

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LOGISTICS INDUSTRY

### What are Occupational Standards (OS)?

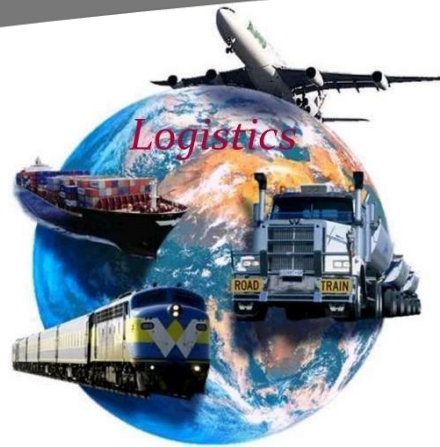
- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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## Introduction

### Qualifications Pack – Kitting and Labelling Executive

**SECTOR:** LOGISTICS

**SUB-SECTOR:** Warehousing Storage, Warehouse Packaging

**OCCUPATION:** KITTING AND LABELLING

**REFERENCE ID:** LSC/Q2304

**ALIGNED TO:** NCO-2004/828.00

**Brief Job Description:** Kitting and Labelling Executive in the Logistics industry is also known as Kitter, Labeller, Warehouse Associate and Kitting Executive. Individuals in this role need to collect components required to make one complete product, verify this with the bill of materials and pack them. Their responsibilities include labelling the packed kit for easy identification.

**Personal Attributes:** This job requires the individual to concentrate on the job at hand and complete it without any errors. The individual should also be skilled in identifying components and labels required. The individual must be able to follow instructions provided by supervisor.

<b>Qualifications Pack Code</b>	<b>LSC/Q2304</b>		
<b>Job Role</b>	<b>Kitting and Labelling Executive</b> This job role is applicable in both national and international scenarios		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>03/12/2014</b>
<b>Sub-sector</b>	<b>Warehousing Storage, Warehouse Packaging</b>	<b>Last reviewed on</b>	<b>16/12/2014</b>
<b>Occupation</b>	<b>Kitting and Labelling</b>	<b>Next review date</b>	<b>03/06/2016</b>

<b>Job Role</b>	<b>Kitting and Labelling Executive</b> (Kitter, Labeller, Kitting Executive, Warehouse Associate)
<b>Role Description</b>	Collect items to form kits and label the packing cases.
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications*</b>	Class X
<b>Maximum Educational Qualifications*</b>	Diploma (Engineering, Arts, Commerce)
<b>Training</b> (Suggested but not mandatory)	Understand coding followed for labelling. Most organizations have this as mandatory requirement
<b>Experience</b>	No experience necessary
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>LSC/N 2316 (<a href="#">Preparing for kitting</a>)</li> <li>LSC/N 2317 (<a href="#">Perform kitting</a>)</li> <li>LSC/N 2318 (<a href="#">Labelling</a>)</li> <li>LSC/N 2319 (<a href="#">Post Kitting/Labelling Activities</a>)</li> </ol> <b>Optional:</b> Not Applicable
<b>Performance Criteria</b>	As described in the relevant OS units

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.

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# National Occupational Standard



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## Overview

This unit is about obtaining information and preparing for kitting.

