

Model Curriculum

Store Assistant - Life Sciences

SECTOR: LIFE SCIENCES
SUB-SECTOR: PHARMACEUTICAL AND BIOPHARMACEUTICAL
OCCUPATION: SUPPLY CHAIN
REF ID: LFS/Q0604, V1.0
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

LIFE SCIENCES SECTOR SKILL DEVELOPMENT COUNCIL

for the

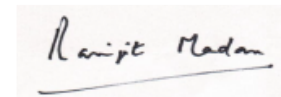
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Store Assistant- Life Sciences**'
QP No. '**LFS/Q0604 NSQF Level 3**'

Date of Issuance: **December 27th, 2018**

Valid up to: **December 31st, 2020**

* Valid up to the next review date of the Qualification Pack



Authorized Signatory
(Life Sciences Sector Skill Development Council)

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Store Assistant - Life Sciences

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Store Assistant-Life Sciences”, in the “Life Sciences” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Store Assistant – Life Sciences		
Qualification Pack Name & Reference ID.	Store Assistant – Life Sciences LFS/Q0604, V1.0		
Version No.	2.0	Version Update Date	27–12 –2018
Pre-requisites to Training	Minimum qualification – 10 th – 12 th Class Maximum qualification – Diploma/ D. Pharma/ B.Sc./ Graduation in any field Experience – 0-2 years		
Training Outcomes	After completing this program, participants will be able to: <ul style="list-style-type: none"> • Explain the salient aspects of the life sciences industry and its pertinent regulations in order to demonstrate performance that is in line with industry standards. • Maintain a healthy, safe, and secure working environment in the pharmaceutical warehouse/ store and area around the pharmaceutical warehouse/ store. • Receive goods in a store/warehouse in line with good manufacturing practices (GMP), good storage practices (GSP) and quality management system (QMS) for stores/ warehouses. • Store goods in a store/warehouse in line with good manufacturing practices (GMP), good storage practices (GSP), quality management system (QMS), and World Health Organization (WHO) norms for stores/ warehouses. • Recall detailed norms pertaining to GMP, good documentation practices, and 5S guidelines. and perform documentation to receive and store goods in a store/ warehouse. • Dispose off defective or waste packaging material according to GMP and report the results • Report quality issues and test results and document all relevant records to meet storing and stocking requirements. • Practice core communication skills and professional skills at the workplace such as planning and organizing, problem-solving, decision-making, using analytical and critical skills, and demonstrating a customer-centric approach • Ensure cleanliness in workplace 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Store Assistant-Life Sciences LFS/Q0604, V1.0” Qualification Pack issued by “Life Sciences Sector Skill Development Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Life Sciences Industry and Store Related Regulations</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Explain the overview of the Life Sciences Industry and its sub-sectors Summarize regulatory authorities rules and regulations for manufacturing Practice good manufacturing practices (GMP) and good storage practices (GSP) at work Explain the organizational structure and employment benefits in Life Sciences Industry Outline the role of a Store Assistant and practice the required skills as per Qualification Pack 	<p>White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System with mic, GMP Guideline Book, Good Storage Practice and 5S Guideline Books</p>
2	<p>Health and safety</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code LFS/N0101 LFS/N0103</p>	<ul style="list-style-type: none"> Explain the concepts of safety including hazards, accidents, safety signs and signals Follow the EHS rules and Heinrich pyramid at shop floor area Use techniques to safely operate the material handling machines and store goods safely Follow the clean room classifications and requirements in warehouse Perform environmental monitoring and follow clean room behaviour practices at warehouse Use material safety data sheet (MSDS) and follow the process of safety analysis. Follow the fire safety concepts and prepare oneself to act in case of fire emergency at warehouse. Use personal protection equipment (PPEs) in different warehouse operations Follow the emergency procedures and perform first aid as and when needed Practice related core skills and professional skills 	<p>Half Face Mask, Full Face Mask, Safety Goggles, Safety Shoes, Gum Boots, Chemical Absorbent, Self-Contained Breathing Apparatus, PVC Apron, Gloves (Nitrile, {Heat, acid, chemical} resistant, washing etc.), Gown, Lab Coat, Eye washer with sprinkler/ Manual bottle eye washer, CO₂ type Fire Extinguisher, ABC Type Fire Extinguisher</p>
3	<p>Receipt of Goods</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 30:00</p>	<ul style="list-style-type: none"> Practice application of various basic mathematical calculations and accounting tools in store management Recall different quality management systems and good manufacturing practices (GMP) Follow various coding systems used by life sciences organizations Review that all equipment required for receipt of goods are in working order 	<p>Acid Dispenser, Barcode Generators, Barcode Scanner, Bins and Shelve , Bins, Chemical Resistant Cabinets, Computer, Computer Work desk, Conveyers, Cutting Tools, Electronic Weighing Machine, Face Mask (Full Face), Face Mask (Half</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Corresponding NOS Code LFS/N0236</p>	<ul style="list-style-type: none"> Receive raw material, packaging material, finished goods and other inventory at life sciences store/ warehouse as per SOP Assess the quantity and the nature