

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LOGISTICS 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 – Inventory Clerk

SECTOR: LOGISTICS

SUB-SECTOR: Warehousing Storage

OCCUPATION: Inventory Clerk

REFERENCE ID: LSC/Q2108

ALIGNED TO: NCO-2004/412.00

Brief Job Description: Inventory Clerk in the Logistics industry is also known as Inventory Executive. Individuals in this role need to collect the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers. Their responsibilities include locating missing items for reconciliation and preparing detailed reports for the management.

Personal Attributes: This job requires the individual to have a detailed understanding of the different items stored in the warehouse, keen observation skills to identify missing items and locate floating inventory in the warehouse. The individual should also be skilled in accurately counting physical goods.

Qualifications Pack for Inventory Clerk

Job Details

Qualifications Pack Code	LSC/Q2108		
Job Role	Inventory Clerk This job role is applicable in both national and international scenarios		
Credits(NSQF)	TBD	Version number	1.0
Sector	Logistics	Drafted on	03/12/2014
Sub-sector	Warehousing Storage	Last reviewed on	16/12/2014
Occupation	Inventory Clerk	Next review date	03/06/2016
NSQC Clearance on	19/05/2015		

Job Role	Inventory Clerk (Inventory Executive)
Role Description	Ensure accuracy of inventory information through counting, reconciliation and by preparing detailed reports.
NSQF level	3
Minimum Educational Qualifications*	Class X
Maximum Educational Qualifications*	Graduate (Engineering, Arts, Commerce, Science)
Training (Suggested but not mandatory)	Identify goods based on labels. Most companies have made this mandatory.
Minimum Job Entry Age	Above 18 years
Experience	No experience necessary.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> LSC/ N2105 (Prepare for inventory counting) LSC/ N2106 (Verify physically counted numbers and system numbers) LSC/ N2107 (Post counting activities) Optional: Not Applicable
Performance Criteria	As described in the relevant OS units

Qualifications Pack for Inventory Clerk

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses 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 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.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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 or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.

National Occupational Standard



Overview

This unit is about obtaining necessary information and performing inspection.

LSC/N2105

Prepare for inventory counting

National Occupational Standard

Unit Code	LSC/N2105
Unit Title (Task)	Prepare for inventory counting.
Description	This OS unit is about preparing for inventory counting
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> Obtain schedule and inventory related information from supervisor. Gather relevant information and perform inspection of work area and equipment. Safety and Maintenance aspects
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Obtain schedule and inventory related information from supervisor	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand the work schedule for the day from the supervisor.</p> <p>PC2. Obtain the list of stored items from the supervisor.</p> <p>PC3. Get the list with location details along with the level of items in each pallet from the supervisor.</p> <p>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.</p>
Gather relevant information and perform inspection of work area and equipment	<p>PC5. Depending on the inventory classification schemes, understand how many items of each category are to be counted in a day.</p> <p>PC6. Collect and wear all the necessary Personal Protective Equipment (PPE) as required by the product or the environment.</p> <p>PC7. Get the required Material Handling Equipment (MHE) such as reach trucks and cages and keep them ready.</p> <p>PC8. Inspect the MHE to ensure that they are in good working condition.</p> <p>PC9. Inspect the store area for any spillage, breakage or any other safety issues.</p> <p>PC10. Clean up spills or breakages in the store area.</p> <p>PC11. Check stability and overloading of storage racks.</p>
Safety and Maintenance aspects	<p>PC12. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.</p> <p>PC13. Wear all safety equipment including protective gear, helmets etc.</p> <p>PC14. Follow organization procedures with respect to security, materials handling and accidents</p> <p>PC15. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel</p> <p>PC16. Adhere to security regulations of the company</p> <p>PC17. Comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc</p>

