IN PLANT LOGISTICS ASSISTANT

NSQF LEVEL - 3

TRADE PRACTICAL

SECTOR: LOGISTICS

(As per revised syllabus July 2022 - 1200 Hrs)

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DIRECTORATE GENERAL OF TRAINING
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
GOVERNMENT OF INDIA

NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, CHENNAI

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FOREWORD

The Government of India has set an ambitious target of imparting skills to 30 crores people, one out of every four Indians, by 2022 to help them secure jobs as part of the National Skills Development Policy. Industrial Training Institutes (ITIs) play a vital role in this process especially in terms of providing skilled manpower. Keeping this in mind, and for providing the current industry relevant skill training to Trainees, ITI syllabus has been recently updated with the help of comprising various stakeholders viz. Industries, Entrepreneurs, Academicians and representatives from ITIs.

The National Instructional Media Institute (NIMI), Chennai, has now come up with instructional material to suit the revised curriculum for **In Plant Logistics Assistant - Trade Practical NSQF Level - 3 (Revised 2022) in Logistics Sector** under Annual pattern. The NSQF Level - 3 (Revised 2022) Trade Practical will help the trainees to get an international equivalency standard where their skill proficiency and competency will be duly recognized across the globe and this will also increase the scope of recognition of prior learning. NSQF Level - 3 (Revised 2022) trainees will also get the opportunities to promote life long learning and skill development. I have no doubt that with NSQF Level - 3 (Revised 2022) the trainers and trainees of ITIs, and all stakeholders will derive maximum benefits from these Instructional Media Packages IMPs and that NIMI's effort will go a long way in improving the quality of Vocational training in the country.

The Executive Director & Staff of NIMI and members of Media Development Committee deserve appreciation for their contribution in bringing out this publication.

Jai Hind

Atul Kumar Tiwari, *I.A.S*
Secretary
Ministry of Skill Development & Entrepreneurship,
Government of India.

April 2024
New Delhi - 110 001

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PREFACE

The National Instructional Media Institute (NIMI) was established in 1986 at Chennai by then Directorate General of Employment and Training (D.G.E & T), Ministry of Labour and Employment, (now under Directorate General of Training, Ministry of Skill Development and Entrepreneurship) Government of India, with technical assistance from the Govt. of Federal Republic of Germany. The prime objective of this Institute is to develop and provide instructional materials for various trades as per the prescribed syllabi under the Craftsman and Apprenticeship Training Schemes.

The instructional materials are created keeping in mind, the main objective of Vocational Training under NCVET/NAC in India, which is to help an individual to master skills to do a job. The instructional materials are generated in the form of Instructional Media Packages (IMPs). An IMP consists of Theory book, Practical book, Test and Assignment book, Instructor Guide, Audio Visual Aid (Wall charts and Transparencies) and other support materials.

The trade practical book consists of series of exercises to be completed by the trainees in the workshop. These exercises are designed to ensure that all the skills in the prescribed syllabus are covered. The trade theory book provides related theoretical knowledge required to enable the trainee to do a job. The test and assignments will enable the instructor to give assignments for the evaluation of the performance of a trainee. The wall charts and transparencies are unique, as they not only help the instructor to effectively present a topic but also help him to assess the trainee's understanding. The instructor guide enables the instructor to plan his schedule of instruction, plan the raw material requirements, day to day lessons and demonstrations.

In order to perform the skills in a productive manner instructional videos are embedded in QR code of the exercise in this instructional material so as to integrate the skill learning with the procedural practical steps given in the exercise. The instructional videos will improve the quality of standard on practical training and will motivate the trainees to focus and perform the skill seamlessly.

IMPs also deals with the complex skills required to be developed for effective team work. Necessary care has also been taken to include important skill areas of allied trades as prescribed in the syllabus.

The availability of a complete Instructional Media Package in an institute helps both the trainer and management to impart effective training.

The IMPs are the outcome of collective efforts of the staff members of NIMI and the members of the Media Development Committees specially drawn from Public and Private sector industries, various training institutes under the Directorate General of Training (DGT), Government and Private ITIs.

NIMI would like to take this opportunity to convey sincere thanks to the Directors of Employment & Training of various State Governments, Training Departments of Industries both in the Public and Private sectors, Officers of DGT and DGT field institutes, proof readers, individual media developers and coordinators, but for whose active support NIMI would not have been able to bring out this materials.

Chennai - 600 032 **EXECUTIVE DIRECTOR**

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ACKNOWLEDGEMENT

National Instructional Media Institute (NIMI) sincerely acknowledges with thanks for the co-operation and contribution extended by the following Media Developers and their sponsoring organisation to bring out this IMP **(Trade Practical)** for the trade of **In Plant Logistics Assistant** under the **Logistics** Sector for ITIs.

MEDIA DEVELOPMENT COMMITTEE MEMBERS

Expert Members, Subject Matter Experts	-	Logistics Sector Skill Council (LSC)

NIMI COORDINATORS

Shri. Nirmalya Nath	-	Deputy Director, NIMI, Chennai - 32.
Shri. V. Gopala Krishnan	-	Manager NIMI, Chennai - 32.

NIMI records its appreciation of the Data Entry, CAD, DTP Operators for their excellent and devoted services in the process of development of this Instructional Material.

NIMI also acknowledges with thanks, the invaluable efforts rendered by all other staff who have contributed for the development of this Instructional Material.

NIMI is grateful to all others who have directly or indirectly helped in developing this IMP.

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INTRODUCTION

TRADE PRACTICAL

The trade practical manual is intended to be used in practical workshop. It consists of a series of practical exercises to be completed by the trainees during the course of the **In Plant Logistics Assistant** trade supplemented and supported by instructions/ informations to assist in performing the exercises. These exercises are designed to ensure that all the skills in compliance with NSQF Level - 3 (Revised 2022) syllabus are covered.

This manual is divided into Nine modules. The Nine modules are given below

Module 1	**Safe Working Practice**
Module 2	**Body Postures**
Module 3	**Concepts of Logistics**
Module 4	**In plant Logistics Activities**
Module 5	**Basic Inventory Management**
Module 6	**Use of Machineries and Equipments**
Module 7	**Inbound Process**
Module 8	**Outbound Process**
Module 9	**Reporting**

The skill training in the shop floor is planned through a series of practical exercises centered around some practical project. However, there are few instances where the individual exercise does not form a part of project.

While developing the practical manual a sincere effort was made to prepare each exercise which will be easy to understand and carry out even by below average trainee. However the development team accept that there is a scope for further improvement. NIMI looks forward to the suggestions from the experienced training faculty for improving the manual.

TRADE THEORY

The manual of trade theory consists of theoretical information for the Course of the **In Plant Logistics Assistant** NSQF LEVEL - 3 (Revised 2022) under **Logistics** Sector. The contents are sequenced according to the practical exercise contained in the manual on Trade practical. Attempt has been made to relate the theoretical aspects with the skill covered in each exercise to the extent possible. This correlation is maintained to help the trainees to develop the perceptional capabilities for performing the skills.

The trade theory has to be taught and learnt along with the corresponding exercise contained in the manual on trade practical. The indications about the corresponding practical exercises are given in every sheet of this manual.

It will be preferable to teach/learn the trade theory connected to each exercise at least one class before performing the related skills in the shop floor. The trade theory is to be treated as an integrated part of each exercise.

The material is not for the purpose of self learning and should be considered as supplementary to class room instruction.