of goods in receipt as per the specification mentioned in delivery note and purchase order, including stock identification number on the original order, expiry dates and batch numbers Practice different techniques/inspection methods to identify defects Follow refusal procedures in relation to type of goods being delivered and record the refusals/ rejections Inform supervisor in case of refusals or any other disparity in received goods Store the received goods as per storage requirements for different types of products in the designated area for goods under quality check Inform quality control team to perform sampling of received goods Label the material as per SOP Store goods in designated area for quality checked goods post approval from quality control Store the QC rejected goods in a designated area 	<p>Face), Forklift, Formats For Log Books, Gloves({Heat, Acid, Chemical Resistant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice and 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Liquid Measuring Scales, Material Safety Data Sheet, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Racks/ Shelves, Refrigerator, Safety Goggles, Safety Shoes, Sample Commissioning and Calibration Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Receipt And Issuance Record, Sample Shift Schedule, Scanner, Strapping And Cutting Tools, Thermal Printers, Trolley, Various Mask Cartridges, White Board, White Board Duster, White Board Marker, White Screen, Projector, Sound System With Mic</p>
4	<p>Storage of Goods</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code LFS/N0236</p>	<ul style="list-style-type: none"> Practice the basics of storekeeping as per good manufacturing practices and good storage practices listed by World Health Organization (WHO) Recall different store management systems, 5S guidelines, and good manufacturing practices (GMP) Identify storage requirements for different types of products as per SOP Outline various storage practices Identify safe storage areas/locations as per SOP and maintain secure storage environments Select the storage area for the goods to be received and ensure that the area for receiving goods is clean, tidy and free from obstruction and perils Recall the requirements and procedures of handling hazardous material Use the correct methods to store goods as per good manufacturing practices and 5S 	<p>Acid Dispenser, Barcode Generators, Barcode Scanner, Bins and Shelve , Bins, Chemical Resistant Cabinets, Computer, Computer Work desk, Conveyers, Cutting Tools, Electronic Weighing Machine, Face Mask (Full Face), Face Mask (Half Face), Forklift, Formats For Log Books, Gloves({Heat, Acid, Chemical Resistant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice and 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Follow good manufacturing practices and relevant legal requirements for safe and secure storage of raw materials Explain the purpose of an effective stock taking program and its impact on daily operations Carry out good stock management, including the rotation of stock, and checking expiry dates of goods Follow procedures to inform store supervisor for reporting of product shortages or over supply Follow all relevant legislation and organization policies and procedures Follow all administrative procedures to ensure appropriate rotation of goods 	Loggers, Industrial Ladders, Liquid Measuring Scales, Material Safety Data Sheet, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Racks/ Shelves, Refrigerator, Safety Goggles, Safety Shoes, Sample Commissioning and Calibration Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Receipt And Issuance Record, Sample Shift Schedule, Scanner, Strapping And Cutting Tools, Thermal Printers, Trolley, Various Mask Cartridges, White Board, White Board Duster, White Board Marker, White Screen, Projector, Sound System With Mic
5	Reporting and Documentation Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code LFS/N0633	<ul style="list-style-type: none"> Explain the procedures of documentation and reporting to meet storing and stocking requirements as per cGMP, ISO and WHO Explain the impact and importance of complete and accurate documentation, various documentations practices on cost, quality, productivity, delivery and safety Perform various reporting procedures followed by Life Sciences Stores Explain the importance of reporting incidents where standard operating procedures are not followed Report defects/problem/incidents/quality issues/test results and maintain records regarding stock received and stock rotation Maintain records of inventory, damaged materials and disposal methods Perform labelling of storage area and store goods as per cGMP and 5S Follow reporting procedures to inform supervisor about any issue Ensure that documents are available to all appropriate authorities to inspect Practice related core skills and professional skills in documentation and reporting Use IT tools in communication and coordination and handling warehouse/ store inventory management application 	Computer, Computer Work desk, Conveyers, Cutting Tools, Formats For Log Books, GMP Guideline Book, Good Storage Practice and 5S Guideline Books, Humidity and Temperature Data Loggers, MS Office, Printer, Sample Commissioning and Calibration Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Receipt And Issuance Record, Sample Shift Schedule, Scanner, Thermal Printers, White Board, White Board Duster, White Board Marker, White Board Flip Charts, Laser Pointer, Projector, Sound System With Mic
6	Information Technology Skills at Work	<ul style="list-style-type: none"> Use basic computer skills at work Use the inventory management information system in a warehouse/ store at plant 	Computer, Computer Work desk, White Board, White Board Duster, White Board

