

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LIFE SCIENCES 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- Import Logistics Manager – Life Sciences

SECTOR: LIFE SCIENCES

SUB-SECTOR: PHARMACEUTICAL AND BIOPHARMACEUTICAL

OCCUPATION: SUPPLY CHAIN

REFERENCE ID: LFS/Q0608

ALIGNED TO: NCO-2004/ NIL

Import Logistics Manager ensures robust and effective inbound logistic management to lead timely delivery of requisite quantity and quality of raw materials.

Brief Job Description: Import Logistics Manager ensures robust and effective inbound logistic management to lead timely delivery of requisite quantity and quality of raw materials for the organisation. The role is responsible for continuous process improvements through managing relationships with internal and external stakeholders.

Personal Attributes: The individual should have good knowledge of the Pharmaceutical industry. He/ she should have good analytical skills and should. He/she should have good knowledge of EXIM requirements, contracting and licensing practices.

Qualifications Pack Code	LFS/Q0608		
Job Role	Import Logistics Manager – Life Sciences		
Credits(NSQF)	6	Version number	1.0
Sector	Life Sciences	Drafted on	15/12/14
Sub-sector	Pharmaceutical and Biopharmaceutical	Last reviewed on	01/08/16
Occupation	Supply chain	Next review date	01/08/19
NSQC Clearance on	20/07/2015		

Job Role	Import Logistics Manager – Life Sciences
Role Description	Responsible for ensuring robust and effective inbound logistic management to lead timely delivery of requisite quantity of raw materials for the organisation. The role is responsible for continuous process improvements through managing relationships with internal and external stakeholders and meeting their expectations on cost, time, quantity and accuracy of transportation.
NSQF level	6
Minimum Educational Qualifications	B.Tech/ Graduate in any field/ B. Sc/ B.Com/ B.Pharma (Preferable)
Maximum Educational Qualifications	Masters degree in supply chain management/ M.Com / M. Pharma Certifications- import/export regulations, EXIM (Preferable)
Training (Suggested but not mandatory)	On the job training
Minimum Job Entry Age	25 Years
Experience	5-6 years of experience in the related field

Applicable National Occupational
Standards (NOS)

Compulsory:

1. [LFS/N0640: Management of budget and claims for imports](#)
2. [LFS/N0615: Manage relationships with Freight Forwarders](#)
3. [LFS/N0616: Manage, coordinate and interact with people to optimize export / import operations](#)

	<ol style="list-style-type: none"> 4. LFS/N0617: Perform regulatory compliance and exchange of information for export/ import management 5. LFS/N0613: Provide analytical support for supply chain management 6. LFS/N0102: Carry out reporting and documentation 7. LFS/N0621: Manage materials <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant NOS units

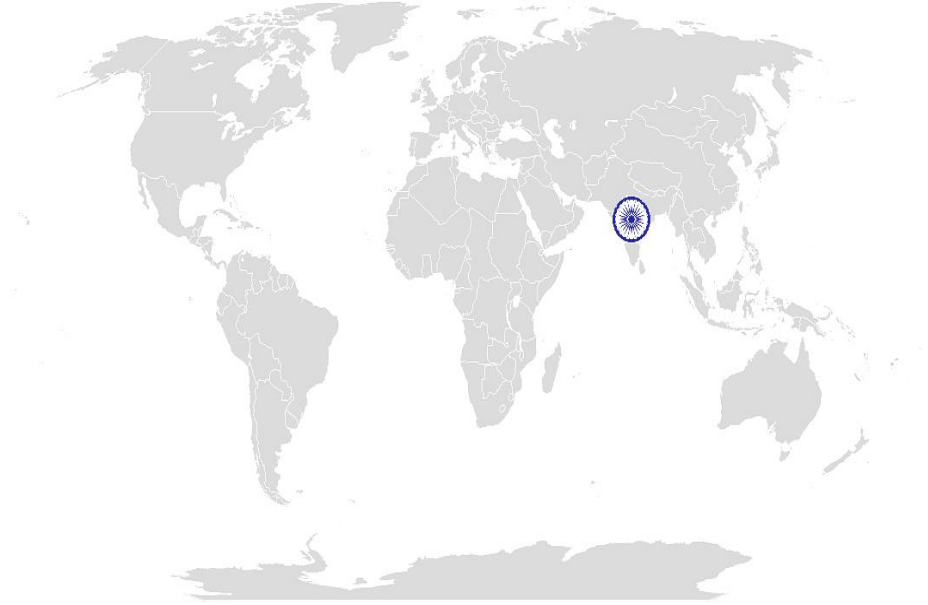
Definitions

Keywords /Terms	Description
Core Skills/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 NOS, these include communication related skills that are applicable to most job roles.
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 NOS they are looking for.
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 NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational 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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the 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 the quality of performance required.
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.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for an NOS unit, which can be denoted with an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skill Qualifications Framework
NCO-2004	National Classification of Occupations-2004
OS	Occupational Standard(s)
QP	Qualifications Pack
SAP	System Application and Products
PPC	Product Planning and Control
SOP	Standard Operating Procedure
APICS	American Production and Inventory Control Society
CIPM/ CSCP	Certificate of Inventory and Product Management/ Certified Supply Chain Professional

LFS/N0640 : Manage budget and claims for imports

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Import logistics manager to adhere to the budget allocated ,selecting the mode and vendor for transportation and do the analysis of information to identify areas of cost minimization.

LFS/N0640 : Manage budget and claims for imports

National Occupational Standard	Unit Code	LFS/N0640
	Unit Title (Task)	Manage budget and claims for imports
	Description	This OS is about Import logistics manager adhering to the budget allocated and Selecting the mode and vendor for transportation and Streamline the process and doing the analysis of information for cost minimization
	Scope	The unit/ task covers the following :- <ul style="list-style-type: none"> Adherence to budget and selection of mode, vendor etc. Streamlining the process Analysis of data
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Adherence to budget and selection of mode, vendor etc.	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. determine gross requirements for production</p> <p>PC2. responsible for adherence to the budget for logistics and transportation</p> <p>PC3. select the most efficient mode of transportation</p> <p>PC4. develop delivery strategies for cost minimization</p> <p>PC5. identify appropriate vendors for transportation</p> <p>PC6. negotiate with vendors for an optimum price and finalize on the commercial terms</p> <p>PC7. manage claims with carriers/freight forwarders</p> <p>PC8. seek approval of contracts from the Divisional/Block Head</p>
	Streamlining the process	<p>PC9. obtain required data/information from appropriate people</p> <p>PC10. streamline the process of identification and selection of transporters</p> <p>PC11. ensure the process is in line with the business requirements, cost, quality and timely delivery</p> <p>PC12. ensure timely release of Lease & C&F(Carrying and Forwarding) Agreement- (new as well as renewed) in coordination with legal cell to avoid any legal implications</p> <p>PC13. assist in the document preparation for the import and completion of import procedures and further share letter of credit with various departments e.g. purchase, finance department, etc</p> <p>PC14. monitor import procedures at all key stages, receive, review and approve all import documents</p> <p>PC15. ensure that all import formalities are complete before the materials are shipped from the supplier</p>
	Analysis of data	<p>PC16. obtain required data/information from appropriate people</p> <p>PC17. analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes or mixes, or carriers</p> <p>PC18. undertake trend analysis of logistic expenses</p>

LFS/N0640 : Manage budget and claims for imports

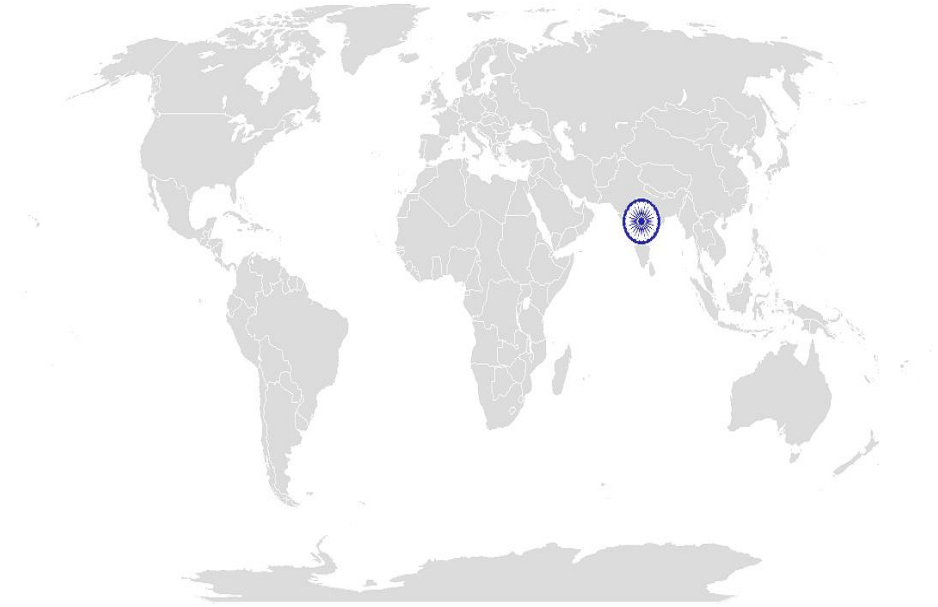
	<p>PC19. identify areas for driving cost optimization and budget discrepancies</p> <p>PC20. prepare reports by using MIS and information from registers to consult the divisional/block head</p> <p>PC21. take corrective actions based on the suggestions of Divisional/Block head</p>
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KA2. handover/ takeover the equipment/ work area as per company's SOP</p> <p>KA3. the levels of hygiene required by workplace and importance of maintaining the same</p> <p>KA4. procedures for reporting any unidentified soiling</p> <p>KA5. reporting incidents where standard operating procedures are not followed</p> <p>KA6. the importance of complete and accurate documentation</p> <p>KA7. the importance of quality control procedures</p> <p>KA8. proper procedure for selecting the material/product and performing quality checks without affecting the material</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KA9. knowledge and understanding of supply chain concepts and application (e.g., just in time, material requirement planning)</p> <p>KA10. knowledge of supply chain best practices</p> <p>KA11. knowledgeable of lean six sigma principles and standard project management processes</p> <p>KA12. strong working knowledge of ERP platforms</p> <p>KA13. knowledge of EXIM policy</p> <p>KA14. knowledge of import process and procedures</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. record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail</p> <p>SA2. maintain proper and concise records as per given format</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read images, graphs, diagrams</p> <p>SA4. understand the various coding systems as per company norms</p>
Oral Communication (Listening and Speaking skills)	