Prepare for inventory counting

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge of organizational products and procedures KA2. Role and responsibilities of workers on the shop floor KA3. Procedures for dealing with loss or damage to goods KA4. Risk and impact of not following defined procedures/work instructions KA5. Nature and characteristics of components in the warehouse KA6. Knowledge of all relevant safety and security procedures KA7. Knowledge of entire shop floor activities and persons in charge of each function KA8. Knowledge of coding system being used by the organization for labelling KA9. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of stock keeping units (SKU). KB2. Basic legal knowledge and compliance procedures KB3. Knowledge of material handling equipment that can be used for move and store different components. KB4. Types of workplace hazards that one can encounter on the job and safe operating practices. KB5. Knowledge of technical specifications of goods in the warehouse. KB6. Knowledge of possible difficulties in the inventory counting activity.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Prepare detailed reports about inventory counted and discrepancies. SA2. Write down notes about accidents, damaged and missing goods.</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Ability to read and understand the schedule, list of stored inventory. SA4. Ability to read and match labels to products on the list. SA5. Ability to read instructions/training directions in English.</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Communicate clearly in local language or English with supervisors and peers SA7. Provide advice and guidance to peers & juniors SA8. Communicate with team members for delays or updates in counting schedule.</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p>

Prepare for inventory counting

	SB1. Adjust according to volume, capacity and man power needs during peak and non-peak hours.
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. Ability to prioritize and execute tasks in a high-pressure environment
	SB3. Ability to meet inventory counting targets.
	SB4. Ability to change work plan to accommodate immediate requirements.
	SB5. Ability to prepare and submit detailed reports in a timely manner.
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. Understand the customer timelines and ensure that they are met.
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB7. Rapidly identify and address errors during inventory counting process.
	SB8. Identify trends/common causes for errors and suggest possible solutions to management.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB9. Perform counting in a systematic manner.
	SB10. Suggest methods to improve storage activities.
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to:
	SB11. Ability to concentrate on the task at hand and complete it without errors.
	SB12. Pay attention to detail.

LSC/N2105

Prepare for inventory counting

NOS Version Control

NOS Code	LSC/N2105		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	03/12/2014
Industry Sub-sector	Warehousing Storage	Last reviewed on	16/12/2014
Occupation	Inventory Clerk	Next review date	03/06/2016



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National Occupational Standard



Overview

This unit is about verifying inventory counted against the list and locating missing goods.

National Occupational Standard	Unit Code	LSC/N2106
	Unit Title (Task)	Verify physically counted numbers and system numbers.
	Description	This OS unit is about verifying stock levels and determining discrepancies.
	Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> Access stored goods, count and determine discrepancy. Attempt reconciliation of missing goods. Safety and Maintenance aspects
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Access stored goods, count and determine discrepancy	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. From the stored items list, identify where the full pallets are located.</p> <p>PC2. With the help of an MHE operator, use the cage and reach truck to go up and count items in full pallets.</p> <p>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.</p> <p>PC4. Compare actually counted numbers with the numbers in the stored items list to identify discrepancies if any.</p>
	Attempt reconciliation of missing goods.	<p>PC5. Prepare a missing items list.</p> <p>PC6. Continue counting of different category items until the daily quota for each category is achieved.</p> <p>PC7. Search through the warehouse to locate missing items.</p> <p>PC8. Identify floating inventory and bin them as per company policy.</p> <p>PC9. Update missing items list, noting down items which items were reconciled</p>
	Safety and Maintenance aspects	<p>PC10. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.</p> <p>PC11. Wear all safety equipment including protective gear, helmets etc.</p> <p>PC12. Follow organization procedures with respect to security, materials handling and accidents</p> <p>PC13. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel</p> <p>PC14. Adhere to security regulations of the company</p> <p>PC15. Comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc</p>
	Knowledge and Understanding (K)	
	A. Organizational	The user/individual on the job needs to know and understand:

