

Qualifications Pack for Warehouse Packer

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Warehouse Packer

Qualification Pack: LSC/Q2303

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/ N 2308 (Prepare for Packing)	PC1. Receive list of items that require packing from supervisor and determine schedule based on inbound/outbound timelines	100	5	2	3
	PC2. Receive the goods that require pre-packing/ packing from picker or binner		4	1	3
	PC3. Verify that all the items are listed on the inventory list		5	1	4
	PC4. Make notes for a report on any variances in quality of load, scheduled time		5	2	3
	PC5. Handle the items with care to ensure minimal damage to person and good		3	1	2
	PC6. Identify any discrepancies such as physical damage, Quantity variance, wrong part number, wrong document, damages etc.		5	2	3
	PC7. Notify the supervisor of any damaged items that need to be fixed		5	1	4
	PC8. Notify administration for any additional orders that need to be placed to replace misplaced/irreparable items		5	1	4
	PC9. Notify administration or supervisor in case of any other variances and errors		5	1	4
	PC10. Identify any other discrepancies		5	1	4
	PC11. Check packing requirements for each type of product		5	1	4
	PC12. Ensure packing material required for all products to be packed are available in packing area		5	1	4
	PC13. Inform supervisor once material is assembled in packing area		5	2	3
	PC14. Inform supervisor of any additional material required		5	2	3

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Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	PC15. Clean and prepare any packing boxes or containers before performing packing		5	2	3
	PC16. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		5	2	3
	PC17. Wear all safety equipment including protective gear, helmets etc.		5	1	4
	PC18. Follow organization procedures with respect to security, materials handling and accidents		5	1	4
	PC19. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel		5	2	3
	PC20. Park or handover pallet trolleys/carts in case of shift breaks to authorized personnel		3	1	2
	PC21. Adhere to security regulations of the company		5	2	3
			Total	100	30
2. LSC/N2102 (Perform Packing)	PC1. Ensure all items that require packing are at the appropriate packing area	100	4	1	3
	PC2. Locate the appropriate bays and bins for the packages unloaded		4	1	3
	PC3. Assist picker/binner with moving goods to packing area		4	1	3
	PC4. If required enlist the assistance of a forklift or pallet truck operator for moving goods		4	1	3
	PC5. Identify any errors occurring prior to the Packing process such as damaged/misplaced goods/wrong labels and report the problems accordingly		4	2	2
	PC6. Separate goods that require packing and those requiring pre-packing		4	1	3
	PC7. Apply pre-packing methods specified by the organizational procedure for the type of goods, size of orders		4	1	3
	PC8. Apply Packing methods specified by the organizational procedure for the type of goods and size of orders		4	2	2
	PC9. Provide additional packing for fragile goods with protective materials, such as bubble wrap and polystyrene chips		4	1	3
	PC10. Check to ensure container/packing material is damage free		4	1	3
	PC11. Measure, weigh, and count products and materials.		4	2	2
	PC12. Examine and inspect containers, materials, and products in order to ensure that packing specifications are met.		4	1	3
	PC13. Seal and label each container/package if required		4	1	3

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		Total Marks	Out of	Theory	Skills Practical	
	PC14. Mark and label containers if required		4	2	2	
	PC15. Seal containers with glue and fasteners.		4	1	3	
	PC16. Tag containers with marking for internal processing, if required by organizational procedure		4	2	2	
	PC17. Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.		4	1	3	
	PC18. Verify all items are labeled and packed appropriately		4	1	3	
	PC19. Stack and pile finished goods into containers.		4	1	3	
	PC20. Move completed packages for loading/binning/storage or hand over to relevant picker/binner/loader		4	1	3	
	PC21. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		4	2	2	
	PC22. Wear all safety equipment including protective gear, helmets etc.		4	1	3	
	PC23. Follow organization procedures with respect to security, materials handling and accidents		4	1	3	
	PC24. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel		4	1	3	
	PC25. Adhere to security regulations of the company		4	1	3	
			Total	100	30	70
3. LSC/N2310 (Perform Post Packing activities)	PC1. Review packing lists to ensure all activities have been completed		100	10	2	8
	PC2. Report the status of inventory that has been damaged/misplaced			10	2	8
	PC3. Report the status of inventory that has been successfully packed and stored	10		2	8	
	PC4. Report the status of goods that has been successfully packed and transported	10		2	8	
	PC5. Assist supervisor with generation of packing slip if required	10		3	7	
	PC6. Inform the supervisor of any difficulties due to task loads or time limits	5		2	3	
	PC7. Fill out administrative forms and complete all organizational formalities for damages/accidents that occurred post-Packing	5		2	3	
	PC8. Maintain database of packages	5		1	4	
	PC9. Fill in orders for new materials required with supervisors assistance	5		1	4	

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Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	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
	PC14. Adhere to security regulations of the company		5	2	3
		Total	100	30	70
4. LSC/N2104 (Carry out Housekeeping)	PC1. Inspect the area while taking into account various surfaces	100	4	1	3
	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		4	1	3
	PC3. Ensure that the cleaning equipment is in proper working condition		5	2	3
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		5	2	3
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces		4	2	2
	PC6. Inform the affected people about the cleaning activity		4	2	2
	PC7. Display the appropriate signage for the work being conducted		4	2	2
	PC8. Ensure that there is adequate ventilation for the work being carried out		5	2	3
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used		5	2	3
	PC10. Use the correct cleaning method for the work area, type of soiling and surface		5	2	3
	PC11. Carry out cleaning activity without disturbing others		5	2	3
	PC12. Deal with accidental damage, if any, caused while carrying out the work		5	2	3
	PC13. Report to the appropriate person any difficulties in carrying out your work		5	2	3
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		5	2	3
	PC15. Ensure that there is no oily substance on the floor to avoid slippage		5	2	3
	PC16. Ensure that no scrap material is lying around		5	2	3

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		Total Marks	Out of	Theory	Skills Practical
	PC17. Maintain and store housekeeping equipment and supplies		5	2	3
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process		5	2	3
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements		5	2	3
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		5	2	3
	PC21. Dispose the waste garnered from the activity in an appropriate manner		5	2	3
		Total	100	40	60

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