LFS/N0640 : Manage budget and claims for imports

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. communication with upstream and downstream teams</p> <p>SA6. communicate with job owners like sample originating section, supplier etc.</p> <p>SA7. work in a team and other behavioural skills required to support the small</p> <p>SA8. group activities (e.g. quality circle, cross functional team, suggestion scheme)</p> <p>SA9. disclose information only to those who have the right and need to know it</p> <p>SA10. communicate confidential and sensitive information discretely to authorized person as per SOP</p> <p>SA11. communicate with people in a form and manner and using language that is open and respectful</p> <p>SA12. ability to effectively negotiate the quality, quantity and price</p> <p>SA13. ability to establish rapport and effective working relationships with business partners, department leadership and peers</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. strong emotional intelligence and communication skills that facilitate decision making and execution</p> <p>SB2. take decisions objectively basis facts and figures available</p>
	Plan and Organise
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. develop specific goals and plans to priorities</p> <p>SB4. organize and accomplish work</p> <p>SB5. follow up with other members to evaluate progress, give constructive</p> <p>SB6. feedback and praise to other for work well done</p> <p>SB7. work with minimal supervision</p> <p>SB8. effective delegation and leading without authority</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. resolve any difficulties in relationships with colleagues, in a way that preserves goodwill and trust</p> <p>SB10. ability to communicate, solve conflicts, negotiate on behalf of the team and company</p> <p>SB11. work effectively within demanding timelines</p> <p>SB12. organizing and planning much time for specific activities</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. spot and communicate potential areas of disruptions to work process and report the same</p> <p>SB14. identify areas of concerns and work towards improving them</p>
	Analytical Thinking

LFS/N0640 : Manage budget and claims for imports

	The user/individual on the job needs to know and understand how to:
	SB15. application of statistics SB16. use of computer/ application software
	Customer Centricity
	NA



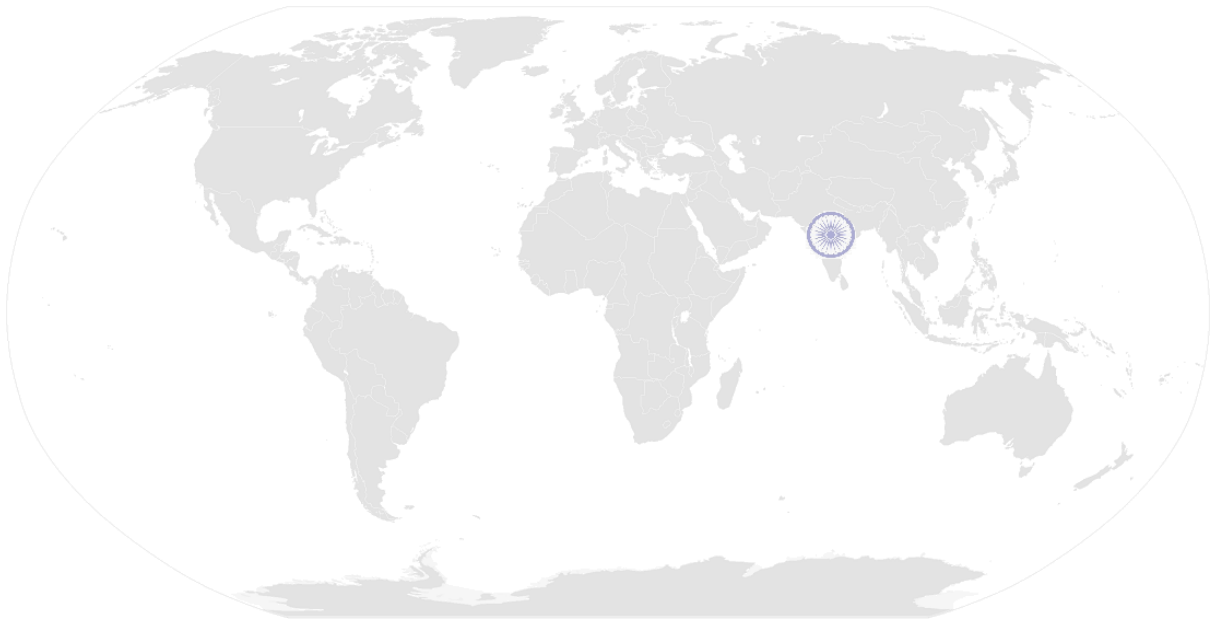
LFS/N0640 : Manage budget and claims for imports

NOS Version Control

NOS Code	LFS/N0640		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceutical and Biopharmaceutical	Last reviewed on	01/08/16
Occupation	Supply chain	Next review date	01/08/19

LFS/N0615 : Manage relationships with Freight Forwarders

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Import logistics manager to maintain relationship and management of contracts with freight forwarders.

LFS/N0615 : Manage relationships with Freight Forwarders

National Occupational Standard

Unit Code	LFS/N0615
Unit Title (Task)	Manage relationships with Freight Forwarders
Description	This OS is about import logistics manager developing and maintaining relationship with freight forwarders and management of their contracts
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> Managing a working relationship with freight forwarders Management of contracts with Freight Forwarders/Carrier
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Managing a working relationship with freight forwarders	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. develop and maintain relationships with freight forwarders</p> <p>PC2. conduct inbound rate negotiations</p> <p>PC3. monitor contract compliance of carriers and other logistics service providers</p> <p>PC4. access suitable sources of data to analyze the performance of carriers</p> <p>PC5. carry out monthly follow-ups of the volume and turnover realized by each</p> <p>PC6. carrier/freight forwarder</p> <p>PC7. define SLA's in order to ensure timely Delivery</p> <p>PC8. obtain information from appropriate people</p>
Management of contracts with Freight Forwarders/Carrier	<p>PC9. control and approve the invoices as per negotiated pricing.</p> <p>PC10. establish contracts to ensure loss prevention in case of damage to the products during transportation</p> <p>PC11. manage claims with carriers/freight forwarders</p> <p>PC12. address any concerns issues of freight forwarders/carrier</p>
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. different quality management systems (ISO-9000, ISO-14001, OHSAS-18000), good laboratory and manufacturing practices</p> <p>KA2. material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure</p> <p>KA3. importance of identifying non-conforming products and storage of the same</p> <p>KA4. risk and impact of not following defined procedures/work instructions</p> <p>KA5. escalation matrix for reporting identified issues, hazards and breakage</p> <p>KA6. impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KA7. handover/ takeover the equipment/ work area as per company's sop</p> <p>KA8. the levels of hygiene required by workplace and importance of maintaining the same</p>

LFS/N0615 : Manage relationships with Freight Forwarders

	<p>KA9. procedures for reporting any unidentified soiling</p> <p>KA10. the importance of complete and accurate documentation</p> <p>KA11. the importance of quality control procedures</p> <p>KA12. the reason and impact of the occurrence of problems</p>
B Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. knowledge on different market players and their vendors</p> <p>KB2. APICS CPIM/CSCP certification or certification in progress preferable</p> <p>KB3. sound computer skills—database, spreadsheet, statistics applications, and logistics software package</p> <p>KB4. knowledge of contracts, tariffs and governments import/export regulation</p> <p>KB5. knowledge and understanding of supply chain concepts and application (e.g., just in time, material requirement planning)</p> <p>KB6. knowledge of supply chain best practices</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. record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail</p> <p>SA2. maintain proper and concise records as per given format</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read images, graphs, diagrams</p> <p>SA4. understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. communication with upstream and downstream teams</p> <p>SA6. communicate with job owners like sample originating section, supplier etc.</p> <p>SA7. work in a team and other behavioural skills required to support the small group activities (e.g. quality circle, cross functional team, suggestion scheme)</p> <p>SA8. disclose information only to those who have the right and need to know it</p> <p>SA9. communicate confidential and sensitive information discretely to authorized person as per SOP</p> <p>SA10. communicate with people in a form and manner and using language that is open and respectful</p> <p>SA11. ability to effectively negotiate the quality, quantity and price</p> <p>SA12. ability to establish rapport and effective working relationships with business partners, department leadership and peers</p>
	Decision Making

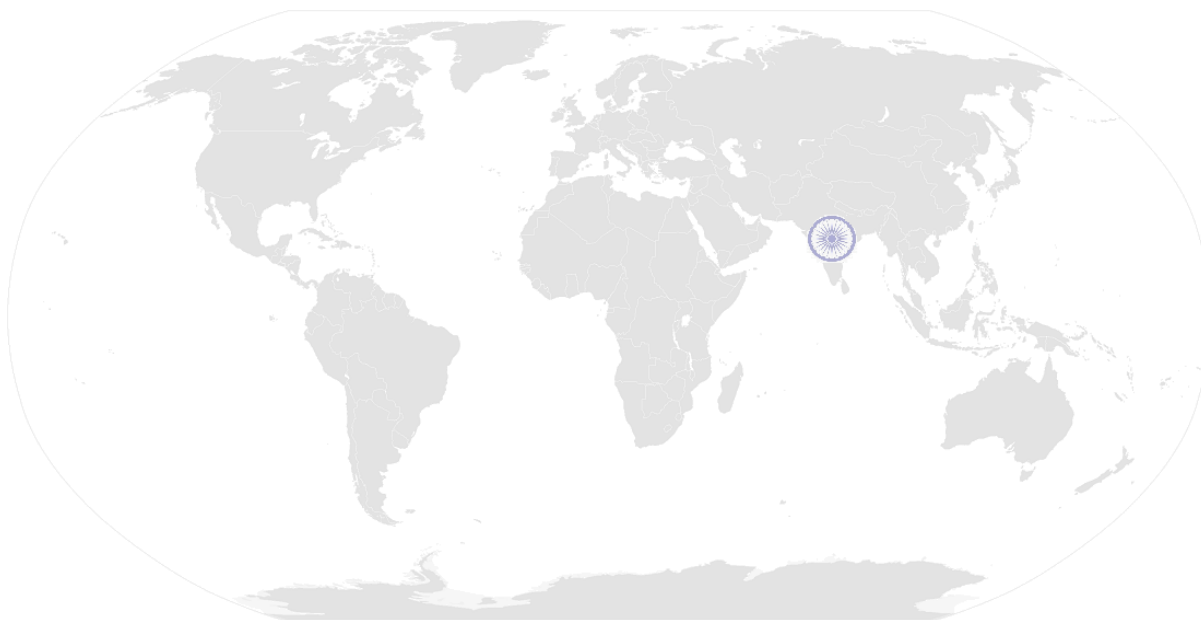
LFS/N0615 : Manage relationships with Freight Forwarders

B. Professional Skills	The user/individual on the job needs to know and understand how to:
	SB17. strong emotional intelligence and communication skills that facilitate decision making and execution
	SB18. take decisions objectively basis facts and figures available
	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB19. develop specific goals and plans to priorities
	SB20. organize and accomplish work
	SB21. follow up with other members to evaluate progress, give constructive
	SB22. feedback and praise to other for work well done
	SB23. work with minimal supervision
	SB24. effective delegation and leading without authority
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB25. resolve any difficulties in relationships with colleagues, in a way that preserves goodwill and trust
	SB26. ability to communicate, solve conflicts, negotiate on behalf of the team and company
	SB27. work effectively within demanding timelines
	SB28. organizing and planning much time for specific activities
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB29. spot and communicate potential areas of disruptions to work process and report the same
	SB30. identify areas of concerns and work towards improving them
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB31. application of statistics
	SB32. use of computer/ application software
	Customer Centricity
	NA