<b>Unit Code</b>	<b>LSC/N2316</b>
<b>Unit Title (Task)</b>	<b>Prepare for kitting</b>
<b>Description</b>	This OS unit is about preparing for kitting.
<b>Scope</b>	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>Obtain information required for kitting.</li> <li>Make space and clean up kitting area.</li> <li>Assess requirements and collect necessary items.</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Obtain information required for kitting</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Obtain Bill of Materials (BOM) for all products to be kitted from the supervisor.  PC2. Get the shift schedule and the total number of kits required at the end of the day from the supervisor.  PC3. Find out specific details like the number of kits of each product and the number of kits of each model from the supervisor.  PC4. From the BOM, understand what components are required to make a product.  PC5. Understand variations among kits of different models for the same product.</p>
<b>Make space and clean up kitting area</b>	<p>PC6. Remove any unnecessary items from the kitting area to make space for the kits.  PC7. Perform a quick safety inspection of the workplace.  PC8. Clean up any spills or breakages</p>
<b>Assess requirements and collect necessary items</b>	<p>PC9. Assess the Personal Protective Equipment (PPE) required based on the product and the environment.  PC10. Collect and wear all the necessary PPE.  PC11. Assess the size, type of packing case and the sealing material required for each product to be kitted.  PC12. Collect required packing cases and sealing material from the storage rack.  PC13. Inform supervisor to place orders for more packing cases and sealing materials if there are not enough.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Risk and impact of not following defined procedures/work instructions.  KA2. Knowledge of organizations' clients and their product lines.  KA3. Detailed planning and coordination with other team members and functions.  KA4. Knowledge of security procedures.  KA5. Knowledge of coding scheme followed for product code creation.  KA6. Procedures for dealing with loss or damage to goods</p>

	KA7. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of types of products to be kitted.  KB2. Quantity and types of components required for each product.  KB3. Component variations among different models of the same product.  KB4. Knowledge of quick fixes for minor issues.  KB5. Types of workplace hazards that one can encounter on the job.  KB6. Knowledge of unique characteristics of products such as hazard, handling method to be used, etc.</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Fill in appropriate forms pertaining to inventory received.  SA2. Write down notes about accidents, damage to components received.</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Ability to read and understand schedule and Bill of Materials.  SA4. Ability to read and match labels to products kitted.  SA5. Ability to read instructions/training directions in English.</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<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 &amp; juniors  SA8. Communicate with team members for delays or updates in kitting schedule.</p>
<b>B. Professional Skills</b>	<b>Time management</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Ability to prioritize and execute tasks in a high-pressure environment  SB2. Ability to meet kitting and labelling targets.  SB3. Ability to balance workload between kitting and labelling operations.  SB4. Ability to change work plan to accommodate immediate requirements.  SB5. Ability to finish kitting or labelling while keeping pace with the rest of the team.</p>
	<b>Organizational Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Be a team player and achieve joint goals.  SB7. Ensure adequate knowledge sharing with peers and subordinates.</p>

	SB8. Adjust according to volume, capacity and man power needs during peak and non-peak hours.
	SB9. Ability to concentrate on the task at hand and complete it without errors.
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Ability to identify components required to make a product.</p> <p>SB11. Ability to assess the type and size of packing case required to make the kit.</p> <p>SB12. Ability to determine type of PPE required based on the product and the kitting and labelling environment.</p> <p>SB13. Ability to assess types of labels required for each kit.</p> <p>SB14. Rapid identification and address errors during kitting and labelling process.</p> <p>SB15. Identify methods to improve kitting and labelling process.</p>





## NOS Version Control

<b>NOS Code</b>	<b>LSC/N2316</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>03/12/2014</b>
<b>Industry Sub-sector</b>	<b>Warehousing Storage, Warehouse Packaging</b>	<b>Last reviewed on</b>	<b>16/12/2014</b>
<b>Occupation</b>	<b>Kitting and Labelling</b>	<b>Next review date</b>	<b>03/06/2016</b>



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# National Occupational Standard



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## Overview

This unit is about verifying components and packing them to make a kit.