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code Bridge Module</p>		<p>Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System with Mic</p>
7	<p>Workplace Cleanliness</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code LFS/N0103</p>	<ul style="list-style-type: none"> • Explain the importance of housekeeping or hygiene maintenance at workplace • Maintain level of hygiene as required by storage/ working area as per SOP and WHO requirements • Use basic instructions and tools for housekeeping • Recall methodology for storage area inspection with best methods and materials required for cleaning variety of surfaces and equipment • Recall all types of stains and cleaning material required to remove the specific stain • Assess all types of working environment conditions (ventilation, temperature) and required personal protective equipment at the time of cleaning method and material usage • Use the cleaning procedure including various types of risks, time and efficiency assessment • Follow correct methods as per GMP, EHS guidelines and WHO rules for cleaning of various type of soiling and surface. • Examine the floor after cleaning activities to check the presence of oily substances and scrap material around the work area • Evaluate accidental damage and reinforce the GMP protocol and workplace SOPs • Determine the need of cleaning kit and supplies • Initiate the procurement request for replenish the stock of cleaning kit and supplies • Maintain stock of cleaning kit and supplies as per GMP and GDP protocols • Dispose the collected waste material as per SOP, GMP and EHS guidelines • Dispose the used and unused solutions as per manufacturer's instructions after the cleaning of storage area 	<p>ABC Type Fire Extinguisher, Acid Dispenser, Barcode Generators, Barcode Scanner, Bins and Shelve , Bins, Chemical Absorbent Roll, Chemical Resistant Cabinets, Co2 Type Fire Extinguisher, Computer, Computer Work desk, Conveyers, Cutting Tools, Electronic Weighing Machine, Eye Washer With Sprinkler, Face Mask (Full Face), Face Mask (Half Face), Forklift, Formats For Log Books, Gloves({Heat, Acid, Chemical Resistant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice and 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Lab Coat, Liquid Measuring Scales, Manual Bottle Eye Washer, Material Safety Data Sheet, MS Office, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Printer, PVC Apron, Racks/ Shelves, Refrigerator, Safety Goggles, Safety Shoes, Sample Commissioning and Calibration Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Receipt And Issuance Record,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Escalate to warehouse supervisor as per SOP in case of uncontrolled situations and deviations Demonstrate core skills and professional skills at work and meet the desired work specifications 	Sample Shift Schedule, Scanner, Self-Contained Breathing Apparatus, Strapping And Cutting Tools, Thermal Printers, Trolley, Various Mask Cartridges, Computer, Computer Work desk, White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System With Mic
8	Disposal of Waste Material Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code LFS/N0632	<ul style="list-style-type: none"> Recall the SOP for waste disposal Select the correct methods for disposal of waste as per GMP Follow the relevant legislative responsibilities and workplace systems for recording information on dispensed packaging materials Follow the standards and procedures as mentioned in GMP while disposing waste packaging material Explain the control points in the disposing process Identify different techniques for disposal of waste packaging material Explain the principles of the dispensing process, including the characteristics of packaging materials and related handling requirements Perform disposal checks on the waste packaging material as per SOP, regularly and consistently Use appropriate measuring instruments, equipment, tools, accessories as required for the checks Record the applied disposal methods and the reasons for disposal Identify the impact due to non-conformance to the company standards Escalate to warehouse supervisor as per SOP in case of uncontrolled situations and deviations 	ABC Type Fire Extinguisher, Acid Dispenser, Barcode Generators, Barcode Scanner, Bins and Shelve , Bins, Chemical Absorbent Roll, Co2 Type Fire Extinguisher, Conveyers, Cutting Tools, Electronic Weighing Machine, Eye Washer With Sprinkler, Face Mask (Full Face), Face Mask (Half Face), Forklift, Formats For Log Books, Gloves(Heat, Acid, Chemical Resistant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice and 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Lab Coat, Liquid Measuring Scales, Manual Bottle Eye Washer, Material Safety Data Sheet, MS Office, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Printer, PVC Apron, Racks/ Shelves, Refrigerator, Safety Goggles, Safety Shoes, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Shift Schedule, Self-Contained Breathing Apparatus, Trolley, Various Mask Cartridges, Computer, Computer Work desk, White