LFS/N0615 : Manage relationships with Freight Forwarders

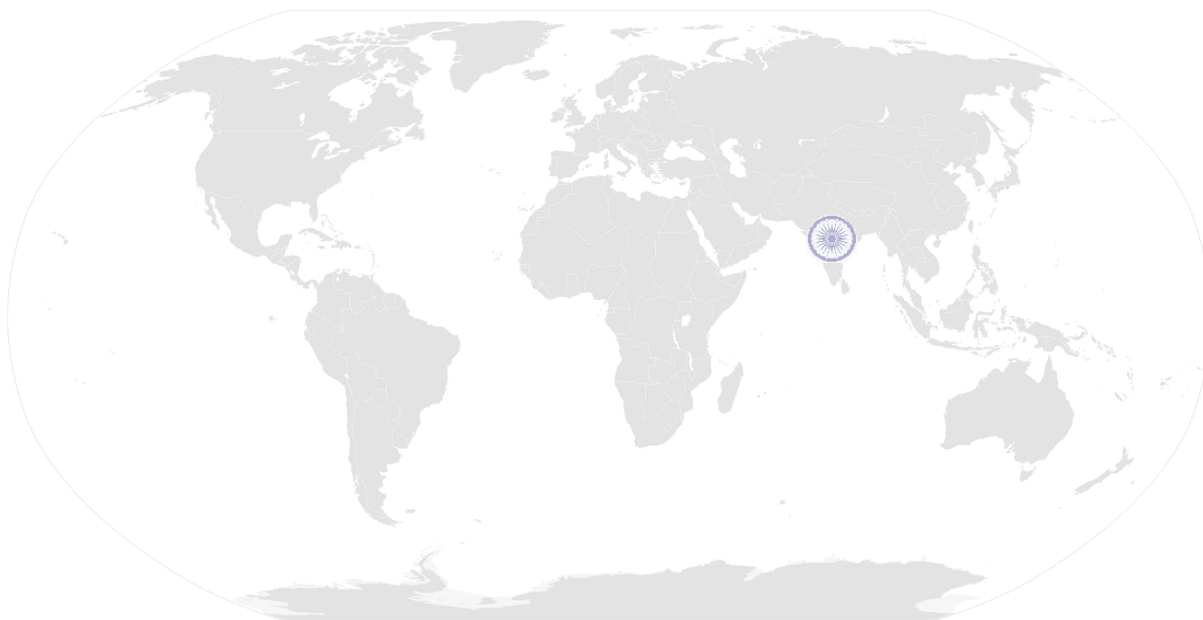
NOS Version Control

NOS Code	LFS/N0615		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceutical and Biopharmaceutical	Last reviewed on	01/08/16
Occupation	Supply chain	Next review date	01/08/19



LFS/N0616 : Manage, coordinate and interact with people to optimize export/ import operations

National Occupational Standards



Overview

This Occupational Standard describes the function of Import logistics Manager to manage, coordinate and interact with internal and external people.

LFS/N0616 : Manage, coordinate and interact with people to optimize export/ import operations

National Occupational Standard	Unit Code	LFS/N0616
	Unit Title (Task)	Manage, coordinate and interact with people to optimize export/import operations
	Description	This OS is about Import logistics manager performing the task of managing teams and interacting with internal and external people.
	Scope	<p>The unit/task covers the following:</p> <ul style="list-style-type: none"> • Managing teams • Interaction with internal people • Interaction with external people
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Managing teams	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. convey organizational strategy to the team</p> <p>PC2. set departmental objectives and provide leadership direction to achieve goals</p> <p>PC3. manage and support recruitment</p> <p>PC4. delineation of individual roles, appropriate delegation of responsibility</p> <p>PC5. set KRA's for direct reports, monitor overall team's KRA's, conduct performance appraisal, ensure clarity</p> <p>PC6. facilitate the development of subordinates through constant on and off the job learning, job rotation etc.</p> <p>PC7. guide, motivate and develop the sub-ordinates</p> <p>PC8. oversee staff deployment and drive motivation levels of the team</p> <p>PC9. monitor staff welfare and facilitate complaint resolution</p> <p>PC10. manage efficiency levels and drive timely delivery of all operational targets</p>
	Interaction with internal people	<p>PC11. logistics head- take inputs required for taking key business decisions for inbound logistics and to select standard transport modes. supply chain issues are also discussed, if any</p> <p>PC12. import /export logistics team– collaborate regarding the selection of freight forwarders and to develop and implement transportation plans and procedures</p> <p>PC13. quality/purchase/account department- for routine day to day activities such as adherence to quality norms, timely availability of materials and payments</p> <p>PC14. production, planning and control head- ensure that the material is received from the transporters in line with the production schedules prepared by the ppc department</p>

LFS/N0616 : Manage, coordinate and interact with people to optimize export/ import operations

	PC15. managers-to monitor their challenges and of their respective teams in performing related activities and to ensure adequate coordination amongst all these teams in terms of logistics
Interaction with external people	PC16. freight forwarders/Transporters- to ensure negotiation of optimum price, maintain long term relationship with them and to be able to track vehicles and receive the materials on time as well as interact and maintain relationship with officials from Custom, Excise and DGFT
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation 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. escalation matrix for reporting identified issues, hazards and breakage</p> <p>KA3. types of documentation in organization, importance of maintaining the same and different methods of recording information</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. knowledge on different market players and their vendors</p> <p>KB2. export/import procedures, import duty calculation, licensing schemes</p> <p>KB3. know-how for effective coordination with customs agents & freight forward agents</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. record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail</p> <p>SA2. maintain proper and concise records as per given formal</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read and understand manuals, SOPs, health and safety instructions, memo</p> <p>SA4. read images, graphs, diagrams</p> <p>SA5. understand the various coding systems as per company norms</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. communication with upstream and downstream teams</p> <p>SA7. communicate with job owners like sample originating section, supplier etc.</p> <p>SA8. maintain confidentiality of information and data</p> <p>SA9. communicate with people in a form and manner and using language that is open and respectful</p>

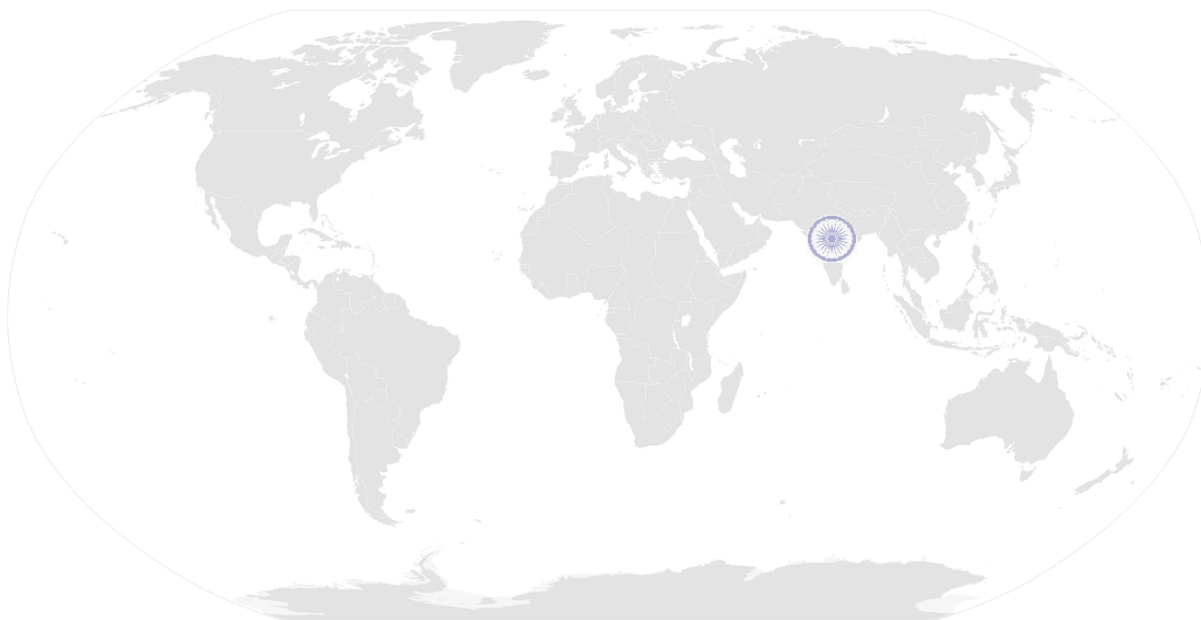
LFS/N0616 : Manage, coordinate and interact with people to optimize export/ import operations

	SA10. clear and timely communication for trust building
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. strong emotional intelligence and communication skills that facilitate decision making and execution
	SB2. appropriate skill to analyse the available information and take timely decisions to improve coordination and increase business
	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB3. develop specific goals and plans to priorities
	SB4. organize and accomplish work
	SB5. follow up with other members to evaluate progress, give constructive feedback and praise to other for work well done
	SB6. take responsibility for completing one's own work assignment
	SB7. take initiative to enhance/learn skills in one's area of work
	SB8. capacity to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyze one's learning
	SB9. open to new ways of doing things
	SB10. effective delegation and leading without authority
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB11. act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	SB12. resolve any difficulties in relationships with colleagues , in a way that preserves goodwill and trust
	SB13. ability to communicate, solve conflicts, negotiate on behalf of the team and company
	Critical Thinking
	SB14. spot and communicate potential areas of disruptions to work process and report the same
	Analytical Thinking
	NA
	Customer Centricity
	NA

LFS/N0616 : Manage, coordinate and interact with people to optimize export/ import operations