<b>Unit Code</b>	<b>LSC/N2317</b>
<b>Unit Title (Task)</b>	<b>Perform kitting.</b>
<b>Description</b>	This OS unit is about performing kitting operation.
<b>Scope</b>	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• Gather components for verification.</li> <li>• Identify missing components to place orders.</li> <li>• Receive components, verify contents, seal and move kits.</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Gather components for verification</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Collect the picked components from the kitting area and put them into a packing case.</p> <p>PC2. Verify the number and type of components for each kit against the BOM.</p>
<b>Identify missing components</b>	<p>PC3. Identify missing or damaged components.</p> <p>PC4. Report to supervisor so that orders would be placed with the picking team.</p> <p>PC5. Keep the kit aside and work on other kits which have all the components.</p>
<b>Receive components, verify contents, seal and move kits</b>	<p>PC6. Receive replacement or missing components and add to the packing cases kept aside.</p> <p>PC7. Verify type and number of each component with the BOM.</p> <p>PC8. Seal the packing case.</p> <p>PC9. Move sealed kits to the labelling area.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Risk and impact of not following defined procedures/work instructions.</p> <p>KA2. Knowledge of organizations' clients and their product lines.</p> <p>KA3. Detailed planning and coordination with other team members and functions.</p> <p>KA4. Knowledge of security procedures.</p> <p>KA5. Knowledge of coding scheme followed for product code creation.</p> <p>KA6. Procedures for dealing with loss or damage to goods</p> <p>KA7. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p>

<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of types of products to be kitted. KB2. Quantity and types of components required for each product. KB3. Component variations among different models of the same product. KB4. Knowledge of quick fixes for minor issues. KB5. Types of workplace hazards that one can encounter on the job. KB6. Knowledge of unique characteristics of products such as hazard, handling method to be used, etc.</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Fill in appropriate forms pertaining to inventory received. SA2. Write down notes about accidents, damage to components received.</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Ability to read and understand schedule and Bill of Materials SA4. Ability to read instructions/training directions in English. SA5. Ability to read and match labels to products kitted.</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	<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 &amp; juniors SA8. Communicate with team members for delays or updates on kitting schedule.</p>
	<b>Time management</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Ability to prioritize and execute tasks in a high-pressure environment SB2. Ability to meet kitting and labelling targets. SB3. Ability to balance workload between kitting and labelling operations. SB4. Ability to change work plan to accommodate immediate requirements. SB5. Ability to finish kitting or labelling while keeping pace with the rest of the team.</p>
	<b>Organizational Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Be a team player and achieve joint goals. SB7. Ensure adequate knowledge sharing with peers and subordinates. SB8. Adjust according to volume, capacity and man power needs during peak and non-peak hours.</p>

	SB9. Ability to concentrate on the task at hand and complete it without errors.
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Ability to identify components required to make a product.</p> <p>SB11. Ability to assess the type and size of packing case required to make the kit.</p> <p>SB12. Ability to determine type of PPE required based on the product and the kitting and labelling environment.</p> <p>SB13. Ability to assess types of labels required for each kit.</p> <p>SB14. Rapid identification and address errors during kitting and labelling process.</p> <p>SB15. Identify methods to improve kitting and labelling process.</p>



## NOS Version Control

<b>NOS Code</b>	<b>LSC/N2317</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>03/12/2014</b>
<b>Industry Sub-sector</b>	<b>Warehousing Storage, Warehouse Packaging</b>	<b>Last reviewed on</b>	<b>16/12/2014</b>
<b>Occupation</b>	<b>Kitting and Labelling</b>	<b>Next review date</b>	<b>03/06/2016</b>



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# National Occupational Standard



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## Overview

This unit is about identifying the product kit and pasting all necessary labels.

<b>Unit Code</b>	<b>LSC/N2318</b>
<b>Unit Title (Task)</b>	<b>Labelling</b>
<b>Description</b>	This OS unit is about performing the labelling function.
<b>Scope</b>	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• Prepare for labelling.</li> <li>• Collect sealed kits, label and move them.</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Prepare for Labelling</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand labelling schedule, products being labelled and number of kits required by the end of the day from the supervisor.</p> <p>PC2. Get information on the type and size of packing cases used for kits of particular products.</p> <p>PC3. Determine what labels are required.</p>
<b>Collect sealed kits, label and move them</b>	<p>PC4. Collect all the required labels from the supervisor.</p> <p>PC5. Inform supervisor to place orders for more labels if insufficient.</p> <p>PC6. Collect sealed kits from the labelling area.</p> <p>PC7. Identify product contained in the kit.</p> <p>PC8. Paste all the required labels onto the packing case in the right areas.</p> <p>PC9. Verify that all the required labels have been posted onto the packing case in the right areas.</p> <p>PC10. Move labelled kits to the finished kits area</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Risk and impact of not following defined procedures/work instructions.</p> <p>KA2. Knowledge of organizations' clients and their product lines.</p> <p>KA3. Detailed planning and coordination with other team members and functions.</p> <p>KA4. Knowledge of security procedures.</p> <p>KA5. Knowledge of coding scheme followed for product code creation.</p> <p>KA6. Procedures for dealing with loss or damage to goods</p> <p>KA7. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p>