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LEARNING / ASSESSABLE OUTCOME

On completion of this book you shall be able to

Sl.No.	Learning Outcome	Exercise No.
1	Recognize & comply safe working practices, environment regulation and housekeeping. **LSC/N9909**	1.1.01-1.1.06
2	Follow right body position for different activities. **LSC/N9909**	1.2.07-1.2.08
3	Explain the key concepts of Logistics in a manufacturing setup and supply chain logistics and key activities of In plant logistics. **LSC/N1750**	1.3.09-1.3.11
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5	Apply knowledge of different inventory models, storage handling equipment and computer-based inventory, counting tools to meet the job requirement and increase productivity. **LSC/N0108**	1.5.15-1.5.20
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9	Explain Reporting Activities, MIS System and its use. **LSC/N2117, LSC/N2320**	1.9.45-1.9.47

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SYLLABUS FOR IN-PLANT LOGISTICS ASSISTANT

Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 70 Hrs.; Professional Knowledge 14 Hrs.	Recognize & comply safe working practices, environment regulation and housekeeping. **LSC/N9909**	1 Handle and understand associated risks involved with various types of dangerous goods and handle them safely. Follow the safe ways of handling. (14 hrs.) 2 Follow the Safety rules and Procedure at all time. (05 hrs.) 3 In case of miss-happenings, apply SOP and follow the handling procedures. (14 hrs.) 4 Follow always the company safety policy inside the company premises. (14 hrs.) 5 Understand the consequences of wrong usage of PPE. Select the right PPE and use PPE properly. Follow OSHA. (14 hrs.) 6 Implement 5S according to the company safety policy. Maintain Health, Safety and Security measures while carrying out operations. (09 hrs.)	**Safe working Practice** Types of dangerous goods and their associated risks. Ways of safe handling. Safety rules and Procedures. SOP and the handling procedure in case of miss happenings Company safety policy to be followed inside the company premises if any. PPE and their usage and consequences of wrong usage. Selection of PPE. Details OSHA and its application 5S and its implementation and practice in the company. Health, Safety and Security measures to be adopted during operations and its maintenance. (14 hrs.)
Professional Skill 50 Hrs.; Professional Knowledge 08 Hrs.	Follow right body position for different activities **LSC/N9909**	**Body postures - benefits and hazards** 7 Demonstrate right body position for different activities. (10 hrs.) 8 Use different body postures for different activities keeping in view their benefits and hazards. (40 hrs.)	**Body postures - benefits and hazards** Physical requirements for performing different functions (Body Positions) Different body postures for different activities their benefits and hazards. (08 hrs.)
Professional Skill 70 Hrs.; Professional Knowledge 14 Hrs.	Explain the key concepts of Logistics in a manufacturing setup and supply chain logistics and key activities of in plant logistics. **LSC/N1750**	**Concepts of Logistics in a manufacturing setup** 9 Understand key concepts of Logistics in a manufacturing setup and supply chain logistics. (14 hrs.) 10 Perform key activities of inbound, In plant and outbound logistics. (20 hrs.) 11 Watch Video of logistics activities in an industrial setup providing practical information of different logistic activities and follow. (36 hrs.)	**Concepts of Logistics in a manufacturing setup** Introduction to Logistics in a manufacturing setup Key activities being conducted – Inbound, inplant and outbound activities Types of roles and associated responsibility of in plant logistics technician. (14 hrs.)
Professional-Skill 100 Hrs.; Professional Knowledge 18 Hrs.	Perform different type of In-plant logistic activities. **LSC/N1751**	**In plant logistics activities** 12 Carry out activities of inplant logistics (Loading, Unloading, Receiving, sorting, Storing, Picking and dispatch activities etc.,) (35 hrs.) 13 Coordinate with assembly line for their requirement and meet their requirement in time. (35 hrs.)	In plant logistics activities Basic activities of in-plant logistics Loading, Unloading, Receiving, sorting, Storing, Picking and dispatch activities. The process of coordinating with assembly line regarding their

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		14 Watch video showing the activities coupled with learning group activities connected with in plant logistics. (30 hrs.)	requirement and addressing the same in the timely manner. Video showing the activities coupled with learning group activities connected with in plant logistics. (18 hrs.)
Professional Skill 125 Hrs.; Professional Knowledge 23 Hrs.	Apply knowledge of different inventory models, storage handling equipment and compute based inventory, counting tools to meet the job requirement and increase productivity. **LSC/N0108**	**Basic inventory management** 15 Carry out different types of inventory management – FIFO, LIFO, etc. (20 hrs.) 16 Practical applications of inventory management. (Through video files) (20 hrs.) 17 Perform Receiving and storage processes. (Through team activities) (25 hrs.) 18 Perform allocation of Goods storage location. (Through team activities) (25 hrs.) 19 Follow Do's and Don'ts during Inventory counting. (15 hrs.) 20 Follow good practices associated with inventory management and handling. (20 hrs.)	**Basic inventory management** Elaborate receiving and storage processes. Basics of allocation of Goods storage location Introduction to different types of inventory management FIFO, LIFO, etc. Basic advantages, benefits, challenges associated with inventory models and suitability to different manufacturing setups Keeping the inventory count and records under various methods. Changing inventory levels Cross verification of Inventory Do's and Don'ts during Inventory counting Various good practices associated with inventory management and handling and their benefits. (23 hrs.)
Professional Skill 125 Hrs.; Professional Knowledge 23 Hrs.	Validate the technical specification of various handling equipment which helps during movement processes **LSC/N0401 TO NO406**	**Use of Machineries and Equipments in In plant logistics** 21 Use of computer based scanners, RFID scanners, other associated software. (25 hrs.) 22 Use communication Devices to track and count inventory. (25 hrs.) 23 Select MHEs like forklift, etc., based on their capacity, their usage, their technical limitations, and suitability of use for different activities. (50 hrs.) 24 Watch Video demonstrating use of MHEs in different in-plant setups, their technical and practical limitations, etc. (25 hrs.)	**Use of Machineries and Equipments in in-plant logistics** Knowledge on Computer and Associated software Communication Devices used in warehouse environment to track and count inventory Knowledge on Scanning equipment including Bar Scanner and RFID used Various MHEs like forklift, etc., their capacity, their usage, their technical limitations, suitability of use for different activities.(23 hrs.)
Professional Skill 150 Hrs.; Professional Knowledge 30 Hrs.	Carryout activities based on daily receipt and dispatch instructions received. **LSC/N0102, LSC/N0107, LSC/N0302**	**Inbound process** 25. Identify and classify different types of raw materials / goods and segregate them. (05 hrs.) 26. Identify and select the right equipment for different scenarios and products. (05 hrs.) 27. Identify different types of forms and reports available select the proper one. Read and fill them correctly without any error. (05 hrs.)	**Inbound process** Different types of raw materials and intermediary goods that can be procured and stored Various WIP and finished goods that can be stored How to read the requirement of the manufacturing line and maintaining the required inventory of different items

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		28 Identify/ read the requirement of the manufacturing line and supply Maintain the required inventory of different items required for manufacturing line. (10 hrs.) 29 Co-ordinate with vendors for timely supply of appropriate quantities of items based on usage norms and requirement of manufacturing setup / line. (10 hrs.) 30 Verify goods at the time of receipt of goods. (10 hrs.) 31 Use basic formats and reports associated with receipt of goods at the time of receipt of goods. (15 hrs.) 32 Update counts daily in routine. (10 hrs.) 33 Plan and schedule deliveries as per requirement of manufacturing setup / line. (10 hrs.) 34 Follow various best practices associated with handling in-plant logistics activities. (20 hrs.) 35 Visit a site of an industrial setup showing efficient inbound process management and follow. (50 hrs.)	Co-coordinating with vendors of timely supply of appropriate quantities of items based on usage norms and requirement of manufacturing setup The various verifications to be undertaken at the time of receipt of goods The basic formats and reporting associated with receipt of goods Updating of counts in routine Planning and scheduling deliveries as per requirement Various best practices associated with handling inplant logistics (30 hrs.)
Professional Skill 100 Hrs.; Professional Knowledge 22 Hrs.	Develop schedules and prioritize activities so as to plan every day without any delays. **LSC/N1105, LSC/N2202, LSC/N0107 , LSC/N0302. LSC/N1114.**	**Out-bound process** 36 Read and verify dispatch orders and collect acknowledgment and delivery reports. (12 hrs.) 37 Select the right equipment for different scenarios and products. (10 hrs.) 38 Make a visit to industrial setup showing efficient outbound process management and follow the process. (12 hrs.) 39 Identify/Read the requirement instructions coming from manufacturing setup and act. (10 hrs.) 40 Follow the process. Identify the item and the required carrier to carry/ transport. (10 hrs.) 41 Plan and Schedule delivery so that there is no delay and the carrier resource is utilized in the most efficient manner. (12 hrs.) 42 Carry out dispatch activities and generate dispatch record, verify number and type of product, collect acknowledgement of dispatch. (12 hrs.) 43 Co-ordinate with manufacturing and delivery team to ensure delivery and collect delivery reports. (12 hrs.)	**Out-bound process** Different dispatch orders and associated signing authorities How to read requirement instructions coming from manufacturing setup Process of identifying the item and the required carrier. Scheduling delivery so that there is no delay and the carrier resource is utilized in the most efficient manner Activities to be conducted in dispatch - generate dispatch record, verify number and type of product, collect acknowledgement of dispatch How to co-ordinate with manufacturing and delivery team to ensure delivery and collect delivery reports Various good practices associated with product handling and their benefits (22 hrs.)