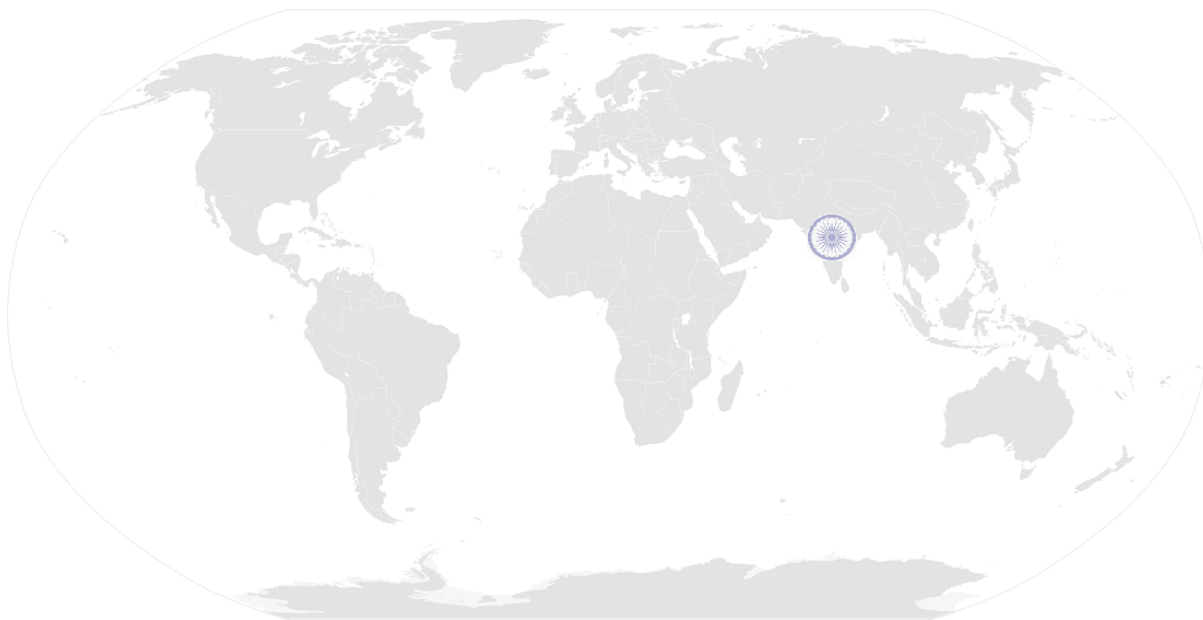
NOS Version Control

NOS Code	LFS/N0616		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceutical and Biopharmaceutical	Last reviewed on	01/08/16
Occupation	Supply chain	Next review date	01/08/19



LFS/N0617 : Perform regulatory compliance and exchange of information for export/ import management

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Import Logistics Manager to perform regulatory Compliance and exchange of information for export/import management.

LFS/N0617 : Perform regulatory compliance and exchange of information for export/ import management

National Occupational Standard

Unit Code	LFS/N0617
Unit Title (Task)	Perform Regulatory Compliance and exchange of information for export/import management
Description	This OS is about Export logistics manager ensuring that there is regulatory compliance and exchange of information
Scope	The unit/ task covers the following: <ul style="list-style-type: none"> Ensure regulatory compliance Exchange of information
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure regulatory compliance	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. review sap periodic reports for exports, to ensure compliance with rules and regulations and other statutory requirements</p> <p>PC2. check all pre-shipment documents including:</p> <ul style="list-style-type: none"> invoice packing list gr form ar-4/ ar4a form licence indent acceptance of contract letter of credit (loc) qc certificate port trust date any other documents sign of inspector/ customs div <p>PC3. check the EXIM documents pertaining to Pre and Post Shipment.</p> <p>PC4. liaise with customs and excise officials, if required</p> <p>PC5. take care of applications for export/import incentives</p> <p>PC6. obtain advance license from DGFT (Director General of Foreign Trade), ensure adherence with contracts and agreements</p> <p>PC7. communicate effectively with suppliers, consignee, agents , transporters</p> <p>PC8. manage and supervise the follow up with logistics companies to ensure timely shipments of goods</p> <p>PC9. negotiation & co-ordination with customs agents for Freight Rates, Customs clearances</p> <p>PC10. review updates on cost impacts, cost estimates, stock management, feasibility analysis to carry out the departmental functions in compliance with rules and regulations and other statutory requirements</p>

LFS/N0617 : Perform regulatory compliance and exchange of information for export/ import management

	<p>PC11. identify variation from the regulatory guidelines and correction of the same</p> <p>PC12. comply with organization's policies, procedures, guidelines</p>
Exchange information	<p>PC13. maintain confidentiality of strategic information</p> <p>PC14. communicate information to all relevant people in timely manner internally as well as external stakeholders like various health regulators in India & Overseas</p>
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Different quality management systems (ISO-9000, ISO-14001, OHSAS-18000), good laboratory and manufacturing practices</p> <p>KA2. Importance of identifying non-conforming products and storage of the same</p> <p>KA3. Risk and impact of not following defined procedures/work instructions</p> <p>KA4. Escalation matrix for reporting identified issues, hazards and breakage</p> <p>KA5. Types of documentation in organization, importance of maintaining the same and different methods of recording information</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. knowledge and understanding of supply chain concepts and application (e.g., just in time, material requirement planning)</p> <p>KB2. knowledgeable of lean six sigma principles and standard project management processes</p> <p>KB3. strong working knowledge of an integrated planning tool such as SAP SCM</p> <p>KB4. knowledge of supply chain best practices</p> <p>KB5. impact of various practices on cost, quality, productivity, delivery and safety</p> <p>KB6. reporting incidents where standard operating procedures are not followed</p> <p>KB7. the importance of complete and accurate documentation</p> <p>KB8. KB8. documentation formalities relating to export/ import transactions</p> <p>KB9. documentation Framework</p> <p>KB10. export/import financing methods and Terms of Payment</p> <p>KB11. export/import credit and Foreign Exchange Risk Management</p> <p>KB12. International Commercial Terms</p> <p>KB13. Central Excise/Customs Clearance: Regulations, Procedures and Documentation</p> <p>KB14. Knowledge of export/import related documents such as:</p> <ul style="list-style-type: none"> • Proforma Invoice • Purchase Order • Commercial Invoice

LFS/N0617 : Perform regulatory compliance and exchange of information for export/ import management

	<ul style="list-style-type: none"> • Packing List • Shipping Bill • Bill Of Lading • Master Airway Bill / House Airway Bill • Export/Import Certificate • Certificate Of Origin • Bill Of Exchange • Bank Realisation Certificate • Letter Of Credit • Documents Against Acceptance
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. maintain proper and concise records as per given format</p> <p>SA2. record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read and understand manuals, SOPs, health and safety instructions, memos, reports, job cards etc.</p> <p>SA4. record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail</p> <p>SA5. read images, graphs, diagrams</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. communication with upstream and downstream teams</p> <p>SA7. communicate with job owners like production manager, regional sales manager, etc.</p> <p>SA8. disclose information only to those who have the right and need to know it</p> <p>SA9. communicate confidential and sensitive information discretely to authorized person as per SOP</p> <p>SA10. communicate with people in a form and manner and using language that is open and respectful</p> <p>SA11. maintain confidentiality of information and data</p> <p>SA12. demonstrate ability to establish rapport and effective working relationships with business partners, department leadership and peers.</p>

LFS/N0617 : Perform regulatory compliance and exchange of information for export/ import management

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. spot and communicate potential areas of disruptions to work process and report the same
	SB2. deal with a colleague individually, depending on the type of concern
	SB3. collaborate with others when making decisions
	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB4. develop specific goals and plans to priorities
	SB5. organize and accomplish work
	SB6. follow up with other members to evaluate progress, give constructive feedback and praise to other for work well done
	SB7. effective delegation and leading without authority
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB8. resolve any difficulties in relationships with colleagues , in a way that preserves goodwill and trust
	SB9. must possess good presentation skills
	SB10. ability to communicate, solve conflicts, negotiate on behalf of the team and company
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. application of statistics to resolve issues
	SB12. attention to detail
	Critical Thinking
	NA
	Customer Centricity
	NA

LFS/N0617 : Perform regulatory compliance and exchange of information for export/ import management

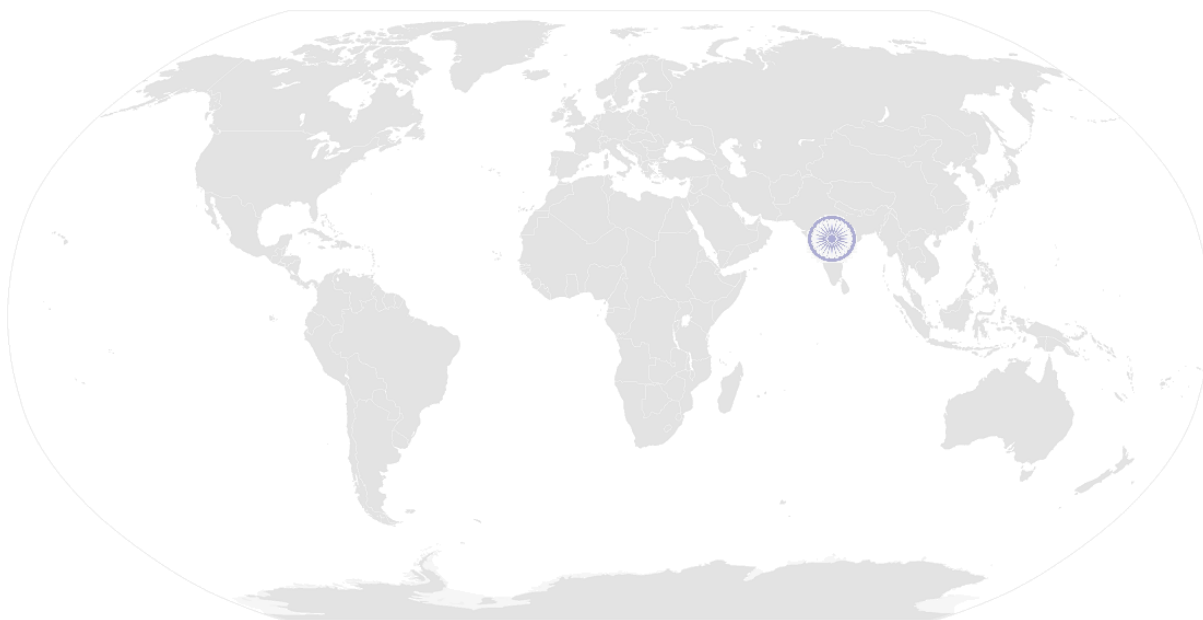
NOS Version Control

NOS Code	LFS/N0617		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceutical and Biopharmaceutical	Last reviewed on	01/08/16
Occupation	Supply chain	Next review date	01/08/19



LFS/N0613 : Provide analytical support for supply chain management

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Import logistics Manager to provide analytical support for supply chain management processes with the help of data collected and suggest changes.