LSC/N2106

Verify physically counted numbers and system numbers

Context (Knowledge of the company / organization and its processes)	<p>KA1. Knowledge of organizational products and procedures</p> <p>KA2. Role and responsibilities of workers on the shop floor</p> <p>KA3. Procedures for dealing with loss or damage to goods</p> <p>KA4. Risk and impact of not following defined procedures/work instructions</p> <p>KA5. Nature and characteristics of components in the warehouse</p> <p>KA6. Knowledge of all relevant safety and security procedures</p> <p>KA7. Knowledge of entire shop floor activities and persons in charge of each function</p> <p>KA8. Knowledge of coding system being used by the organization for labelling</p> <p>KA9. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of stock keeping units (SKU).</p> <p>KB2. Knowledge of material handling equipment that can be used for move and store different components.</p> <p>KB3. Types of workplace hazards that one can encounter on the job and safe operating practices.</p> <p>KB4. Knowledge of technical specifications of goods in the warehouse.</p> <p>KB5. Knowledge of possible difficulties in the inventory counting activity.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Prepare detailed reports about inventory counted and discrepancies.</p> <p>SA2. Write down notes about accidents, damage and missing goods.</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Ability to read and understand schedule and list of inventory stored.</p> <p>SA4. Ability to read instructions/training directions in English.</p> <p>SA5. Ability to read and match labels to products on the list.</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Communicate clearly in local language or English with supervisors and peers.</p> <p>SA7. Provide advice and guidance to peers & juniors.</p> <p>SA8. Communicate with team members for delays or updates on counting schedule.</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Adjust according to volume, capacity and man power needs during peak and non-peak hours.</p>

LSC/N2106

Verify physically counted numbers and system numbers

	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. Ability to prioritize and execute tasks in a high-pressure environment
	SB3. Ability to meet inventory counting targets.
	SB4. Ability to change work plan to accommodate immediate requirements.
	SB5. Ability to prepare and submit detailed reports in a timely manner.
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. Understand the customer timelines and ensure that they are met.
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB7. Rapidly identify and address errors during inventory counting process.
	SB8. Identify trends/common causes for errors and suggest possible solutions to management.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB9. Perform counting in a systematic manner.
	SB10. Suggest methods to improve storage activities.
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to:
	SB11. Ability to concentrate on the task at hand and complete it without errors.
	SB12. Pay attention to detail.

LSC/N2106

Verify physically counted numbers and system numbers

NOS Version Control

NOS Code	LSC/N2106		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	03/12/2014
Industry Sub-sector	Warehousing Storage	Last reviewed on	16/12/2014
Occupation	Inventory Clerk	Next review date	03/06/2016



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National Occupational Standard



Overview

This unit is about cleaning up the store area and reporting to management.

LSC/N2107

Post counting activities

National Occupational Standard

Unit Code	LSC/N2107
Unit Title (Task)	Post counting activities.
Description	This OS unit is about reporting activities after inventory counting.
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> • Carry out Housekeeping • Report to management • Safety and Maintenance aspects
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out housekeeping	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Return any PPE used to the respective storage rack. PC2. Return any MHE used to the respective storage area. PC3. Perform a safety inspection of the storage area. PC4. Clean up any spillage or breakages.</p>
Report to Management	<p>PC5. Discuss findings of inventory cycle count with DEO and update information on the system. PC6. Report discrepancies in counting and SKU mix up along with any other issues faced to the supervisor. PC7. Prepare detailed reports for management as per the company policies to be used as audit evidence.</p>
Safety and Maintenance aspects	<p>PC8. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc. PC9. Wear all safety equipment including protective gear, helmets etc. PC10. Follow organization procedures with respect to security, materials handling and accidents PC11. Maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel PC12. Adhere to security regulations of the company PC13. Comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge of organizational products and procedures KA2. Role and responsibilities of workers on the shop floor KA3. Procedures for dealing with loss or damage to goods KA4. Risk and impact of not following defined procedures/work instructions</p>