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		44 Follow various good practices associated with product handling and their benefits. (10 hrs.)	
Professional Skill 50 Hrs.; Professional Knowledge 08 Hrs.	Explain Reporting Activities, MIS System and its use. **LSC/N2117, LSC/N2320**	**Reporting** 45 Prepare reports related to inventory change, dispatches, delivery success, inbound receipts, etc. (10 hrs.) 46 Use MIS systems for reporting use Microsoft excel and office. Watch video of MIS systems generating reports. (20 hrs.) 47 Follow various good practices associated with reporting activities and their benefits. (20 hrs.)	**Reporting** Different types of reports related to inventory change, dispatches, delivery success, inbound receipts, etc. Different types of MIS systems that are commonly used for reporting Making and updating reports in MIS and or Microsoft excel and office. Various good practices associated with reporting activities and their benefits. (08 hrs.)

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Handle and understand associated risks involved with various types of dangerous goods and handle them safely

Objectives: At the end of this exercise you shall be able to
- **identify the dangerous goods/substances**
- **list out the dangerous goods/substances**
- **disposal of dangerous goods/substances according to site procedures**
- **follow occupational health and safety requirements.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Helmet - 1 No.
- Ear Plug - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Forklift - 1 No.
- Hand pallet truck - 1 No.

Materials

- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

TASK 1: **Identify the dangerous goods / substances**

1 Observe the images provided in the Fig 1.

Fig 1



1 Explosives

2 Gases compressed, liquefied or dissolved under pressure

3 Flammable liquids

4 Flammable solids, Substances liable to spontaneous combustion, Substances which in contact with water emit flammable gases

5 Oxidising substances and organic peroxides

6 Toxic and infectious substances

7 Radioactive materials

8 Corrosives

9 Miscellaneous dangerous substances

Dangerous goods / substances

2 Use the information about the dangerous goods/ substances site policy, material handling equipment (MHE). Required and disposal methods given in the Table 1.

3 As per the sign board, identify the dangerous goods & record it in Table 2.

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Table 1

S. No	Dangerous Goods/ Substances	Site Policy	Mateial Handling equipment (MHE) Required	Disposal
1	Explosives	* Stored separately in a designated area at warehouse * Display Warning signs * Entry allowed for authorised persons only * No smoking zone * Equipped with first aid kit * Displayed emergency contact numbers	* Forklift * Hand pallet truck	* Ensure no leakage from the container * Ensure no damages in the container * Ensure tight and rigid packaging * Disposal of dangerous goods as per the instructions on SDS/ MSD sheet
2	Compressed Gases			
3	Flammable Liquids			
4	Flammable solids			
5	Oxidising substances			
6	Toxic and Infectious substances			
7	Radioactive materials			
8	Corrosive materials			

Table 2

S. No.	Symbols	Name of the Dangerous goods and substances
1		
2		
3		

— — — — —

TASK 2: **Disposal methods of dangerous goods according to site procedures**

1 Identify the dangerous substances based on the image / sign given & record its corresponding disposal method in Table 3.

Table 3

S.No.	Substances	Site policy	Disposal Method
1			
2			
3			

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Follow the safety rules and procedure at all time

Objective: At the end of this exercise you shall be able to
- **follow safety rules and procedures.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Helmet - 1 No.
- Ear Plug - 1 No.
- Hand Gloves - 1 No.
- Fall Protection - 1 No.
- Harness - 1 No.
- Safety vest - 1 No.

Equipments/Machines

- Forklift - 1 No.
- Reach Truck - 1 No.
- Hand pallet truck - 1 No.

Materials

- Empty Card board Boxes - 5 Nos.
- PPE Request form - 1 No.

PROCEDURE

Safety procedures to be observed in a warehouse is given. Study the procedures given and relate the procedures with categories of safety you studied.

TASK 1: **Identify and arrange the safety procedures with the given categories of safety**

Categories of safety (Table 1)

1 Vehicle safety.

2 Fire safety.

3 Lifting.

4 Slips, Trips and falls.

Safety procedures

a Make sure operators follow speed limits.

b Provide drivers with a daily checklist.

c Use anti-slip paint.

d Make sure floors are level.

e Ensure operators know the maximum safe working load of lifting equipment.

f Create a fine evacuation and emergency plan.

g Fire escape routes, exits and signs need to be well - lit.

h Train staff in manual handling safety.

Table 1

Sl. No.	Categories of safety	Safety procedure to be followed
1	Vehicle safety	a
		b
2	Fire safety	a
		b
3	Lifting	a
		b
4	Slips, Trips and falls	a
		b

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In case of miss-happenings apply SOP and follow the handling procedure for In plant logistics

Objective: At the end of this exercise you shall be able to
- **apply SOP in case of miss-happening.**

Requirements

Tools/Instruments

• SOP documents	- as reqd.	• Simulation props (e.g., spill kits, first aid supplies)	- as reqd.
• Visual aids (posters, charts, etc.)	- as reqd.	• Evaluation forms	- as reqd.
• Safety equipment (e.g., helmets, gloves, vests)	- as reqd.		

PROCEDURE

1 Present an overview of the SOPs for handling various types of incidents in in-plant logistics operations.

2 Discuss key procedures for responding to spills, accidents, equipment malfunctions, and other emergencies.

3 Use visual aids and real-life examples to illustrate the importance of following SOPs.

4 Divide participants into small groups and assign each group a specific scenario related to in-plant logistics mishaps.

5 Provide scenarios such as a chemical spill, equipment breakdown, or a minor injury.

6 Instruct groups to discuss and develop a step-by-step action plan based on the SOPs to address the given scenario effectively.

7 Set up simulation stations for each scenario, equipped with relevant props and safety equipment.

8 Rotate groups through each station, allowing them to practice implementing their action plans in a controlled environment.

9 Facilitate the simulations, providing guidance and feedback as needed to ensure adherence to SOPs.

10 Gather participants for a debriefing session after completing the simulations.

11 Discuss each group's approach, highlighting strengths and areas for improvement in applying the SOPs.

12 Encourage participants to share their observations and lessons learned from the exercise.

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Follow always the company safety policy inside the company premises for In plant logistics

Objective: At the end of this exercise you shall be able to

- **apply safety policy inside the company premises.**

Requirements

Tools/Instruments

• Presentation materials	- as reqd.	• Mock scenarios or case studies	- as reqd.
• Visual aids (posters, charts, etc.)	- as reqd.	• Evaluation forms	- as reqd.
• Safety equipment (e.g., helmets, gloves, vests)	- as reqd.		

PROCEDURE

1 Begin by welcoming all participants and introducing the purpose of the exercise.

2 Emphasize the importance of safety in the workplace, particularly in in-plant logistics operations.

3 Outline the agenda for the session.

4 Presentation of Safety Policy.

5 Present an overview of the company's safety policy, focusing on key guidelines and procedures relevant to in-plant logistics.

6 Highlight specific safety measures related to material handling, equipment operation, and traffic management within the premises.

7 Use visual aids such as slides, posters, or videos to reinforce key points.

8 Divide participants into small groups and provide them with case studies or scenarios related to in-plant logistics safety.

9 Encourage groups to discuss how they would apply the safety policy to address the given situations.

10 Facilitate discussions by asking questions and encouraging active participation.

11 Conduct a brief demonstration of safety equipment commonly used in in-plant logistics, such as helmets, gloves, and reflective vests.

12 Explain the proper usage and maintenance procedures for each piece of equipment.

13 Allow participants to ask questions and clarify any doubts regarding safety gear.

14 Simulate a mock emergency or hazardous situation relevant to in-plant logistics, such as a spillage or equipment malfunction.

15 Instruct participants to respond according to the company's safety protocols and procedures.

16 Observe and evaluate participants' actions, providing feedback and guidance as necessary.

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Understand the consequence of wrong usage of PPE, select the right PPE and use PPE properly

Objectives: At the end of this exercise you shall be able to
- **identify the right PPE for warehouse activities**
- **check the condition of PPE identified**
- **follow occupational health and safety requirements.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Helmet - 1 No.
- Ear Plug - 1 No.
- Hand Gloves - 1 No.
- Fall Protection - 1 No.
- Harness - 1 No.
- Safety vest - 1 No.

Equipments/Machines

- Hand pallet truck - 1 No.

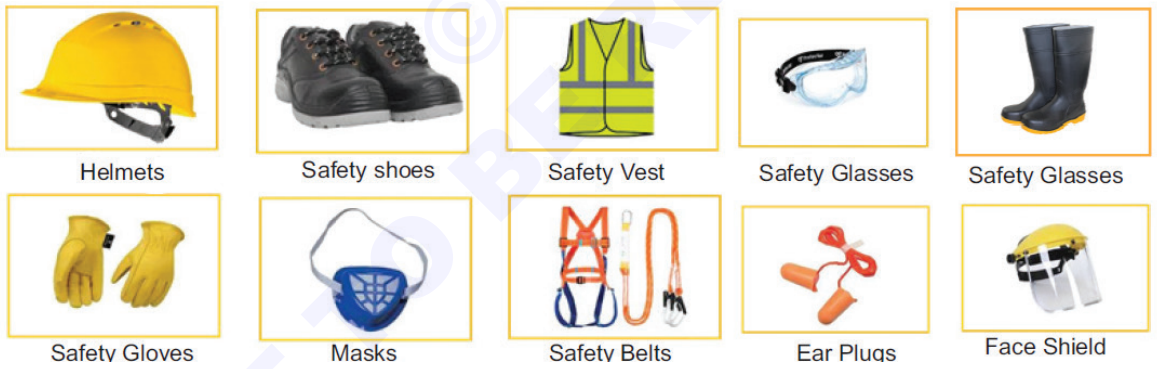
Materials

- Empty Card board Boxes - 5 Nos.
- PPE Request form - 1 No.