LFS/N0613 : Provide analytical support for supply chain management

National Occupational Standard

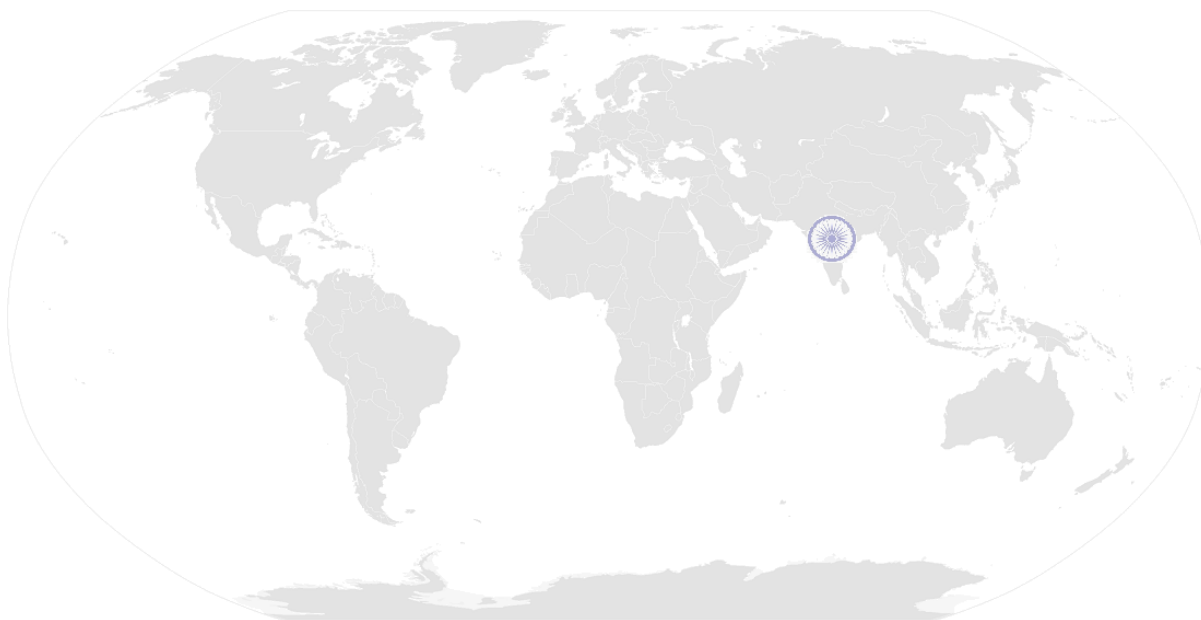
Unit Code	LFS/N0613
Unit Title (Task)	Provide analytical support for supply chain management
Description	This OS is about an Import Logistics manager to provide analytical support for supply chain management processes with the help of data collected and suggest changes.
Scope	The unit/ task covers the following: <ul style="list-style-type: none"> Analyze the supply chain management processes Data collection and analysis
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Analyze the supply chain management processes	To be competent, the user/individual on the job must be able to: <p>PC1. analyze and recommend improvements to all internal procedures and implement same</p> <p>PC2. establish role and responsibilities in providing analytical support for supply chain management process</p> <p>PC3. obtain confirmation from relevant employees and define the objective of the study</p>
Data collection and analysis	<p>PC4. access suitable sources of data</p> <p>PC5. sort and collate relevant data for the analysis</p> <p>PC6. usage of appropriate analysis methods and procedures</p> <p>PC7. identify potential and actual glitches and the causes for the same</p>
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: <p>KA1. organizational coding system of finished material, compounds and company manual</p> <p>KA2. different quality management systems (ISO-9000, ISO-14001, OHSAS-18000), good laboratory and manufacturing practices</p> <p>KA3. material disposal procedure, importance of appropriate disposal of material and implications of not following the material disposal procedure</p> <p>KA4. importance of identifying non-conforming products and storage of the same</p> <p>KA5. implications (impact on internal/external customers) of defective products, materials or components</p> <p>KA6. the reason and impact of the occurrence of problems</p> <p>KA7. measures, steps and possible solutions that have been taken/identified to address the previous problems</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. knowledge and understanding of supply chain concepts and application (e.g., just in time, material requirement planning)</p> <p>KB2. knowledge of supply chain best practices</p>

LFS/N0613 : Provide analytical support for supply chain management

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. maintain proper and concise records as per given format SA2. record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. read and understand manuals, SOPs, health and safety instructions, memos, reports, job cards etc. SA4. read images, graphs and diagrams
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand how to: SA5. communication with upstream and downstream teams SA6. communicate with job owners like sample originating section, supplier etc. SA7. work in a team and other behavioural skills required to support the small group activities (E.g. Quality Circle, Cross Functional Team, Suggestion Scheme) SA8. maintain confidentiality of information and data SA9. communicate with people in a form and manner and using language that is open and respectful SA10. demonstrate ability to establish rapport and effective working relationships with business partners, department leadership and peers
	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. deal with a colleague individually, depending on the type of concern
	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB3. develop specific goals and plans to priorities SB4. organize and accomplish work SB5. follow up with other members to evaluate progress, give constructive feedback and praise to other for work well done SB6. effective delegation and leading without authority
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. resolve any difficulties in relationships with colleagues, in a way that preserves goodwill and trust SB8. must possess good presentation skills SB9. ability to communicate, solve conflicts, negotiate on behalf of the team and company
	Critical Thinking

LFS/N0613 : Provide analytical support for supply chain management

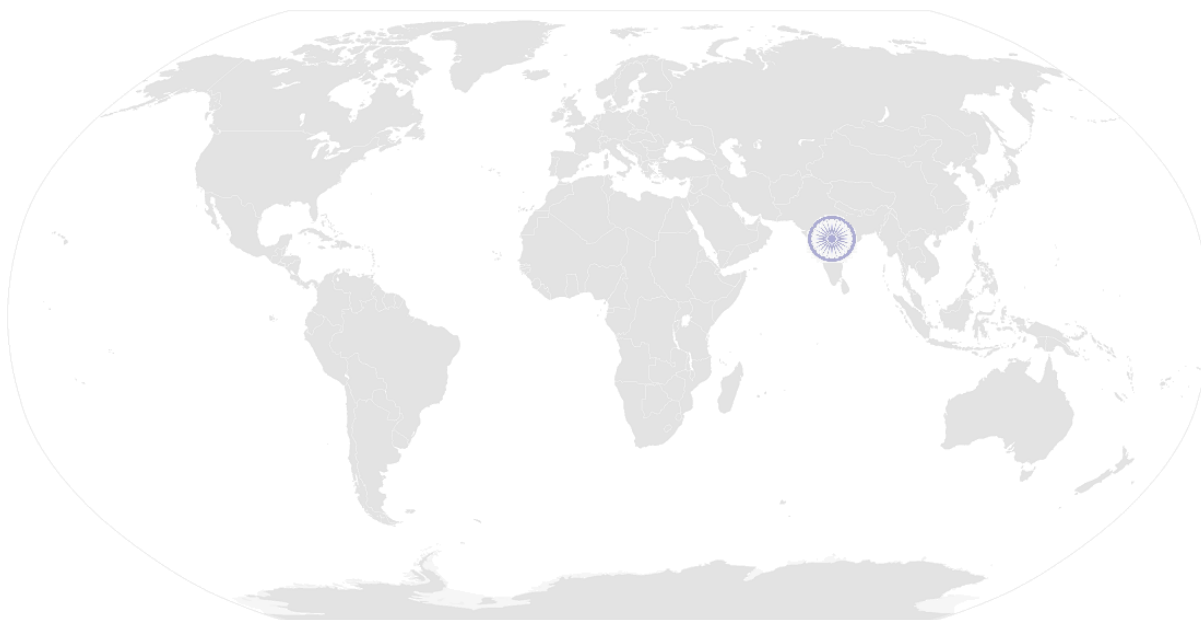
	The user/individual on the job needs to know and understand how to: SB10. spot and communicate potential areas of disruptions to work process and report the same
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB11. attention to detail SB12. use the existing data to arrive at specific conclusions/ data points SB13. use the existing data points to generate required reports for business
	Customer Centricity
	NA



LFS/N0613 : Provide analytical support for supply chain management

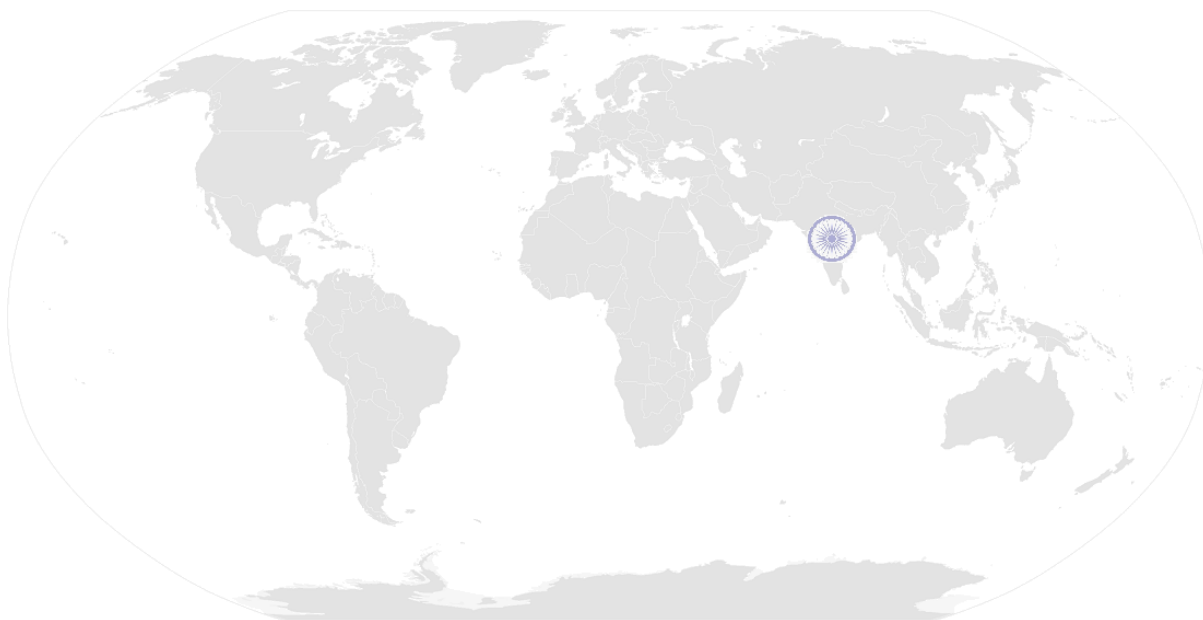
NOS Version Control

NOS Code	LFS/N0613		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceutical and Biopharmaceutical	Last reviewed on	01/08/16
Occupation	Supply chain	Next review date	01/08/19



LFS/N0102 : Carry out reporting and documentation

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Import logistics Manager for reporting, recording and documentation of data/problem/incidents etc. and to maintain information security.