Post counting activities

its processes)	<p>KA5. Nature and characteristics of components in the warehouse</p> <p>KA6. Knowledge of all relevant safety and security procedures</p> <p>KA7. Knowledge of entire shop floor activities and persons in charge of each function</p> <p>KA8. Knowledge of coding system being used by the organization for labelling</p> <p>KA9. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of stock keeping units (SKU).</p> <p>KB2. Knowledge of material handling equipment that can be used for move and store different components.</p> <p>KB3. Types of workplace hazards that one can encounter on the job and safe operating practices.</p> <p>KB4. Knowledge of technical specifications of goods in the warehouse.</p> <p>KB5. Knowledge of possible difficulties in the inventory counting activity.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Prepare detailed reports about inventory counted and discrepancies.</p> <p>SA2. Write down notes about accidents, damaged and missing goods.</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Ability to read and understand schedule and list of stored inventory.</p> <p>SA4. Ability to read instructions/training directions in English.</p> <p>SA5. Ability to read and match labels to products on the list.</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Communicate clearly in local language or English with supervisors and peers.</p> <p>SA7. Provide advice and guidance to peers and juniors.</p> <p>SA8. Communicate with supervisor for delays in counting.</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Adjust according to volume, capacity and man power needs during peak and non-peak hours.</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Ability to prioritize and execute tasks in a high-pressure environment</p>

Post counting activities

	SB3. Ability to meet inventory counting targets. SB4. Ability to change work plan to accommodate immediate requirements. SB5. Ability to prepare and submit detailed reports in a timely manner.
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. Understand the customer timelines and ensure that they are met.
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB7. Rapidly identify and address errors during inventory counting process. SB8. Identify trends/common causes for errors and suggest possible solutions to management.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB9. Perform counting in a systematic manner. SB10. Suggest methods to improve storage activities.
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to:
	SB11. Ability to concentrate on the task at hand and complete it without errors. SB12. Pay attention to detail.

NOS Version Control

NOS Code	LSC/N2107		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	03/12/2014
Industry Sub-sector	Warehousing Storage	Last reviewed on	16/12/2014
Occupation	Inventory Clerk	Next review date	03/06/2016

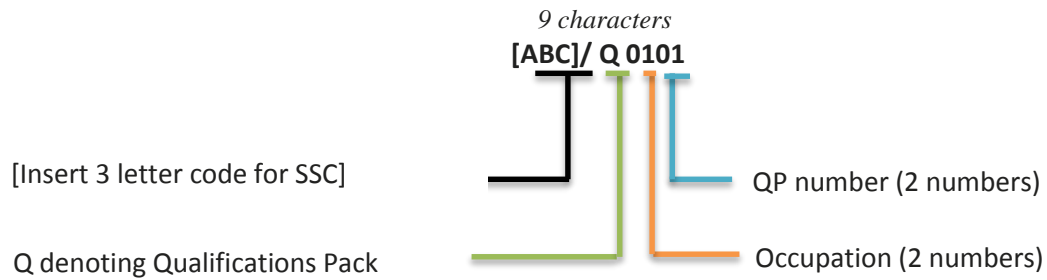


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Annexure

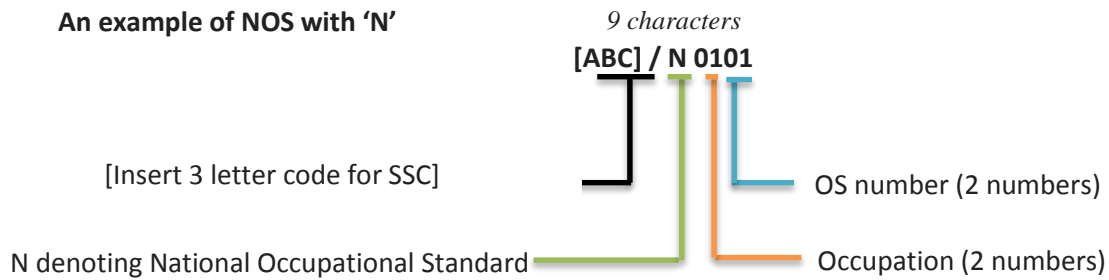
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Qualifications Pack for Inventory Clerk

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

Sub-sector	Range of Occupation numbers
Warehousing Storage	21,23
Warehouse Packaging	22,23
Land Transportation	11,14
Shipping Transportation	12,14
Air Transportation	13
Courier	30

Sequence	Description	Example
Three letters	Industry name	LSC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

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

Qualifications Pack for Inventory Clerk

	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.		5	1	4
	PC7. Search through the warehouse to locate missing items.	100	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

Qualifications Pack for Inventory Clerk

	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	70