

Qualifications Pack for Inventory Clerk

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Inventory Clerk

Qualification Pack: LSC/Q2108

Sector Skill Council: LSC

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 and skill practical part for each candidate at each examination/training center.
4. To pass the Qualification Pack, every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
5. 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.

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. LSC/N2105 (Prepare for inventory counting)	PC1. Understand the work schedule for the day from the supervisor.	100	5	1	4
	PC2. Obtain the list of stored items from the supervisor.		5	1	4
	PC3. Get the list with location details along with the level of items in each pallet from the supervisor.		5	1	4
	PC4. Based on the total number of Stock Keeping Units (SKU) and the total working days in a month, determine the number of items to be counted daily.		10	1	9
	PC5. Depending on the inventory classification schemes, understand how many items of each category are to be counted in a day.		5	2	3
	PC6. Collect and wear all the necessary Personal Protective Equipment (PPE) as required by the product or the environment.		5	2	3
	PC7. Get the required Material Handling Equipment (MHE) such as reach trucks and cages and keep them ready.		5	1	4
	PC8. Inspect the MHE to ensure that they are in good working condition.		5	2	3
	PC9. Inspect the store area for any spillage, breakage or any other safety issues.		5	2	3
	PC10. Clean up spills or breakages in the store area.		5	1	4
	PC11. Check stability and overloading of storage racks.		10	2	8

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	PC12. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		10	5	5
	PC13. Wear all safety equipment including protective gear, helmets etc.		5	2	3
	PC14. Follow organization procedures with respect to security, materials handling and accidents		5	2	3
	PC15. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel		5	1	4
	PC16. Adhere to security regulations of the company		5	2	3
	PC17. Comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.		5	2	3
		Total	100	30	70
2.LSC/N2106 (Verify physically counted numbers and system numbers)	PC1. From the stored items list, identify where the full pallets are located.		5	1	4
	PC2. With the help of an MHE operator, use the cage and reach truck to go up and count items in full pallets.		5	1	4
	PC3. For all other pallets which are not full, have the MHE operator use the reach truck to bring the pallet down and perform counting.		5	2	3
	PC4. Compare actually counted numbers with the numbers in the stored items list to identify discrepancies if any.		10	2	8
	PC5. Prepare a missing items list.		10	3	7
	PC6. Continue counting of different category items until the daily quota for each category is achieved.	100	5	1	4
	PC7. Search through the warehouse to locate missing items.		5	1	4
	PC8. Identify floating inventory and bin them as per company policy.		10	2	8
	PC9. Update missing items list, noting down items which items were reconciled.		10	2	8
	PC10. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		10	5	5
	PC11. Wear all safety equipment including protective gear, helmets etc.		5	2	3
	PC12. Follow organization procedures with respect to security, materials handling and accidents		5	2	3
	PC13. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel		5	2	3

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	PC14. Adhere to security regulations of the company		5	2	3
	PC15. Comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.		5	2	3
		Total	100	30	70
3.LSC / N 2107 (Post counting activities)	PC1. Return any PPE used to the respective storage rack.	100	10	2	8
	PC2. Return any MHE used to the respective storage area.		10	2	8
	PC3. Perform a safety inspection of the storage area.		10	1	9
	PC4. Clean up any spillage or breakages.		10	2	8
	PC5. Discuss findings of inventory cycle count with DEO and update information on the system.		10	2	8
	PC6. Report discrepancies in counting and SKU mix up along with any other issues faced to the supervisor.		10	3	7
	PC7. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		10	5	5
	PC8. Wear all safety equipment including protective gear, helmets etc.		10	5	5
	PC9. Follow organization procedures with respect to security, materials handling and accidents		5	2	3
	PC10. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel		5	2	3
	PC11. Adhere to security regulations of the company		5	2	3
	PC12. Comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.		5	2	3
			Total	100	30