LFS/N0102 : Carry out reporting and documentation

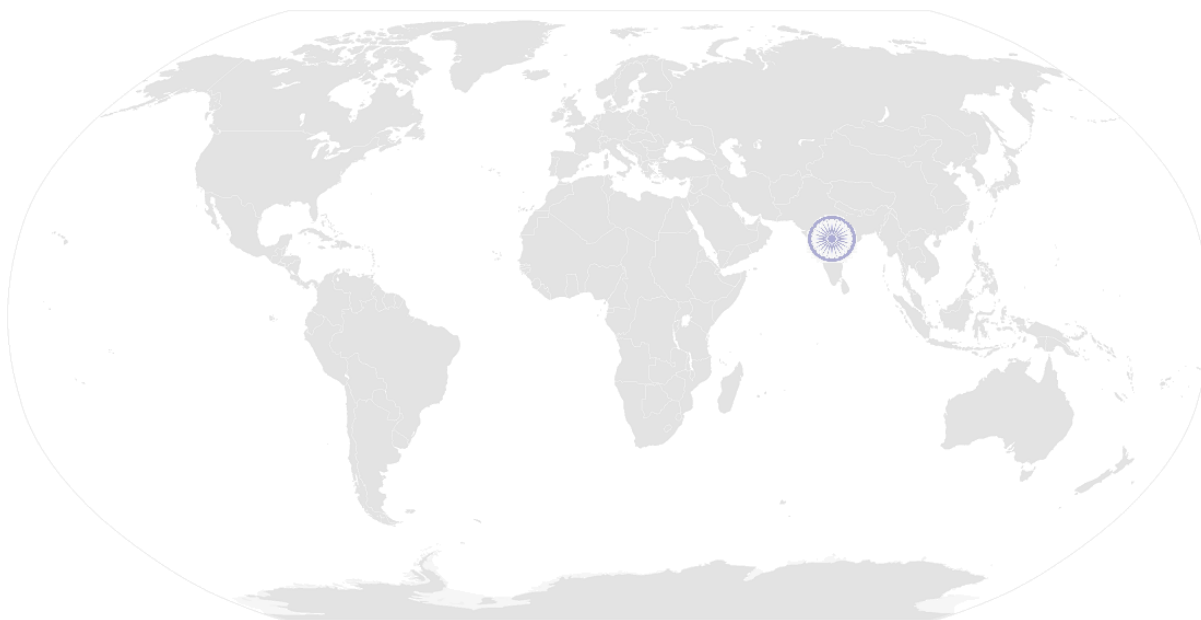
National Occupational Standard	Unit Code	LFS/N0102
	Unit Title (Task)	Carry out reporting and documentation
	Description	This OS is about an Import Logistics manager reporting , recording and documentation of data/problem/incidents etc. and to maintain information security
	Scope	The unit/ task covers the following: <ul style="list-style-type: none"> Reporting Recording and documentation Information security
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Reporting of data/problem/incidents etc.	To be competent, the user/individual on the job must be able to: <p>PC1. report data/problems/incidents as applicable in a timely manner</p> <p>PC2. report to the appropriate authority as laid down by the company</p> <p>PC3. follow reporting procedures as prescribed by the company</p>
	Recording and Documentation	<p>PC4. identify documentation to be completed relating to one's role</p> <p>PC5. record details accurately in an appropriate format</p> <p>PC6. complete all documentation within stipulated time according to company procedure</p> <p>PC7. ensure that the final document meets regulatory and compliance requirements</p> <p>PC8. make sure documents are available to all appropriate authorities to inspect</p>
	Information Security	<p>PC9. respond to requests for information in an appropriate manner whilst following organizational procedures</p> <p>PC10. inform the appropriate authority of requests for information received</p>
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: <p>KA1. types of documentation in organization, importance of maintaining the same and different methods of recording information</p> <p>KA2. reporting incidents where standard operating procedures are not followed</p> <p>KA3. the importance of complete and accurate documentation</p> <p>KA4. knowledge of production workflow sequences and materials demand</p> <p>KA5. escalation matrix for reporting identified issues, hazards and breakage</p>
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. obtain and interpret records, charts, specifications, equipment manuals, history/technical support reports and other documents</p>

LFS/N0102 : Carry out reporting and documentation

Skills (S)	
A. Core Skills/ Generic Skills	Writing skills
	The user/ individual on the job needs to know and understand how to:
	SA1. record and communicate details of work done to appropriate people using written/typed report SA2. maintain proper records as per given format
	Reading skills
	The user/individual on the job needs to know and understand how to:
B. Professional Skills	SA3. read and understand manuals, SOPs, health and safety instructions, memos, reports, job cards etc. SA4. ability to read and interpret images, graphs, diagrams for typical product specifications, job sheets, procedures, basic machine control panels, material labels and safety information as provided SA5. understand the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA6. disclose information only to those who have the right and need to know it. SA7. communicate confidential and sensitive information discretely to authorized person as per SOP SA8. communicate with people in a form and manner and using language that is open and respectful
	Analytical Thinking
B. Professional Skills	The user/individual on the job needs to know and understand how to:
	SB1. attention to detail SB2. use of automated report writing and documentation technologies
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB3. suggest improvements(if any) in process based on experience
B. Professional Skills	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB4. capacity and skill to learn from experience in a range of settings and scenarios and the capacity to reflect on and analyze one's learning.
	Problem Solving

LFS/N0102 : Carry out reporting and documentation

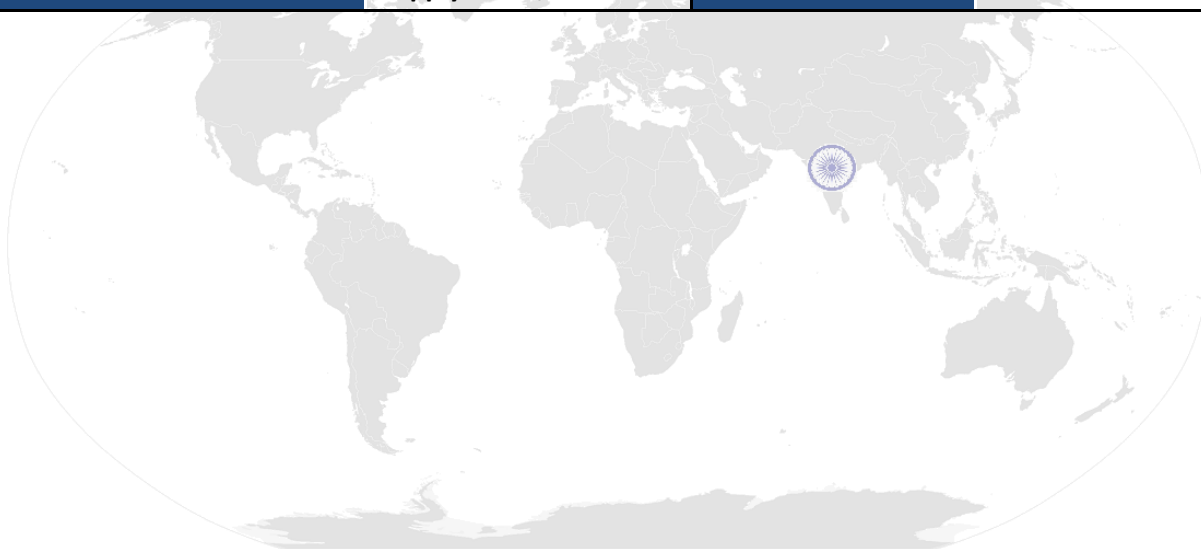
	The user/individual on the job needs to know and understand how to:
	SB5. act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Decision Making
	NA
	Customer Centricity
	NA



LFS/N0102 : Carry out reporting and documentation

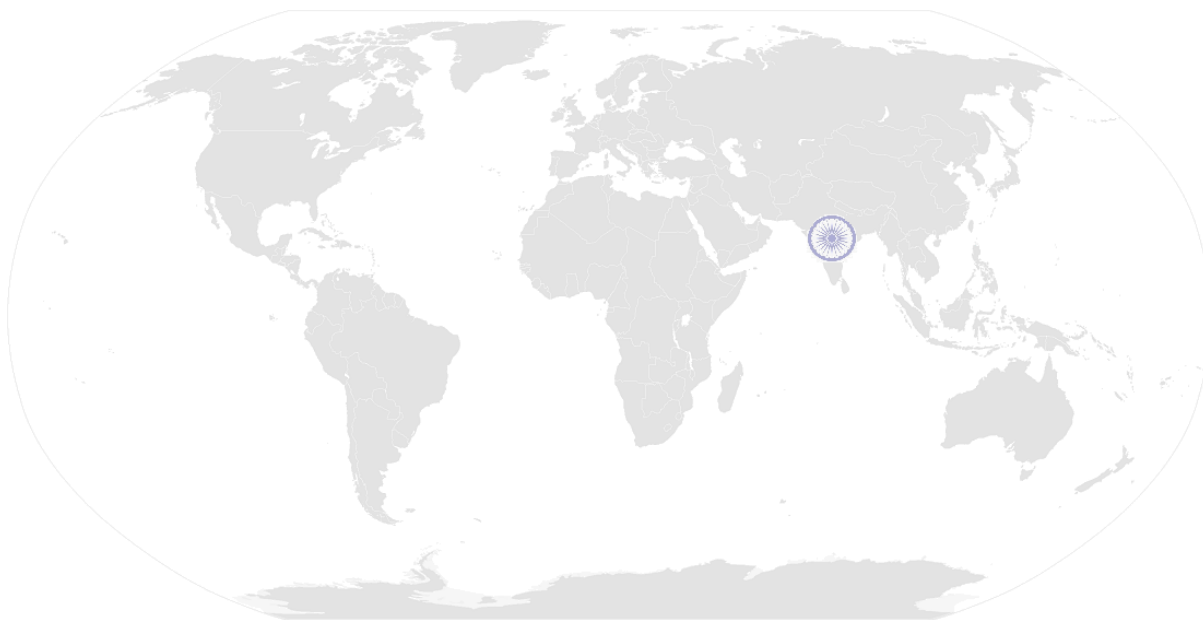
NOS Version Control

NOS Code	LFS/N0102		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceuticals, Biopharmaceuticals	Last reviewed on	01/08/16
Occupation	Manufacturing, Quality, Supply Chain, R&D	Next review date	01/08/19



LFS/N0621 : Manage materials

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Import logistics manager to ensure there is optimum utilization of carriers and Coordination with teams and management of claims of loss and supervising the stock reports to manage materials.