PROCEDURE

TASK 1: **Identify the right PPE from the given figure to protect the person working in the work hazardous situation given in the table (Fig 1)**

Fig 1



Sl. No.	To protect the person from the Work hazardous connected with	PPE used
1	Hearing	
2	Respiratory	
3	Eye and face	
4	Head	
5	Working at heights	
6	Skin protection	
7	Footwear	

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TASK 2: **Identify the right PPE for warehouse activities, check the condition of PPE**

1 Observe the images provided in the Fig 1.

Fig 1



Personal Protection Equipment

2 Refer Put away list given in the table 1.

Table 1 - Put away list

S. No.	Item Number	Idem Description	Storage Location Number	Client Number
1	00123	Box 1	Bay 1 Rack 1	CH 12345
2	00124	Box 2	Bay 2 Rack 1	CH 12346

3 Refer given table 2 and list out the each activity step required to complete the put away operation in the table given below table 3.

Table 2 - List of Activities

S. No	Activity	Hazards	MHE Required	PPE Required
1	Unloading the material from the truck	Load falling	Forklift	Safety shoes and Helmet
2	Identify Bin Location	Product damage	Reach Truck	Safety shoes and Helmet
3	Move Products and Update the Records	Product damage	Reach Truck	Safety shoes and Helmet

4 Select the right PPE to wear for carrying out put away operation and list in the table given below.

5 Report if any damages noticed in PPE to the Supervisor.

6 Identify the associated hazard.

7 Follow Occupational Health and Safety requirements.

Table 3

S. No.	Activity Step	Associated Hazards	PPE Required
1			
2			
3			
4			

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Implement 5S according to the company safety policy maintain health safety and security measure while carrying out operation

Objective: At the end of this exercise you shall be able to
- **follow the concept of 5S at workplace.**

PROCEDURE

TASK 1: **Identify the statements applicable for the terms related to 5S in english (Sort, Set in order, Shine, Standardize and Sustain) and list them against the respective terms**

The term 5S comes from five Japanese words:

1 The term **Seiri** in english is .....
2 The term **Seiton** in english is .....
3 The term **Seiso** in english is .....
4 The term **Seiketsu** in english is .....
5 The term **Shitsuke** in english is .....

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TASK 2: **Identify the statements applicable for the terms related to 5S in english i.e., Sort, Set in order, Shine, Standardize and Sustain. List any five of them against the respective terms in the table**

Statements

1 The act of discarding away all unwanted, unnecessary, and unrelated materials in the warehouse.
2 Classify & sort out.
3 Remove unnecessary items.
4 Store as per frequent use/ rare use/ not used at all.
5 Designate locations for storage.
6 Monitor progress.
7 It consists of putting everything in a designated place so that everything can be quickly accessed and quickly returned to the same place.
8 Position the items in the warehouse according to their frequency of use.
9 Put the frequently used items next to the workplace.
10 Keep uncommon parts away from the operating location.
11 It consists of cleaning up the workplace and giving it a 'shine'.
12 Cleaning must be done by everyone in the warehouse, from associate to managers (regarding their workplace).
13 Every person should ensure that his surrounding place is clean and tidy.
14 It works best if every area of the workplace is assigned to a person or a group for cleaning.
15 It is the result that exists when the First Three 'S' - Sort, Set in Order and Shine are properly maintained.
16 Proper symmetry (regularity) should be maintained for labeling, nomenclature (categorization), filing, report names, stock boards, signage's, safety posters, stationery management, packing material, pallet size, white boards, address boards, etc.
17 Provide a means for preventing recurrence of errors and minimizing variability.
18 IT means making a habit of properly maintaining correct procedures.
19 Self-awareness and discipline are necessary to carry out and support all activities.
20 A checklist should be drawn up to monitor any activity under 5S.
21 Make sure everyone follows the rules and makes it a habit.
22 Creates a common understanding about 5s.
23 Training for all standards development and success monitoring.

Terms related to 5S in English

- The term Sort
- The term Set
- The term Shine
- The term Standardize
- The term Sustain

Sort	Set in order	Shine	Standardize	Sustain

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Demonstrate right body position for different activities

Objective: At the end of this exercise you shall be able to
- **demonstrate right body position for different activities.**

Requirements

Tools/Instruments

- Safety equipment (if applicable) - as reqd.
- Visual aids (posters, charts, etc.) - as reqd.
- Chair or stool (optional) - as reqd.

PROCEDURE

Explanation of Proper Body Mechanics

1 Briefly discuss the principles of proper body mechanics, including:

2 Keeping the spine aligned and maintaining a neutral posture.

3 Using the legs and core muscles to lift or move objects.

4 Avoiding twisting or bending at the waist.

5 Distributing weight evenly and avoiding excessive strain on any one body part.

6 Demonstrate the correct body positioning for various in-plant logistics activities, such as:

a Lifting and Carrying

- Show how to bend at the knees and hips while keeping the back straight when lifting objects from the ground.
- Demonstrate the use of proper hand placement and grip techniques for carrying items.

b Pushing and Pulling

- Illustrate how to stand with feet shoulder-width apart and use the body's weight to push or pull objects.
- Emphasize the importance of maintaining a stable base and avoiding overextension.

c Operating Equipment

- Show how to adjust equipment controls and handles to maintain a comfortable and ergonomic posture.
- Demonstrate proper seating position and posture when operating vehicles or machinery.

d Reaching and Stretching

- Explain the importance of stretching and warming up before reaching for items or performing tasks overhead.
- Demonstrate how to use step stools or reach extenders to avoid overreaching and strain.

Interactive Practice

- Invite participants to practice the demonstrated techniques in pairs or small groups.
- Offer guidance and feedback as participants perform the activities, correcting any improper body positioning or movements.

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Use different body postures for different activities keeping in view their benefits and hazards

Objectives: At the end of this exercise you shall be able to
- **follow different body postures at ergonomic workstation for to overcome hazards and follow**
- **identify the benefits of adopting the required body postures at ergonomic workstation.**

PROCEDURE

TASK 1: **Identify the statements given, and at ergonomic workstation and fill the table (Table 1)**

Benefit of Ergonomic workstation

Statements of correct posture for different purpose at ergonomic workstation is given below.

The height and shape of this can greatly affect comfort.

1 Choose with seat pans that are titled slightly downward for sitting. This design can help relieve any pressure on the spine.

2 Provide lumbar support so that when you are typing on computers, there will be enough support on your lower backs to prevent slouching.

3 Each mouse and keyboard should be close to the front of the desk — or farther away if the height of the desk is above the elbows. Both should be equidistant from the user.

4 Every mouse should be used along with a wrist pad, which can help provide proper support to the user's wrist.

5 The back of the seats should allow the knees to clear the seat pan's front.

6 Correct seat height is achieved when your feet are lying flat on the floor and your hips are of the same level as their knees.

7 Arranging the computer screen to prevent squinting and minimize harmful contrast are two ways to keep employees' eyes protected.

8 Eye strain is incurred when there is too much contrast between ambient light or colors and the computer screen. Tweak the monitor display settings and external lighting to minimize contrast.

9 Avoid arranging the workstation wherein sources of lights will be pointed towards employees' eyes. That is why the location of windows should be considered when arranging the office.

10 Neck strain and eye strain can be prevented or relieved by putting each PC monitor about 20 degrees to 50 degrees below the eye level.

11 Position the monitor at a distance suitable to the eye strength of the employee; increase the font sizes on the display to help relieve any straining that can result from the monitor being too far from the person's eyes.

12 Prevent (or avoid) the onset of carpal tunnel syndrome. A common type of inflammation affecting the hands due to improper posture and repetitive actions with proper placement of keyboards.

13 Keyboards should be the same level or height as your employees' elbows.

14 Slant the keyboard in a similar angle as the employees' forearms to enable wrists to remain straight and not bent when working.

15 The back of the seats should allow the knees to clear the seat pan's front.

16 Correct seat height is achieved when your feet are lying flat on the floor and your hips are of the same level as their knees.