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System with Mic
9	<p>On the Job Training</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>OJT Duration (hh:mm) 80:00</p> <p>Corresponding NOS Code LFS/N0236 LFS/N0632 LFS/N0633 LFS/N0103 LFS/N0101</p>	<ul style="list-style-type: none"> Receive and store goods in a store/warehouse Carry out disposal of waste packaging material Perform reporting and documentation to meet the storing and stocking requirements Ensure clean work area Maintain a healthy, safe and secure working environment in the pharmaceutical store/ warehouse 	OJT Monitoring Report
	<p>Total Duration</p> <p>Theory Duration 130:00</p> <p>Practical Duration 150:00</p> <p>OJT Duration 80:00</p>	<p>ABC Type Fire Extinguisher, Acid Dispenser, Barcode Generators, Barcode Scanner, Bins and Shelve , Bins, Chemical Absorbent Roll, Chemical Resistant Cabinets, Co2 Type Fire Extinguisher, Computer, Computer Work desk, Conveyers, Cutting Tools, Electronic Weighing Machine, Eye Washer With Sprinkler, Face Mask (Full Face), Face Mask (Half Face), Forklift, Formats For Log Books, Gloves({Heat, Acid, Chemical Resistant), Gloves(Nitrile), Gloves(Sterile Surgical), Gloves(Washing), GMP Guideline Book, Good Storage Practice and 5S Guideline Books, Gum Boots, Helmets, Humidity and Temperature Data Loggers, Industrial Ladders, Lab Coat, Liquid Measuring Scales, Manual Bottle Eye Washer, Material Safety Data Sheet, MS Office, Pallet Boxes, Pallet Jacks, Pallet Stackers, Pallets, Platform Trucks, Printer, PVC Apron, Racks/ Shelves, Refrigerator, Safety Goggles, Safety Shoes, Sample Commissioning and Calibration Record, Sample Inventory Management Record, Sample Job Card, Sample Material Inspection Record, Sample Receipt And Issuance Record, Sample Shift Schedule, Scanner, Self-Contained Breathing Apparatus, Strapping And Cutting Tools, Thermal Printers, Trolley, Various Mask Cartridges, Computer, Computer Work desk, White Board, White Board Duster, White Board Marker, White Screen, Flip Charts, Laser Pointer, Projector, Sound System With Mic</p>	

Grand Total Course Duration: **360 Hours 00 Hours (including 80 hours Mandatory OJT)**

(This syllabus/ curriculum has been approved by Life Sciences Sector Skill Development Council.)