LFS/N0621 : Manage materials

National Occupational Standard

Unit Code	LFS/N0621
Unit Title (Task)	Manage Materials
Description	This OS is about Import logistics manager ensuring that there is optimum utilization of carriers and Coordination with teams, management and claims of claims of loss and supervising the stock reports to manage materials
Scope	<p>The unit/ task task covers the following :-</p> <ul style="list-style-type: none"> • Optimum utilization of carriers • Coordination with other verticals • Management and claims of loss • Maintenance of stock and its reporting
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Optimum utilization of carriers	<p>To be competent, the user/individual on the job must be able to:-</p> <p>PC1. responsible for optimum utilization of carriers for import logistics</p> <p>PC2. ensure optimal carrier loading/unloading to minimize the damage in the goods</p> <p>PC3. ensure adequate infrastructural facilities meeting the requirements of the products to be stored and ensure that cGMP compliant warehouse space available in the logistics chain wherever required</p> <p>PC4. ensure that the vendor base can support key periods or events such as quarter end, high season volumes, and new product introductions</p> <p>PC5. track movement of material from the supplier's end until it reaches the desired factory/warehouse premise</p>
Coordination with other verticals	<p>PC6. work in close coordination with the PPC (Production Planning and control) team & Sales planning team to so that the raw materials are received on a timely basis</p> <p>PC7. inventory management at Depot/C&F(Carrying and Forwarding)- Responsible for disposal of old stock at stock yard by coordinating with marketing as well as Divisional/Block Head</p> <p>PC8. ensure that all required MIS is floated to marketing and all other concerned departments</p> <p>PC9. ensure quality of raw material received is as per the organisation and regulatory requirements</p>
Management and claims of loss	<p>PC10. responsible for closure of complaints from Depots/C&F(Carrying and Forwarding) on account of logistics and product delivery</p> <p>PC11. ensure all documentation related to inbound logistics is maintained in full</p> <p>PC12. design and implement contingency plans to minimize defrauding and losses (such as spoilage, damage, policy for special causes)</p>

LFS/N0621 : Manage materials

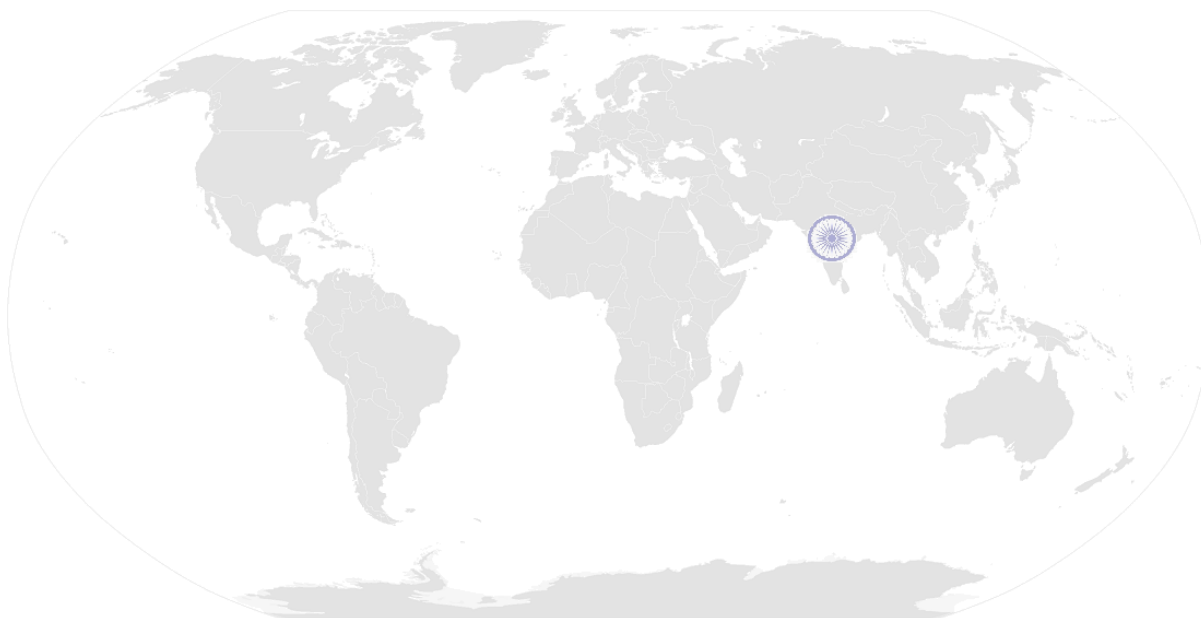
	PC13. timely claim of Insurance from Insurance Companies for all Accidental losses(primary and secondary transportation)
Maintenance of stock and its reporting	PC14. to maintain the 5S-Disposal- Company-wide Scrap policy as per the management approval (Daily/quarterly/monthly) PC15. use appropriate analysis methods and procedures to analyze their performance PC16. check information using organizationally specified methods PC17. identify problems as soon as possible PC18. provide results according to agreed schedules to Divisional/Block Head
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. risk and impact of not following defined procedures/work instructions KA2. escalation matrix for reporting identified issues, hazards and breakage KA3. types of documentation in organization, importance of maintaining the same and different methods of recording information KA4. impact of various practices on cost, quality, productivity, delivery and safety KA5. handover/ takeover the equipment/ work area as per company's sop KA6. the importance of complete and accurate documentation KA7. the importance of quality control procedures KA8. characteristics of the product/material KA9. the reason and impact of the occurrence of problems KA10. measures, steps and possible solutions that have been taken/identified to address the previous problems KA11. the correct method for carrying out corrective actions outlined for each problem KA12. sound knowledge of supply chain management, operations and business
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. knowledge and understanding of supply chain concepts and application (e.g., just in time, material requirement planning) KB2. knowledge of supply chain best practices KB3. knowledge of lean six sigma principles and standard project management processes KB4. strong working knowledge of ERP platforms KB5. strong working knowledge of an integrated planning tool such as SAP SCM
Skills (S)	

LFS/N0621 : Manage materials

A. Core Skills/ Generic Skills	Writing skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. complete accurate well written work with attention to detail SA2. communicate with others in writing</p>
	Reading skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read & follow guidelines, rules, processes, export/import documents & agreements</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response SB3. strong emotional intelligence and communication skills that facilitate decision making and execution</p>
	Plan and Organise
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. develop specific goals and plans to priorities SB5. organize and accomplish work SB6. follow up with other members to evaluate progress, give constructive feedback and praise to other for work well done SB7. plan and organize your work to achieve targets and deadlines SB8. effective delegation and leading without authority</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. apply problem-solving approaches in different situations SB10. refer anomalies to the supervisor SB11. seek clarification on problems from others SB12. ability to communicate, solve conflicts, negotiate on behalf of the team and company</p>
	Analytical Thinking

LFS/N0621 : Manage materials

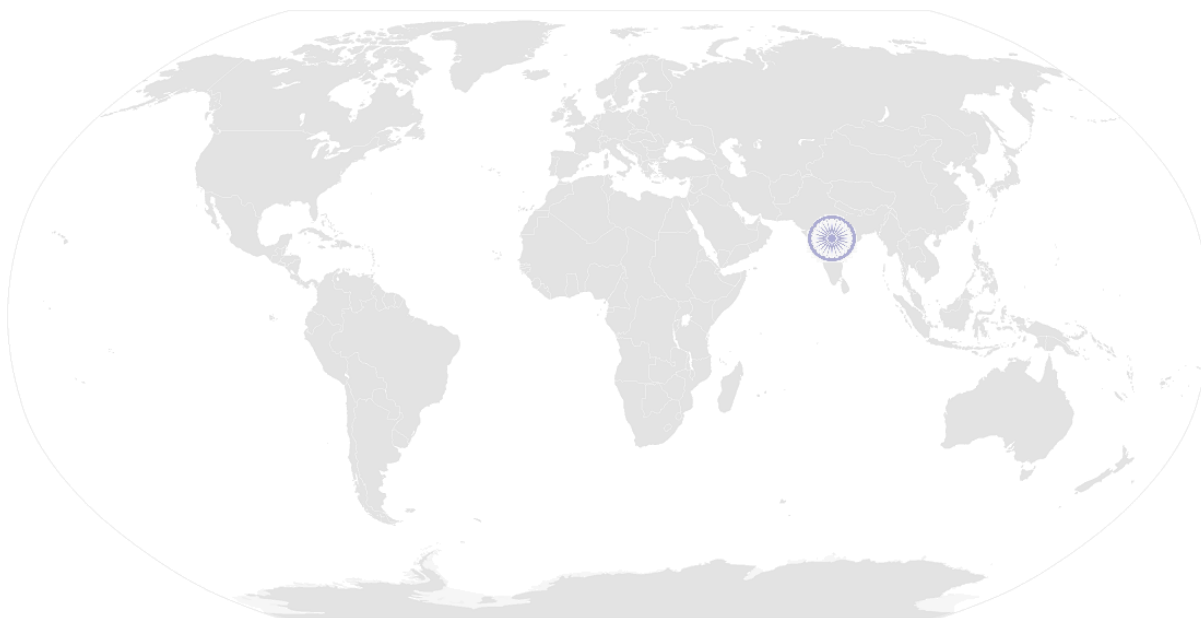
	The user/individual on the job needs to know and understand how to:
	SB13. analyze data and activities
	SB14. pass on relevant information to others
	Critical Thinking
	NA
	Customer Centricity
	NA



LFS/N0621 : Manage materials

NOS Version Control

NOS Code	LFS/N0621		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceutical and Biopharmaceutical	Last reviewed on	01/08/16
Occupation	Supply chain	Next review date	01/08/19

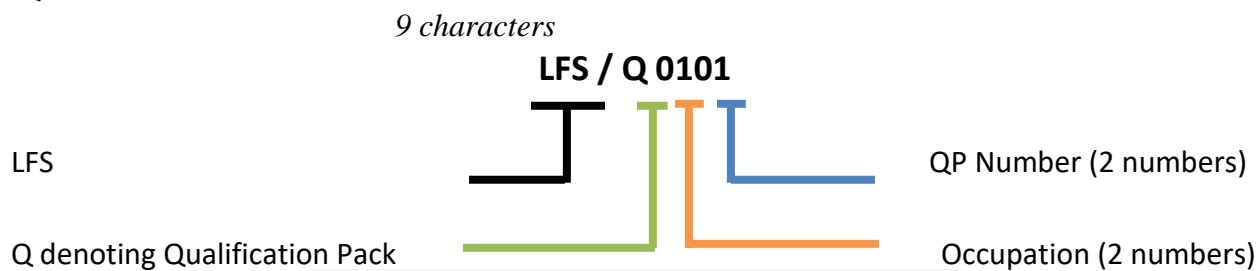


Qualification pack for Import Logistics Manager – Life Sciences

Annexure

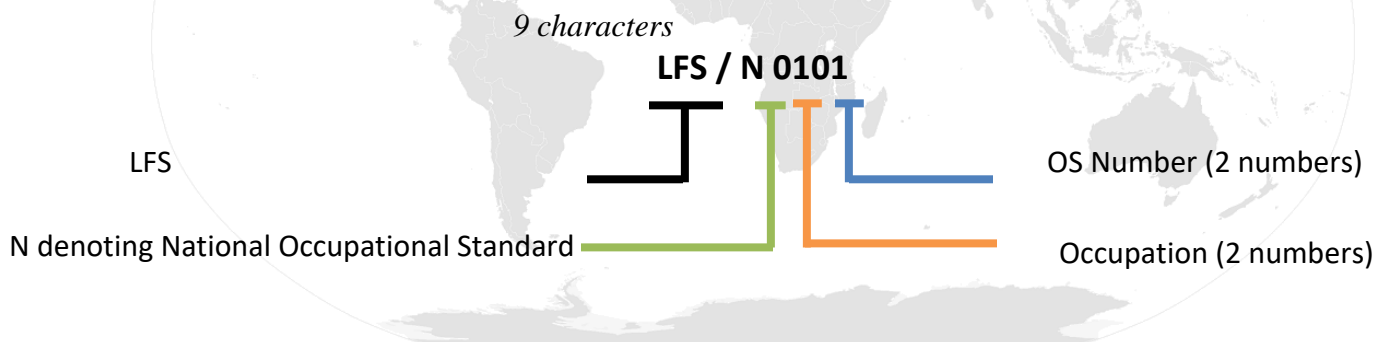
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Qualification pack for Import Logistics Manager – Life Sciences