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Table 1

Sl. No.	Body Postures at Ergonomic workstation	Statements
1	**When sitting in chair**	....
2	**When using Monitor**	....
3	**When using Keyboard and Mouse**	....

— — — — —

TASK 2: **Practice different body posture while performing different activities keeping in view the following benefits**

1 Keep bones and joints in the correct alignment so that muscles are being used properly.

2 Help decrease the abnormal wearing of joint surfaces that could result in arthritis.

3 Decrease the stress on the ligaments holding the joints of the spine together.

4 Prevent the spine from becoming fixed in abnormal positions.

5 Counter fatigue because muscles are being used more efficiently, allowing the body to use less energy.

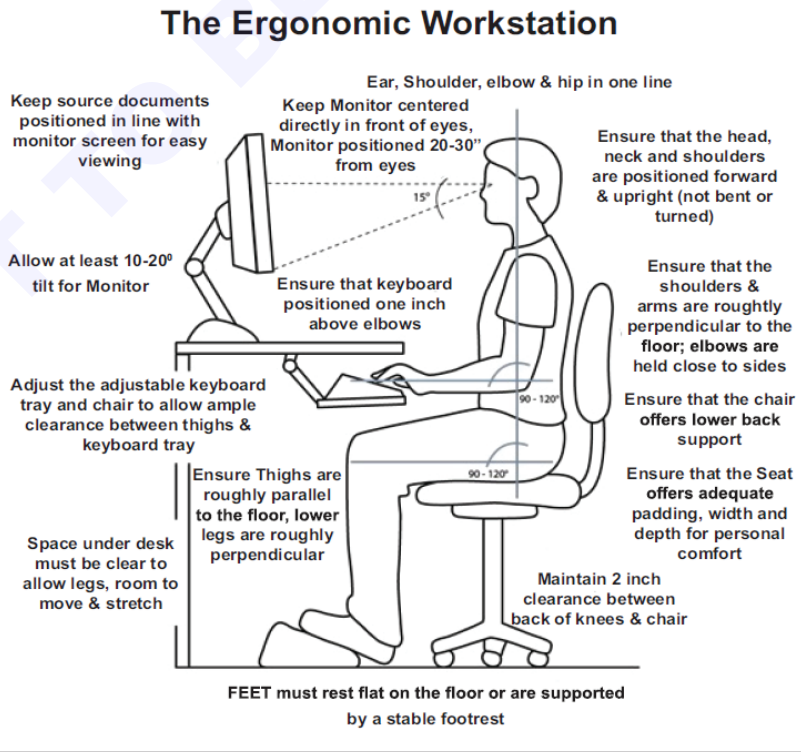
6 Prevent strain or overuse problems.

7 Avert backache and muscular pain.

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TASK 3: **Practice different body posture given below while performing different activities at ergonomic workstation to avail the benefits (Fig 1)**

Fig 1



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Understand key concepts of logistics in a manufacturing setup and supply chain logistics

Objective: At the end of this exercise you shall be able to
- **explain the concept of logistics in a manufacturing setup and follow.**

PROCEDURE

TASK 1: **Build a case study on concepts of logistics integrating warehousing, transportation, material handling, inventory, packaging and delivery to the end customer in reference to a manufacturing company**

Case study

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Perform key activities of inbound, In plant and outbound logistics

Objective: At the end of this exercise you shall be able to
- **perform inbound, In Plant and outbound logistics activities.**

PROCEDURE

Inbound, In-Plant and Outbound Logistics Activities involves the following

1 **Sourcing and procurement:** Identifying and evaluating potential suppliers, obtaining price quotes, negotiating with, and managing suppliers.

2 **Ordering/purchasing:** Buying the goods and materials the company needs so the right quantity arrives at the right time.

3 **Transportation:** Deciding whether to use a truck, airplane, train, or another method to move goods. This activity also involves selecting delivery speed for incoming supplies, contracting with third-party carriers, and working with vendors on price and route.

4 **Receiving:** Handling the arrival of new materials, unloading trucks, and ensuring they match the order.

5 **Material handling:** Moving the received goods to short distances within the facility and staging them for later use.

6 **Put away:** Moving goods from the receiving dock to storage. Staff puts everything away in assigned locations.

7 **Storing and warehousing:** Managing the materials before they go to manufacturing or customer fulfilment. This department is responsible for making sure that the items are placed in logical locations for fulfilment and the right storage conditions are met.

8 **Inventory management:** Deciding the type and amount of raw materials/items you should store and where to store them.

9 **Distribution:** Sending finished products from a production or distribution Center to the end consumer.

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TASK 1: **Build a case study on Inbound, In-Plant and Outbound Logistics Activities integrating the above mention activities of a manufacturing setup explaining in detail the performing of each activities**

Case study

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Logistics — Exercise 1.3.11
In Plant Logistics Assistant - Concepts of Logistics

Watch video of logistics activities in an industrial setup providing practical information of different logistics activities and follow

Objectives: At the end of this exercise you shall be able to
- **watch video of logistics activities and interact with instructor.**

PROCEDURE

- Logistics activities play a critical role in ensuring the smooth flow of materials, components and finished products.
- These activities encompass a range of function including inventory management, warehousing, transportation and distribution.
- Efficient logistics management minimise cost reduced lead times and enhance overall operational performance.
- Watch the video of logistics activities and interact with instructor for the above points.

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Logistics — Exercise 1.4.12
In Plant Logistics Assistant - In plant Logistics Activities

Carry out activities of In plant logistics

Objectives: At the end of this exercise you shall be able to
- **select and use proper PPE, identify the unloading requirements for gate entry and dock entry and perform unloading**
- **scanning and move the goods to put away location**
- **follow occupational health and safety requirements.**

Requirements

Tools/Instruments

• Safety Shoes	- 1 No.
• Dust Mask/Face Mask	- 1 No.
• Safety Goggles	- 1 No.
• Helmet	- 1 No.
• Ear Plug	- 1 No.
• Hand Gloves	- 1 No.

Equipments/Machines

• Hand pallet truck	- 1 No.
• Hand operated scanner	- 1 No.

Materials

• Empty Card board Boxes	- 2 Nos.
• PPE Request form	- 1 No.
• Gate entry form	- 1 No.
• Dock entry form	- 1 No.

PROCEDURE

TASK 1: **Carryout unloading of packages**

1 Plan the unloading activity.

2 Arrange required PPE and use.

3 Select proper MHE and arrange.

4 Make Gate entry and prepare for Dock Entry.

5 Open the vehicle, check the condition of goods and unload the goods by using proper MHE selected.

6 Follow Occupational Health and Safety requirements.

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TASK 2: **Scan and move the goods to put away location**

1 Scan the goods unloaded and moved to put away location.

2 Follow unloading process procedure (Table 1).

3 Prepare the daily report.

4 Update the information to the Warehouse Supervisor.

5 Follow Occupational Health and Safety requirements.

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Table 1 - Unloading process

Steps	Process	Activity
1	Planning	Get the daily vehicle plan from the supervisor Get the Duty chart from the Supervisor
2	Arrange MHE	Depends upon the goods to be loaded, ensure the MHE availability
3	Arrange PPE	Depends on the goods to be unloaded, wear appropriate PPE and ensure the Safety
4	Gate Entry	Make the entry of the incoming vehicle in the Gate Inward Register
5	Dock Entry	Park the incoming vehicle at the Dock, use stoppers like tyres. It does not hit the body of the vehicle
6	Open the Vehicle	Open the vehicle door in front of the driver to witness any visual damages of goods in the vehicle
7	Unloading	Unloading the goods with proper MHE and move to staging area
8	Blind counting	Check the condition of packages and Count the items without referring any documents
9	GRCL	Verify the count with documents and Complete the Goods Receipt Check List
10	Scanning	Move the goods to scanning area
11	Put away	Move the goods to put away /Binning location
12	GRN	Hand over the documents to Warehouse Executive to create GRN
13	Cleanliness of area	Ensure the cleanliness of unloading area free from leftover and trash
14	Update the Record	Update the record and inform warehouse supervisor

Loading of packages

Objectives: At the end of this exercise you shall be able to

- **use proper PPE, identify the loading requirements, do dock entry and prepare gate pass and perform loading of packages**
- **perform lashing and strapping the cargo**
- **follow occupational health and safety requirements.**

TASK 1: **Perform loading of goods**

1 Plan the loading activity.

2 Arrange required PPE.

3 Select and arrange for proper MHE.

4 Make Dock entry and prepare Gate Pass.

5 Follow Occupational Health and Safety requirements.

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TASK 2: **Perform lashing and strapping the cargo**