### Labelling

<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of types of products to be kitted.  KB2. Quantity and types of components required for each product.  KB3. Component variations among different models of the same product.  KB4. Knowledge of quick fixes for minor issues.  KB5. Types of workplace hazards that one can encounter on the job.  KB6. Knowledge of unique characteristics of products such as hazard, handling method to be used, etc.</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Fill in appropriate forms pertaining to inventory received.  SA2. Write down notes about accidents, damage to components received.</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Ability to read and understand schedule and Bill of Materials  SA4. Ability to read instructions/training directions in English.  SA5. Ability to read and match labels to products kitted.</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	<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 and juniors  SA8. Communicate with team members for delays in labelling.</p>
	<b>Time management</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Ability to prioritize and execute tasks in a high-pressure environment  SB2. Ability to meet kitting and labelling targets.  SB3. Ability to balance workload between kitting and labelling operations.  SB4. Ability to change work plan to accommodate immediate requirements.  SB5. Ability to finish kitting or labelling while keeping pace with the rest of the team.</p>
	<b>Organizational Skills</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Be a team player and achieve joint goals.  SB7. Ensure adequate knowledge sharing with peers and subordinates.  SB8. Adjust according to volume, capacity and man power needs during peak and non-peak hours.  SB9. Ability to concentrate on the task at hand and complete it without errors.</p>	

	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Ability to identify components required to make a product.</p> <p>SB11. Ability to assess the type and size of packing case required to make the kit.</p> <p>SB12. Ability to determine type of PPE required based on the product and the kitting and labelling environment.</p> <p>SB13. Ability to assess types of labels required for each kit.</p> <p>SB14. Rapid identification and address errors during kitting and labelling process.</p> <p>SB15. Identify methods to improve kitting and labelling process.</p>



## NOS Version Control

<b>NOS Code</b>	<b>LSC/N2318</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>03/12/2014</b>
<b>Industry Sub-sector</b>	<b>Warehousing Storage, Warehouse Packaging</b>	<b>Last reviewed on</b>	<b>16/12/2014</b>
<b>Occupation</b>	<b>Kitting and Labelling</b>	<b>Next review date</b>	<b>03/06/2016</b>



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## Overview

This unit is about cleaning up and reporting to management after completing kitting/labelling activities.

<b>Unit Code</b>	<b>LSC/N2319</b>
<b>Unit Title (Task)</b>	<b>Post Kitting/Labelling Activities</b>
<b>Description</b>	This OS unit is about performing the post kitting/labelling activities.
<b>Scope</b>	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• Carry out Housekeeping.</li> <li>• Reporting to Management.</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Carry out Housekeeping</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Dispose damaged labels and packing cases.  PC2. Re-bin the excess components to their designated locations.  PC3. Perform a quick safety inspection of the kitting and labelling areas.  PC4. Clean up any spills or breakages.  PC5. Return any PPE used to the storage racks.</p>
<b>Reporting to Management</b>	<p>PC6. Notify supervisor regarding any concerns faced at work.  PC7. Provide feedback regarding damage if any, delays in kitting and labelling, inability to meet and order, etc.  PC8. Complete any forms required by Management.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Risk and impact of not following defined procedures/work instructions.  KA2. Knowledge of organizations' clients and their product lines.  KA3. Detailed planning and coordination with other team members and functions.  KA4. Knowledge of security procedures.  KA5. Knowledge of coding scheme followed for product code creation.  KA6. Procedures for dealing with loss or damage to goods  KA7. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB7. Knowledge of types of products to be kitted.  KB8. Quantity and types of components required for each product.  KB9. Component variations among different models of the same product.  KB10. Knowledge of quick fixes for minor issues.  KB11. Types of workplace hazards that one can encounter on the job.  KB12. Knowledge of unique characteristics of products such as hazard, handling method to be used, etc.</p>

Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b> The user/ individual on the job needs to know and understand how to:  SA1. Fill in appropriate forms pertaining to inventory received. SA2. Write down notes about accidents, damage to components received.
	<b>Reading Skills</b> The user/individual on the job needs to know and understand how to:  SA3. Ability to read and understand schedule and Bill of Materials SA4. Ability to read instructions/training directions in English. SA5. Ability to read and match labels to products kitted.
	<b>Oral Communication (Listening and Speaking skills)</b> The user/individual on the job needs to know and understand how to:  SA6. Communicate clearly in local language or English with supervisors and peers SA7. Provide advice and guidance to peers and juniors SA8. Communicate with team members for delays in labelling.
	<b>Time management</b> The user/individual on the job needs to know and understand how to:  SB1. Ability to prioritize and execute tasks in a high-pressure environment SB2. Ability to meet kitting and labelling targets. SB3. Ability to balance workload between kitting and labelling operations. SB4. Ability to change work plan to accommodate immediate requirements. SB5. Ability to finish kitting or labelling while keeping pace with the rest of the team.
<b>B. Professional Skills</b>	<b>Organizational Skills</b> The user/individual on the job needs to know and understand how to: SB6. Be a team player and achieve joint goals. SB7. Ensure adequate knowledge sharing with peers and subordinates. SB8. Adjust according to volume, capacity and man power needs during peak and non-peak hours. SB9. Ability to concentrate on the task at hand and complete it without errors.
	<b>Analytical Thinking</b> The user/individual on the job needs to know and understand how to: SB10. Ability to identify components required to make a product. SB11. Ability to assess the type and size of packing case required to make the kit. SB12. Ability to determine type of PPE required based on the product and the kitting and labelling environment. SB13. Ability to assess types of labels required for each kit. SB14. Rapid identification and address errors during kitting and labelling process.

**Perform Post Kitting and Labelling activities**

SB15. Identify methods to improve kitting and labelling process.





## **NOS Version Control**

<b>NOS Code</b>	<b>LSC/N2319</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>03/12/2014</b>
<b>Industry Sub-sector</b>	<b>Warehousing Storage, Warehouse Packaging</b>	<b>Last reviewed on</b>	<b>16/12/2014</b>
<b>Occupation</b>	<b>Kitting and Labelling</b>	<b>Next review date</b>	<b>03/06/2016</b>



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## Annexure

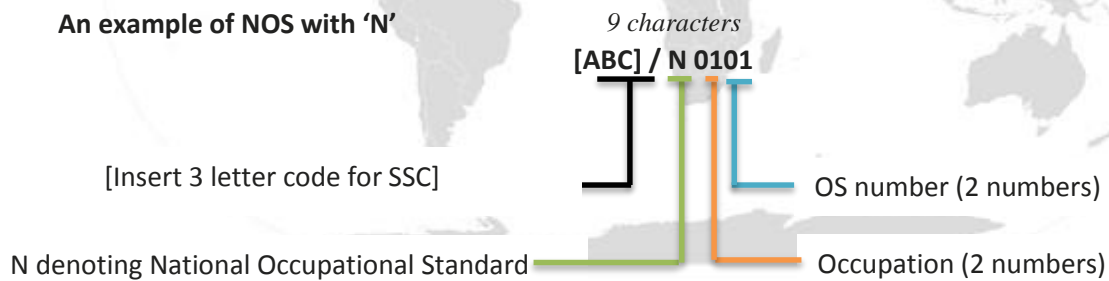
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



*Qualifications Pack for Kitting and Labelling*

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 Kitting and Labelling

**PERFORMANCE CRITERIA**

**Job Role: Kitting and Labelling**

**Qualification Pack: LSC/Q2306**

**Sector Skill Council: LSC**

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.