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

Sub-Sector	Range of Occupation Numbers
Pharmaceutical and Biopharmaceutical and Contract Research	01-10
Pharmaceutical	11-20
Biopharmaceutical	21-30
Contract Research	31-40

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

Qualification pack for Import Logistics Manager – Life Sciences

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Import Logistics Manager – Life Sciences

Qualification Pack LFS/Q0608

Sector Skill Council Life Sciences Sector Skill Development Council

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 part for each candidate at each examination/training center* (as per assessment criteria below)
4. Individual assessment agencies will create *unique evaluations for skill practical for every student at each examination/training center* based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. 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	
Assessment Outcome	Assessment Criteria of Outcomes	Total Marks (700)	Out Of	Theory	Skills Practical
LFS/N0640 (Management of budget and claims for imports)	PC1. determine gross requirements for production	100	5	2	3
	PC2. responsible for adherence to the budget for logistics and transportation		5	3	2
	PC3. select the most efficient mode of transportation		5	2	3
	PC4. develop delivery strategies for cost minimization		5	2	3
	PC5. identify appropriate vendors for transportation		5	2	3
	PC6. negotiate with vendors for an optimum price and finalize on the commercial terms		5	2	3
	PC7. manage claims with carriers/freight forwarders		5	2	3

Qualification pack for Import Logistics Manager – Life Sciences

	PC8. seek approval of contracts from the divisional/block head		5	2	3
	PC9. obtain required data/information from appropriate people		5	2	3
	PC10. streamline the process of identification and selection of transporters		5	2	3
	PC11. ensure the process is in line with the business requirements, cost, quality and timely delivery		2	1	1
	PC12. ensure timely release of lease & c&f(carrying and forwarding) agreement- (new as well as renewed) in coordination with legal cell to avoid any legal implications		5	2	3
	PC13. assist in the document preparation for the import and completion of import procedures and further share letter of credit with various departments e.g. purchase, finance department, etc		5	2	3
	PC14. monitor import procedures at all key stages, receive, review and approve all import documents		5	2	3
	PC15. ensure that all import formalities are complete before the materials are shipped from the supplier		5	2	3
	PC16. obtain required data/information from appropriate people		2	1	1

Qualification pack for Import Logistics Manager – Life Sciences

	PC17. analyze the financial impact of proposed logistics changes, such as routing,		5	2	3
	PC18. shipping modes, product volumes or mixes, or carriers		5	2	3
	PC19. undertake trend analysis of logistic expenses		5	3	2
	PC20. identify areas for driving cost optimization and budget discrepancies		5	3	2
	PC21. prepare reports by using MIS and information from registers to consult the divisional/block head		3	1	2
	PC22. take corrective actions based on the suggestions of divisional/block head		3	1	2
	Total		100	43	57
LFS/N0615 (Manage relationships with Freight Forwarders)	PC1. develop and maintain relationships with freight forwarders	100	5	2	3
	PC2. conduct inbound rate negotiations		10	5	5
	PC3. monitor contract compliance of carriers and other logistics service providers		20	10	10
	PC4. access suitable sources of data to analyze the performance of carriers		10	5	5
	PC5. carry out monthly follow-ups of the volume and turnover realized by each carrier/Freight Forwarder		10	5	5
	PC6. define SLA's in order to ensure timely Delivery		5	2	3
	PC7. obtain information from appropriate people		5	2	3
	pc8. control and approve the invoices as per negotiated pricing.		10	5	5

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	pc9. establish contracts to ensure loss prevention in case of damage to the products during transportation		10	5	5
	pc10. manage claims with carriers/freight forwarders		10	5	5
	pc11. address any concerns issues of freight forwarders/carrier		5	2	3
	Total		100	48	52
LFS/N0616 (Manage, coordinate and interact with people to optimize export / import operations)	PC1. convey organizational strategy to the team	100	5	2	3
	PC2. set departmental objectives and provide leadership direction to achieve goals		10	5	5
	PC3. manage and support recruitment		5	2	3
	PC4. delineation of individual roles, appropriate delegation of responsibility		5	2	3
	PC5. set KRA's for direct reports, monitor overall team's KRA's, conduct performance appraisal, ensure clarity		10	5	5
	PC6. facilitate the development of subordinates through constant on and off the job learning, job rotation etc.		5	2	3
	PC7. guide, motivate and develop the sub-ordinates		5	2	3
	PC8. oversee staff deployment and drive motivation levels of the team		5	2	3
	PC9. monitor staff welfare and facilitate complaint resolution		5	2	3
	PC10. manage efficiency levels and drive timely delivery of all operational targets		5	2	3
	PC11. logistics head- take inputs required for taking key		8	4	4

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	business decisions for inbound logistics and to select standard transport modes. supply chain issues are also discussed, if any				
	PC12. import /export logistics team– collaborate regarding the selection of freight forwarders and to develop and implement transportation plans and procedures		8	4	4
	PC13. quality/purchase/account department- for routine day to day activities such as adherence to quality norms, timely availability of materials and payments		6	3	3
	PC14. production, planning and control head- ensure that the material is received from the transporters in line with the production schedules prepared by the PPC department		8	4	4
	PC15. managers-to monitor their challenges and of their respective teams in performing related activities and to ensure adequate coordination amongst all these teams in terms of logistics		5	2	3
	PC16. freight forwarders/transporters- to ensure negotiation of optimum price, maintain long term relationship with them and to be able to track vehicles and receive the materials on time as well as interact and maintain relationship with officials from Custom, Excise and DGFT		5	2	3
	Total		100	45	55

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LFS/N0613 (To provide analytical support for supply management process)	PC1. analyze and recommend improvements to all internal procedures and implement same	100	15	7	8
	PC2. establish role and responsibilities in providing analytical support for supply chain management process		15	5	10
	PC3. obtain confirmation from relevant employees and define the objective of the study		10	5	5
	PC4. access suitable sources of data		15	7	8
	PC5. sort and collate relevant data for the analysis		15	5	10
	PC6. usage of appropriate analysis methods and procedures		15	5	10
	PC7. identify potential and actual glitches and the causes for the same		15	7	8
	Total		100	41	59
LFS/N0617 (Perform regulatory Compliance and exchange of information for export/import management)	PC1. review SAP periodic reports to carry out the departmental checks in compliance with rules and regulations and other statutory requirements	100	5	2	3
	PC2. review updates on cost impacts, cost estimates, stock management, feasibility analysis to carry out the departmental functions in compliance with rules and regulations and other statutory requirements		5	2	3
	PC3. check all pre-shipment documents including: <ul style="list-style-type: none"> • invoice • packing list • gr form • ar-4/ ar4a form • licence • indent • acceptance of contract 		10	5	5

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	<ul style="list-style-type: none"> letter of credit (loc) qc certificate port trust date any other documents PC3. sign of inspector/ customs div				
	PC4. check the EXIM documents pertaining to Pre and Post Shipment.		5	2	3
	PC5. liaise with customs and excise officials, if required		10	5	5
	PC6. take care of applications for export/import incentives		5	2	3
	PC7. obtain advance license from Jt DGFT (Director General of Foreign Trade), ensure adherence with contracts and agreements		5	2	3
	PC8. communicate effectively with suppliers, consignee, agents , transporters		5	2	3
	PC9. manage and supervise the follow up with logistics companies to ensure timely shipments of goods		5	2	3
	PC10. negotiation & co-ordination with customs agents for Freight Rates, Customs clearances		5	2	3
	PC11. identify variation from the regulatory guidelines and correction of the same		10	5	5
			10	5	5

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	PC12. comply with organization's policies, procedures, guidelines				
	PC13. maintain confidentiality of strategic information		10	5	5
	PC14. communicate information to all relevant people in timely manner internally as well as external stakeholders like various health regulators in India & Overseas		10	5	5
	Total		100	44	56
LFS/N0102 (Carry out reporting and documentation)	PC1. report data/problems/incidents as applicable in a timely manner	100	10	5	5
	PC2. report to the appropriate authority as laid down by the company		10	5	5
	PC3. follow reporting procedures as prescribed by the company		10	5	5
	PC1. identify documentation to be completed relating to one's role		10	5	5
	PC2. record details accurately in an appropriate format		10	5	5
	PC3. complete all documentation within stipulated time according to company procedure		10	5	5
	PC4. ensure that the final document meets regulatory and compliance requirements		10	5	5
	PC5. make sure documents are available to all appropriate authorities to inspect		10	5	5
	PC6. respond to requests for information in an appropriate manner whilst following organizational procedures		10	5	5

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	PC7. inform the appropriate authority of requests for information received		10	4	6
	Total		100	49	51
LFS/N0621 (Manage Material)	PC1. responsible for optimum utilization of carriers for import logistics	100	8	4	4
	PC2. ensure optimal carrier loading/unloading to minimize the damage and pilferage to the goods		5	2	3
	PC3. ensure adequate infrastructural facilities meeting the requirements of the products to be stored and ensure that cGMP compliant warehouse space available in the logistics chain wherever required		5	2	3
	PC4. ensure that the vendor base can support key periods or events such as quarter end, high season volumes, and new product introductions		5	2	3
	PC5. work in close coordination with the PPC (Production Planning and control) team & Sales planning team so that the raw materials are received on a timely basis		8	4	4
	PC6. inventory management at Depot/C&F(Carrying and Forwarding)-Responsible for disposal of old stock at stock yard by coordinating with marketing as well as Divisional/Block Head		8	4	4
	PC7. ensure that all required MIS is floated to marketing and all other concerned departments		5	2	3
	PC8. ensure quality of raw material received is as per the organisation and regulatory requirements		5	2	3

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	PC9. responsible for closure of complaints from Depots/C&F(Carrying and Forwarding) on account of logistics and product delivery		8	4	4
	PC10. ensure all documentation related to inbound logistics is maintained in full		8	4	4
	PC11. design and implement contingency plans to minimize defrauding and losses (such as spoilage, damage, policy for special causes)		5	2	3
	PC12. timely claim of Insurance from Insurance Companies for all Accidental losses(primary and secondary transportation)		5	2	3
	PC13. to maintain the 5S-Disposal-Company-wide Scrap policy as per the management approval (Daily/quarterly/monthly)		5	2	3
	PC14. use appropriate analysis methods and procedures to analyze their performance		5	2	3
	PC15. check information using organizationally specified methods		5	2	3
	PC 16. provide results according to agreed schedules to Divisional/Block Head		4	2	2
	PC17. track movement of material from the supplier's end until it reaches the desired factory/warehouse premise		6	3	3
	Total		100	45	55