1 Open the vehicle and load the goods.

2 Lashing and strapping of Cargo.

3 Prepare daily report.

4 Follow Occupational Health and Safety requirements.

5 Update the information to the Warehouse Supervisor.

Table 2 - Loading process

Steps	Process	Activity
1	Planning	Get the daily Loading vehicle plan from the supervisor Get the Duty chart from the Supervisor
2	Arrange MHE	Depends upon the goods to be loaded, ensure the MHE availability
3	Arrange PPE	Depends on the goods to be loaded, wear appropriate PPE and ensure the Safety
4	Open the Vehicle	Open the vehicle door in front of the driver to witness any visual damages and check the vehicle for fit to load
5	Dock Entry	Park the vehicle at the Dock, use stoppers like tyres. It does not hit the body of the vehicle
6	Gate Pass	Make the entry of the vehicle in the Gate outward Register
7	Loading	Loading the goods with proper MHE
8	Counting	Count the items and check the items with the documents
9	Lashing and Strapping	Once loading is completed and do the lashing and strapping to avoid cargo moving during the transit
10	Transit Documents	Hand over all transit documents, LR, Invoice, GST and Gate pass to the driver
11	Sealing the door	Once supervisor approved, close the door and seal with lock
12	Daily report	Prepare the daily report of the vehicle and hand over it to the Supervisor
13	Cleanliness of area	Ensure the cleanliness of loading area free from leftover and trash
14	Update the Record	Update the record and inform warehouse supervisor

Perform goods receiving operation

Objectives: At the end of this exercise you shall be able to
- **note down the instruction from the warehouse supervisor and follow**
- **read the advanced shipping notice (ASN)**
- **perform goods inspection before unloading the goods**
- **use right MHE for unloading and loading the goods**
- **follow occupational health and safety requirements.**

TASK 1: **Note down the instruction from the warehouse supervisor and follow**

1 Collect the Advanced Shipping Notice from the supervisor.

2 Note down the instruction given by the supervisor.

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TASK 2: **Read the advanced shipping notice (ASN)**

1 Read and identify the Incoming Material, Truck Number and any special instructions from table 3.

2 Make gate entry with truck number, Document number and Driver details.

3 Brief safety instructions to Drivers and direct Drivers to waiting area.

4 Dock in Dock out time must be noted for improvement process.

Table 3

Shipping Notice

Supplier Information	
Supplier name	
Supplier email	

Delivery Detail			
Carton Quantity		Total ASN Unite	

Advanced Shipping Notification Detail

Order No.	Invoice No.	Product Description	Order Quanitity (Units)	ASN Quantity (Unites)	If Applicable		Tolerance
					Inner Pack Quantity (units)	Outer Pack Quantity (Units)	

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TASK 3: **Perform goods receiving operation**

1 Perform truck inspection before unloading the goods.

2 If any damage is noted a photograph must be taken and shared to concern people.

3 Unload the goods using suitable MHE and moved to well-maintained staging area.

4 Inspect the goods, if any NG products found quarantined for further process.

5 Direct the MHE to Properly Place the MHE in its designated location.

6 Prepare the daily report.

7 Update the information to the Warehouse Supervisor.

8 Complete the table given (Table 4).

Table 4

Order No.	Invoice No.	Product description	Order Qty	ASN

Perform sorting and inspection of goods

Objectives: At the end of this exercise you shall be able to
- **perform the inspection of goods/ packages received and kept in staging area**
- **count the goods and reconcile**
- **follow occupational health and safety requirements.**

TASK 1 : **Perform the inspection of goods/ packages received and kept in staging area**

1 Collect driver copy of vehicle manifest.

2 Perform visual inspection of goods in staging area.

3 Reconcile the count of goods.

4 Inspect the goods, if any NG products found quarantined for further process. (Table 5)

5 Record the driver copy count Vs dock supervisor count (Table 6)

6 Take photograph and maintain record.

7 Follow Occupational Health and Safety requirements.

8 Prepare the daily report. (Table 7)

9 Update the information to the Warehouse Supervisor.

Table 5

Inspection check list
Date : _____ Time : _____ Location : _____ Consignment vehicle no : _____

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Table 6

Sl. No	Item list as per driver copy of vehicle manifest	Driver count	Dock Supervisor count	Remarks
1				
2				
3				
4				
5				

Table 7

Daily Report				
Warehouse Location : E. No : Name : Job Role : Date :				
Sl. No.	**Goods/Items/Packages**	**Condition**	**Status**	**Remarks**
Signature				

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Perform storing at storage location using hand pallet truck

Objectives: At the end of this exercise you shall be able to
- **note down the instruction from the warehouse supervisor**
- **identify the suitable hand pallet truck, check the condition and perform put away operation**
- **maintain the required inventory of different items by updating list**
- **follow occupational health and safety requirements.**

Perform put away operation and maintain the required inventory

1 Receive put away list from warehouse supervisor.

2 Select suitable Hand operated pallet, check its condition.

3 Collect the items and arrange it on Hand pallet truck.

4 Identify the storage locations.

5 Keep the items on hand pallet trucks and transport it to storage location.

6 Check the condition of storage rack and ensure it is free from any damages.

7 Place the items in designated storage locations properly and ensure the required inventory.

8 Follow Occupational Health and Safety requirements.

9 Update the put away list with location number use the given Table 8.

10 Properly Place the hand Pallet Truck in its designated location

11 Prepare the daily report (Table 9).

12 Update the information to the Warehouse Supervisor.

Table 8 - Put away list

S. No.	Item Number	Item Description	Storage Location Number	Client Number

Table 9

Daily Report				
Warehouse : Location : E. No : Name : Job Role : Date :				
Sl. No.	**Goods/Items/Packages**	**Condition**	**Status**	**Remarks**
Signature				

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Coordinate with assembly line for their requirement and meet their requirement in time

Objective: At the end of this exercise you shall be able to
- **list the requirement in time**

Requirements

Tools/Instruments

- Paper and pens for note-taking - as reqd.
- Scenario cards detailing assembly line requirements - as reqd.

PROCEDURE

Introduction

1 Emphasize the importance of effective communication and coordination in meeting assembly line requirements on time.

2 Outline the agenda and objectives for the exercise.

3 Provide participants with an overview of the assembly line requirements they will be coordinating with.

4 Explain the importance of understanding the specific needs and deadlines of the assembly line to ensure timely delivery of components or materials.

5 Present each team with a scenario card detailing a specific requirement from the assembly line.

6 Scenarios may include requests for materials, components, or support services within a given timeframe.

7 Encourage teams to review the scenario carefully and discuss strategies for meeting the assembly line's needs on time.

8 Start the timer and instruct teams to begin coordinating with the assembly line to fulfill their respective requirements.

9 Participants should communicate effectively within their teams and with the facilitator acting as the assembly line representative.

10 Teams must prioritize tasks, allocate resources efficiently, and overcome any obstacles to ensure timely delivery.

11 Facilitators may introduce unexpected challenges or changes to simulate real-world dynamics and test participants' adaptability.

12 Encourage participants to reflect on their communication strategies, time management techniques, and teamwork dynamics.

13 Facilitate a discussion on best practices for effective coordination with the assembly line and ways to improve performance in future scenarios.

14 Reinforce key takeaways regarding the importance of coordination, communication, and teamwork in meeting assembly line requirements on time.

15 Encourage participants to apply the skills and insights gained from the exercise in their daily work activities.

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Logistics — Exercise 1.4.14
In Plant Logistics Assistant - In plant Logistics Activities

Watch video showing the activities coupled with learning group activities connected with in plant logistics

Objective: At the end of this exercise you shall be able to
- **watch video showing the activities coupled with learning group activities and interact with instructor.**

- In plant logistics activities are often coupled with learning group activities to enhance operational efficiency and faster continuous improvement.
- Learning group engage employees in collaborative problem solving sessions, where they can share best practices, identify bottlenecks and brain storm innovative solution to optimise In plant logistics processes.
- Watch video regarding the above, interact with instructors to clarify the doubts arised.

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Logistics — Exercise 1.5.15
In Plant Logistics Assistant - Basic Inventory Management

Carry out different types of inventory management FIFO, LIFO etc

Objectives: At the end of this exercise you shall be able to
- **explain inventory and its types**
- **explain inventory management**
- **state the benefits of inventory management.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.

PROCEDURE

TASK 1: **Identify and name the type of inventory from the given description**

Description	Types of Inventory
1 Inventory refer items in production.	1 _____
2 Items that are ready to sets.	2 _____
3 The materials used by the inventory to create finished goods.	3 _____
4 Also called book inventory.	4 _____
5 Also known as pipe line inventory.	5 _____

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TASK 2: **Read and understand the statements given and connect with the Inventory management techniques and fill the Table 1**

Statements related to Inventory management techniques

1 This method works by identifying the most and least popular types of stock.

2 This method groups similar items to track expiration dates and trace defective items.

3 This method considers unpacked materials that suppliers load directly into ships or trucks. It involves buying, storing and shipping inventory in bulk.