Trainer Prerequisites for Job role: “Store Assistant- Life Sciences” mapped to Qualification Pack: “LFS/Q0604, V1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>LFS/Q0604, V1.0</u> ”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	10+2 Pass / Any Graduate
4a	Domain Certification	Certified for Job Role: “Store Assistant-Life Sciences” mapped to QP: “ <u>LFS/Q0604, V1.0</u> ” Minimum accepted score is 80% as per LSSSDC guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score is 80% as per LSSSDC guidelines.
5	Experience	Preferably Minimum Four (2) years’ experience in life sciences (Pharmaceutical/ Biopharmaceutical) Supply Chain occupation Or Minimum Two (2) years’ experience with Store Assistant-Life Sciences Level-3 qualified

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Store Assistant - Life Sciences
Qualification Pack	LFS/Q0604, V1.0
Sector Skill Council	Life Sciences Sector Skill Development Council

Sr. No.	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 50% 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

Assessment Outcome	Assessment Criteria of Outcomes	Total Marks (500)	Out Of	Marks Allocation	
				Theory	Practical
1. LFS/N0236 Receive and store goods in a store/warehouse	PC1. identify the quantity and nature of goods to be received	100	6	2	4
	PC2. confirm appropriate storage space availability		8	2	6
	PC3. check and confirm that all equipment required for receipt and movement of goods is available and in good working order		10	4	6
	PC4. complete required paperwork, checking for accuracy and completeness		8	4	4
	PC5. ensure that the area for receiving goods is clean, tidy and free from obstruction and perils		10	5	5
	PC6. report any shortfall in space or malfunction with equipment to supervisor		8	4	4
	PC7. check that all goods as detailed in the delivery note have been received		8	4	4
	PC8. record refusals accurately following the organisation's SOP		6	3	3
	PC9. accurately update stock control systems to reflect receipt of goods and support the supervisor in insurance claims for damaged goods/materials		8	2	6
	PC10. confirm storage requirements and conditions for the incoming goods		8	2	6
	PC11. ensure that appropriate handling procedures for perishable and non-perishable goods are in place and help bring down inventory costs		8	2	6

	PC12. follow all relevant legislation and organisation policies and procedures		8	4	4
	PC13. complete all administrative procedures to ensure appropriate rotation of goods		4	2	2
	Total		100	40	60
2. LFS/N0632 Carry out disposing of waste packaging material	PC1. ensure that total range of checks are regularly and consistently performed on the packaging material	100	10	4	6
	PC2. use appropriate measuring instruments, equipment, tools, accessories etc. as required for the checks		6	3	3
	PC3. ensure the status and accuracy of instruments used for measurement		5	2	3
	PC4. identify non-conformities to quality assurance standards		5	2	3
	PC5. identify potential causes of non-conformities to quality assurance standards		8	3	5
	PC6. identify impact on final product due to non-conformance to company standards		8	4	4
	PC7. evaluating the need for action to ensure that problems do not recur		4	2	2
	PC8. dispose the non-conforming packaging material		8	3	5
	PC9. follow the standards and procedures as mentioned in GMP while disposing non-conforming material		6	3	3
	PC10. identify and analyse any problems that may arise while disposing the materials		4	2	2
	PC11. suggest corrective action to address problem		4	2	2
	PC12. review effectiveness of corrective action		2	1	1
	PC13. interpret the results of the quality check correctly		6	3	3
	PC14. take up results of the findings with the appropriate authority and within stipulated time		5	2	3
	PC15. record results of action taken		5	2	3
	PC16. record adjustments not covered by established procedures for future reference		4	2	2
	PC17. review effectiveness of action taken		4	2	2
PC18. record the disposal methods used and the types of defects or reasons for disposal	6	3	3		
	Total		100	45	55
3. LFS/N0633 Carry out reporting and	PC1. report defects/problem/incidents/quality issues/test results as applicable in a timely manner	100	12	4	8

