		15	9	6
	Assist in documentation of the inward & outward stock	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
				160	80	80
2.AGR/N7530:Verify Physical stock of the Cold Storage	Physical verification of inward stocks	PC1.understand the work schedule from supervisor		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	**120**	5	3	2
		PC7.give marking and tagging for the received stock to store		15	8	7
	Assess the stored Stock	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
				120	60	60
3.AGR/N7531:Manage space & stock of the Cold Storage	Cold store space & stock management	PC1.Check empty space of cold storage daily.		10	5	5
		PC2.Inform the available store and space to supervisor	**80**	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
	Carry out house Keeping	PC6.Co-ordinate with cleaning workers		10	5	5
		PC7.maintain cold storage clean and hygiene		10	5	5
				80	40	40
4.AGR/N9905:Coordinate with colleagues	Interact with supervisors	PC1.receive instructions and understand the work requirements as per policy and procedures	**20**	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
	Coordinate with colleagues	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
				20	9	11
5.AGR/N9906:Maintain safe work environment	Maintain standard safety procedures at the workplace	PC1.receive instructions and understand the work requirements as per policy and procedures	**20**	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
	Participate in safety awareness campaigns	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
	Understand potential sources of accidents	PC9.avoid accidents while using hazardous chemicals, machines, sharp tools and equipments		2	1	1
	Use safety gears to avoid accidents	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
	Personal and workplace Hygiene	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
				400	196	204