4 When practicing consignment inventory management, your business won't pay its supplier until a given product is sold. That supplier also retains ownership of the inventory until your company sells it.

5 Using this method, you'll unload items directly from a supplier truck to the delivery truck. Warehousing is essentially eliminated.

6 This form of predictive analytics helps predict customer demand.

7 In the practice of drop shipping, the supplier ships items directly from its warehouse to the customer.

8 This formula shows exactly how much inventory a company should order to reduce holding and other costs.

9 First in, first out (FIFO) means you move the oldest stock first. Last in, first out (LIFO) considers that prices always rise, so the most recently-purchased inventory is the most expensive and thus sold first.

10 Companies use this method in an effort to maintain the lowest stock levels possible before a refill.

Inventory management techniques

- ABC Analysis
- Cross-Docking
- Bulk Shipments:
- Consignment
- Economic Order Quantity (EOQ)
- FIFO and LIFO
- Just-In-Time Inventory (JIT)
- Batch Tracking
- Demand Forecasting
- Drop shipping

Table 1

Sl. No.	Inventory Management techniques	Statements
1	ABC Analysis	
2	Cross-Docking	
3	Bulk Shipments:	
4	Consignment	
5	Economic Order Quantity (EOQ)	
6	FIFO and LIFO	
7	Just-In-Time Inventory (JIT)	
8	Batch Tracking	
9	Demand Forecasting	
10	Drop shipping	

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TASK 3: **Read and understand the statements given and connect with the Inventory management techniques and fill the Table 2**

Statements related to Inventory management techniques

1 This methodology focuses on removing waste or any item that does not provide value to the customer from the manufacturing system.

2 This system handles planning, scheduling and inventory control for manufacturing.

3 A company that relies on minimum order quantity will order minimum amounts of inventory from wholesalers in each order to keep costs low.

4 Businesses use this formula to find the minimum amount of stock they should have before reordering, then manage their inventory accordingly.

5 This technique entails recording stock sales and usage in real-time. Read "The Definitive Guide to Perpetual Inventory" to learn more about this practice.

6 An inventory management ethos that prioritizes safety stock will ensure there's always extra stock set aside in case the company can't replenish those items.

7 This is a data-based method for removing waste from businesses as it relates to inventory.

8 This method combines lean management and Six Sigma practices to remove waste and raise efficiency.

Inventory management techniques

- Lean Manufacturing
- Materials Requirements Planning (MRP)
- Minimum Order Quantity
- Reorder Point Formula
- Perpetual Inventory Management
- Safety Stock
- Six Sigma
- Lean Six Sigma

Table 2

S. No.	Inventory Management techniques	Statements
1	Lean Manufacturing	
2	Materials Requirements Planning (MRP)	
3	Minimum Order Quantity	
4	Reorder Point Formula	
5	Perpetual Inventory Management	
6	Safety Stock	
7	Six Sigma	
8	Lean Six Sigma	

— — — — —

Logistics — Exercise 1.5.16

In Plant Logistics Assistant - Basic Inventory Management

Practical application of inventory management (Through video files)

Objectives: At the end of this exercise you shall be able to
- **watch video and interact with instructor**

PROCEDURE

- Inventory is the raw materials, components and finished goods, a company sells or uses in production.
- Identify and name the type of inventory.
- Watch video and find out the practical application of inventory management. Interact with instructor for further process of inventory management.

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Perform receiving and storage process

Objectives: At the end of this exercise you shall be able to
- **note down the instruction from the warehouse supervisor and follow**
- **read & interpret the advanced shipping notice (ASN)**
- **perform goods inspection before unloading the goods**
- **use right MHE for unloading and loading the goods**
- **follow occupational health and safety requirements.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Helmet - 1 No.
- Ear Plug - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Hand pallet truck - 1 No.

Materials

- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.
- Pick list - 1 No.
- Fill ASN form - 1 No.

PROCEDURE

TASK 1: **Note down the instructions from the warehouse supervisor and follow**

1 Collect the Advanced Shipping Notice from the supervisor.

2 Note down the instructions given by the supervisor and follow it.

— — — — —

TASK 2: **Read & interpret the advanced shipping notice (ASN)**

1 Read and identify the Incoming Material, Truck Number and any special instructions from given ASN (Table 1).

2 Make the gate entries with truck number, document number and driver details.

3 Record the brief safety instructions given to drivers and direct Drivers to waiting area.

4 Dock in and Dock out time must be noted for improvement process.

— — — — —

TASK 3: **Perform goods receiving operation**

1 Perform truck inspection before unloading the goods.

2 If any damage is noted, a photograph must be taken and shared to concern people.

3 Unload the goods using suitable MHE and move it to well-maintained staging area.

4 Inspect the goods, if any NG products found & quarantine it for further process.

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Table 1

ASN READY TO SUBMIT

Supplier Information	
Supplier name	
Supplier email	

Delivery Detail			
Carton Quantity		Total ASN Unite	

Advanced Shipping Notification Detail							
					If Applicable		
Order No.	Invoice No.	Product Description	Order Quantity (Units)	ASN Quantity (Unites)	Inner Pack Quantity (units)	Outer Pack Quantity (Units)	Tolerance

Advance Shipping Notice

5 Select the MHE & Move the MHE to its designated location.

6 Prepare the daily report.

7 Update the information to the Warehouse Supervisor.

8 Complete the table given. (Table 2)

Table 2

Order No.	Invoice No.	Product description	Order Qty	ASN

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Perform staging and inspection of goods

Objectives: At the end of this exercise you shall be able to
- **perform the inspection of goods/ packages received and kept in staging area**
- **count the goods and reconcile**
- **follow occupational health and safety requirements.**

Perform the inspection of goods/ packages received and kept in staging area

1 Collect driver copy of vehicle manifest.

2 Perform visual inspection of goods in staging area.

3 Reconcile the count of goods. (Table 2)

4 Inspect the goods, if any NG products found, quarantine it for further process.

5 Take photographs and maintain the records.

Table 1

Vehicle Manifest
Date : _____
Time : _____
Location : _____
Consignment vehicle no : _____

6 Follow Occupational Health and Safety requirements.

7 Prepare the daily report (Table 3).

8 Update the information to the Warehouse Supervisor.

Table 2

Sl. No	Item list as per driver copy of vehicle manifest	Driver count	Dock Supervisor count	Remarks
1				
2				
3				
4				
5				

Table 3

Daily Report				
Warehouse :		Name :		
Location :		Job Role :		
E. No :		Date :		
Sl. No.	**Goods/Items/Packages**	**Condition**	**Status**	**Remarks**
Signature				

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Perform allocation of goods storage location

Objectives: At the end of this exercise you shall be able to
- **note down the instruction from the warehouse supervisor**
- **identify the suitable hand pallet truck, check the condition and perform put away operation**
- **maintain the required inventory of different items by updating list**
- **follow occupational health and safety requirements.**

PROCEDURE

TASK 1: **Perform put away operation and maintain the required inventory**

1 Receive put away list from warehouse supervisor.

2 Select suitable hand operated pallet, check its condition.

3 Collect the items and arrange it on hand pallet truck.

4 Identify the storage locations.

5 Keep the items on hand pallet trucks and transport it to storage location.

6 Check the condition of storage rack and ensure it is free from any damages.

7 Place the items in designated storage locations properly and ensure the required inventory.

8 Follow Occupational Health and Safety requirements.

9 Update the put away list with location number, use the given (Table 1).

10 Properly Place the hand Pallet Truck in its designated location.

11 Prepare the daily report (Table 2).

12 Update the information to the Warehouse Supervisor.

Table 1 - Put away list

S. No.	Item Number	Item Description	Storage Location Number	Client Number
1				
2				
3				
4				
5				

Table 2

Daily Report				
Warehouse :		Name :		
Location :		Job Role :		
E. No :		Date :		
Sl. No.	**Goods/Items/Packages**	**Condition**	**Status**	**Remarks**
Signature				

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Follow Do's and Don'ts during inventory counting

Objective: At the end of this exercise you shall be able to
- **understand Do's and Don'ts of inventory counting and follow.**

PROCEDURE

TASK 1: **Identify from the given statements the Do's and Don'ts to be followed during inventory counting and list**

1 Establish lead times for each product to understand how long it takes to replenish inventory once an order is placed.

2 Monitor inventory levels. Having high levels of inventory adds to expenses and increases overhead costs. Limit seasonal inventory and cut back on inventory that does not sell as fast.