documentati on to meet storing and stocking requirements	PC2. report to the appropriate authority as laid down by the company		4	2	2
	PC3. follow reporting procedures as prescribed by the company		6	3	3
	PC4. maintain documents regarding stock received and stock rotation		12	4	8
	PC5. maintain documents regarding damaged material and disposal methods		12	4	8
	PC6. maintain documents regarding storage techniques		12	4	8
	PC7. accurately document the results of the inspections and testing		6	3	3
	PC8. maintain all controlled document files and test records in a timely and accurate manner		8	4	4
	PC9. ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly		6	3	3
	PC10. make sure documents are available to all appropriate authorities to inspect		6	3	3
	PC11. perform review of records and other documentation for compliance to established procedures and good documentation practices		8	3	5
	PC12. prepare inspection reports as per the inspection activity performed		8	3	5
	Total		100	40	60
4. LFS/N0103 Ensure cleanliness in the work area	PC1. inspect the storage area while taking into account various surfaces	100	4	2	2
	PC2. identify the material requirements for cleaning the storage areas inspected, by considering risk, time, efficiency and type of stain		5	2	3
	PC3. ensure that the cleaning equipment is in proper working condition		5	2	3
	PC4. select the suitable alternatives for cleaning the storage areas in case the appropriate equipment and materials are not available and inform the appropriate person		4	2	2
	PC5. plan the sequence for cleaning the storage area to avoid re-soiling clean areas and surfaces		4	1	3
	PC6. inform the affected people about the cleaning activity		4	2	2
	PC7. display the appropriate signage for the work being conducted		4	2	2
	PC8. ensure that there is adequate ventilation for the work being carried out		5	2	3
	PC9. wear the personal protective equipment required for the cleaning method and materials being used		4	2	2

	PC10. use the correct cleaning method for the storage area, type of soiling and surface		4	2	2
	PC11. deal with accidental damage, if any, caused while carrying out the work		4	1	3
	PC12. report to the appropriate person any difficulties in carrying out your work		4	2	2
	PC13. identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		4	2	2
	PC14. ensure that there is no oily substance on the floor to avoid slippage		4	2	2
	PC15. ensure that no scrap material is lying around		4	2	2
	PC16. maintain and store housekeeping equipment and supplies		4	2	2
	PC17. follow workplace procedures to deal with any accidental damage caused during the cleaning process		4	2	2
	PC18. ensure that, on completion of the work, the area is left clean and dry and meets requirements		4	2	2
	PC19. return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		5	2	3
	PC20. dispose the waste garnered from the activity in an appropriate manner		5	2	3
	PC21. disposal of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly		5	2	3
	PC22. maintain schedules and records for housekeeping duty		5	2	3
	PC23. replenish any necessary supplies or consumables		5	2	3
	Total		100	44	56
5. LFS/N0101 Maintain a healthy, safe and secure working environment in the life sciences facility	PC1. observe and comply with the company's current health, safety and security policies and procedures	100	10	5	5
	PC2. while carrying out work, use appropriate safety gears like head gear, masks, gloves and other accessories as mentioned in the guidelines		10	5	5
	PC3. report any identified breaches in health, safety, and security policies and procedures to the designated person		10	5	5
	PC4. responsible for maintaining discipline at the shop-floor/ production area		10	5	5

	PC5. identify and correct any hazards that the individual can deal with safely, competently and within the limits of their authority		10	5	5
	PC6. adhere and comply to storage and handling guidelines for hazardous material		10	5	5
	PC7. identify and recommend opportunities for improving health, safety, and security to the designated person		10	5	5
	PC8. complete any health, safety and security activities like safety drills and prepare records legibly and accurately		10	4	6
	PC9. report any hazards that the individual is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected		10	4	6
	PC10. follow the company's emergency procedures promptly, calmly, and efficiently		10	5	5
	Total		100	48	52