		Marks Allocation		
Total Marks	Out of	Theory	Skills Practical	
1. LSC/N2316 (Prepare for kitting)	PC1. Obtain Bill of Materials (BOM) for all products to be kitted from the supervisor.	5	1	4
	PC2. Get the shift schedule and the total number of kits required at the end of the day from the supervisor.	15	5	10
	PC3. Find out specific details like the number of kits of each product and the number of kits of each model from the supervisor.	15	5	10
	PC4. From the BOM, understand what components are required to make a product.	15	5	10
	PC5. Understand variations among kits of different models for the same product.	10	3	7
	PC6. Remove any unnecessary items from the kitting area to make space for the kits.	5	1	4
	PC7. Perform a quick safety inspection of the workplace.	5	2	3
	PC8. Clean up any spills or breakages.	5	2	3
	PC9. Assess the Personal Protective Equipment (PPE) required based on the product and the environment.	5	2	3
	PC10. Collect and wear all the necessary PPE.	5		5
	PC11. Assess the size, type of packing case and the sealing material required for each product to be kitted.	5	1	4
	PC12. Collect required packing cases and sealing material from the storage rack.	5	1	4
	PC13. Inform supervisor to place orders for more packing cases and sealing materials if there are not enough.	5	2	3
		<b>Total</b>	<b>100</b>	<b>30</b>
				<b>70</b>

*Qualifications Pack for Kitting and Labelling*

2.LSC/N2317 (Perform kitting)	PC1. Collect the picked components from the kitting area and put them into a packing case.	100	15	5	3
	PC2. Verify the number and type of components for each kit against the BOM.		15	5	4
	PC3. Identify missing or damaged components.		10	4	4
	PC4. Report to supervisor so that orders would be placed with the picking team.		10	2	4
	PC5. Keep the kit aside and work on other kits which have all the components.		10	2	4
	PC6. Receive replacement or missing components and add to the packing cases kept aside.		10	2	4
	PC7. Verify type and number of each component with the BOM.		10	2	4
	PC8. Seal the packing case.		10	2	4
	PC9. Move sealed kits to the labelling area.		10	1	3
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
3.LSC/N2318 (Labelling)	PC1. Understand labelling schedule, products being labelled and number of kits required by the end of the day from the supervisor.	100	10	2	8
	PC2. Get information on the type and size of packing cases used for kits of particular products.		10	4	6
	PC3. Determine what labels are required.		10	4	6
	PC4. Collect all the required labels from the supervisor.		10	2	8
	PC5. Inform supervisor to place orders for more labels if insufficient.		10	1	9
	PC6. Collect sealed kits from the labelling area.		10	1	9
	PC7. Identify product contained in the kit.		10	2	8
	PC8. Paste all the required labels onto the packing case in the right areas.		10	1	9
	PC9. Verify that all the required labels have been posted onto the packing case in the right areas.		10	3	7
	PC10. Move labelled kits to the finished kits area.		10		10
		<b>Total</b>	<b>100</b>	<b>20</b>	<b>80</b>
4.LSC/N2319 (Post kitting and labelling activities)	PC1. Dispose damaged labels and packing cases.	100	15	5	10
	PC2. Re-bin the excess components to their designated locations.		15	5	10
	PC3. Perform a quick safety inspection of the kitting and labelling areas.		15	5	10
	PC4. Clean up any spills or breakages.		10	2	8
	PC5. Return any PPE used to the storage racks.		10	2	8
	PC6. Notify supervisor regarding any concerns faced at work.		15	5	10
	PC7. Provide feedback regarding damage if any, delays in kitting and labelling, inability to meet and order, etc.		10	2	8
	PC8. Complete any forms required by Management.		10	4	6
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>