3 Guessing customer satisfaction and keeping an item in stock.

4 Identify best sellers, ensure stock is always available and determine a desirable reorder point. Never allow these items to be out of stock. Focus on the items that matter most and keep in mind that generally 80% of demand will be generated by 20% of items.

5 Over stock for fear of being caught short. Giving the job to anyone without looking for the right people to manage the inventory. Take base decisions on information, past trends and projections.

6 Consider seasonality and month-end spikes.

7 Set clear internal policies for adjustments and returns amongst other functions.

8 Depending on spreadsheets.

9 Track inventory in various locations from warehouse or stores to outlet. Use electronic data interchange (EDI) and bar code scanning to help with stock takes.

10 Track work in progress materials.

11 Look into inventory management software that can help organise business and make the life simple.

12 Invest in theft control. Without a good inventory system, it's impossible to know if anything being subject to theft by customers or employees.

— — — — —

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Follow good practices associated with inventory management and handling

Objective: At the end of this exercise you shall be able to
- **explain good practices associated with handling of inventory and follow.**

PROCEDURE

TASK 1: **Read the given statements and connect with the kind of good practices of inventory handling**

Inventory management is critical for keeping businesses running smoothly and the bottom line healthy. Retailers, manufacturers, wholesalers, and distributors can benefit from the best inventory management strategies that expedite operations and processes while maintaining control over inventory, assets, and equipment. Some of the good practices of inventory handling are as follows.

Goods practices of inventory handling

1 Demand Forecasting

2 Batch Tracking

3 Use Inventory Management System

4 Maintain Buffer Stock

5 Follow FIFO or LIFO

6 Categorise Your Inventory

7 Maintain Healthy Supplier Relations

8 Continuous Inventory Monitoring

9 Physical inventory

10 Spot checking

11 Cycle counting

Statements

1 Conduct periodic audits and monitoring sessions to ensure that your real inventory matches the reports.

2 It entails counting all inventory and should be conducted atleast annually.

3 Select one or two products at random from the entire inventory, physically inspect them, and compare them to what is documented or stored in the system.

4 It distributes reconciliation throughout the course of the year. Each product has its own audit period.

5 It is the process of predicting required inventory levels for a future period by analysing historical data, trends, and known imminent occurrences.

6 It is a method for efficiently tracing goods and commodities through the distribution chain using batch numbers.

7 These systems keep track of every product that enters and exits the company during manufacturing, storage, and distribution.

8 It is the practice of maintaining excess inventory to account for supply chain fluctuations and minimise the impact on operations.

9 It helps mitigate the effects of demand and supply variations and ensures uninterrupted production in the case of a disruption.

10 Approach implies that the most recent unit added to inventory gets sold first.

11 This technique implies that the inventory item with the greatest age is sold first.

12 It is unique to each organisation, but it is critical, particularly if any business maintains a large amount of stock. Whatever system is chosen to organise the inventory, make sure it is flexible, scalable, and reasonable.

13 It is vital to manage supply chain connections.

14 Developing long-term, trusting relationships with dependable suppliers should be a primary objective of every organisation seeking market success.

15 Maintain strong and consistent communication with all vendors.

16 A stronger, deeper friendship built on open and frequent conversation allows for more organic communication.

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Table 1

Sl. No.	Goods practices of inventory handling	Statements
1	Demand Forecasting	
2	Batch Tracking	
3	Use Inventory Management System	
4	Maintain Buffer Stock	
5	Follow FIFO or LIFO	
6	Categorise Your Inventory	
7	Maintain Healthy Supplier Relations	
8	Continuous Inventory Monitoring	
9	Physical inventory	
10	Spot checking	
11	Cycle counting	

— — — — —

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Use of computer based scanners

Objectives: At the end of this exercise you shall be able to
- **check the working condition of handheld barcode scanner**
- **read and verify the details appear in the computer screen**
- **verify the pick list with barcode number**
- **follow occupational health and safety requirements.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Helmet - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Hand pallet truck - 1 No.
- Handheld Barcode scanner - 1 No.

Materials

- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

TASK 1: **Checking the working condition of handheld barcode scanner**

1 Ensure the connection between the barcode scanner and the computer.

2 Switch ON the bar code scanner and observe the display functions.

— — — — —

TASK 2: **Read and verify the details appear in the computer screen**

1 Scan the Barcode label.

2 Verify the goods details appear in computer screen.

3 Use the given pick list (Table 1).

4 Fill the data given in the (Table 2).

Table 1

S. No	Item Barcode Number	Item description in pick list	Item description as per Computer	Pick item matches with Computer (Y/N)
1	ABCD01234			
2	XYZ78910			

5 Follow Occupational Health and Safety requirements while using the system.

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Table 2

Pick List

Warehouse		_____			**Date**	_____	
Order No.		_____			**Time**	_____	

S.No.	Item Code	Item Description	UOM	Required Quantity	in Hand	Location	Picked Quantity
1	ABCD0123	Plastic Pots	No.5	7	84	BIN 365	
2	XYZ78910	Compost	Kgs	10	95	BIN 789	

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Use of communication devices to track and count inventory

Objectives: At the end of this exercise you shall be able to
- **check the working condition of RFID scanner**
- **read and verify the details appear in the computer screen**
- **verify the pick list using RFID scanner**
- **follow occupational health and safety requirements.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Helmet - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Hand pallet truck - 1 No.
- RFID scanner - 1 No.

Materials

- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

TASK 1: **Checking the working condition of RFID scanner**

1 Ensure the connection between the RFID scanner and the computer.

2 Switch ON the RFID scanner and observe the display functions.

— — — — —

TASK 2: **Read and verify the details appear in the computer system**

1 Use the RFID label.

2 Verify the goods details appear in computer screen.

3 Use the given pick list Table 1.

4 Fill the data given in the Table 2.

Table 1

S. No	Item RFID Number	Item description in pick list	Item description as per Computer	Pick item matches with Computer (Y/N)
1	ABCD01234			
2	XYZ78910			

5 Follow Occupational Health and Safety requirements while using the system.

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Table 2

Pick List

Warehouse _____ **Date** _____

Order No. _____ **Time** _____

S.No.	Item Code	Item Description	UOM	Required Quantity	in Hand	Location	Picked Quantity
1	ABCD0123	Plastic Pots	No.5	7	84	BIN 365	
2	XYZ78910	Compost	Kgs	10	95	BIN 789	

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Select MHEs like forklift etc based on their capacity and usage

Objectives: At the end of this exercise you shall be able to
- **identify the right MHE for put away operation**
- **check the working condition of MHE selected**
- **use the right MHE as per the related work environment**
- **follow occupational health and safety requirements.**

Requirements

Tools/Instruments

• Safety Shoes	- 1 No.
• Dust Mask/Face Mask	- 1 No.
• Safety Goggles	- 1 No.
• Helmet	- 1 No.
• Ear Plug	- 1 No.
• Hand Gloves	- 1 No.
• Fall Protection	- 1 No.
• Harness	- 1 No.
• Safety vest	- 1 No.

Equipments/Machines

• Forklift	- 1 No.
• Reach Truck	- 1 No.
• Hand pallet truck	- 1 No.

Materials

• Empty Card board Boxes	- 5 Nos.
• PPE Request form	- 1 No.

PROCEDURE

TASK 1: **Identify the right MHE for put away operation**

1 Observe the images provided in the given Fig 1.

Fig 1



Material Handling Equipment

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2 Refer Put away list given in the table 1.

Table - 1 Put away list

S. No.	Item Number	Idem Description	Storage Location Number	Client Number
1	00123	Box 1	Bay 1 Rack 1	CH 12345
2	00124	Box 2	Bay 2 Rack 1	CH 12346

3 Refer given table 2 and list out the each activity step required to complete the put away operation in the table given below table 3.

Table 2 - List of Activities

S. No	Activity	Hazards	MHE Required	PPE Required
1	Unloading the material from the truck	Load falling	Forklift	Safety shoes and Helmet
2	Identify Bin Location	Product damage	Reach Truck	Safety shoes and Helmet
3	Move Products and Update the Records	Product damage	Reach Truck	Safety shoes and Helmet

4 Select and wear PPE as per the requirement.

5 Select the Material Handling Equipment (MHE) for put away operation and list in the table given below Table 3.

6 Follow Occupational Health and Safety requirements.

Table 3

Sl. No	Activity Step	Associated Hazards	MHE Required
1			
2			
3			
4			
5			
6			

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TASK 2 : **Prepare preventive maintenance schedule for selected MHE**

1 Plan preventive maintenance for the selected MHE (Fig 1).

2 Select and wear PPE as per the requirement.

3 Study the user manual of MHE selected as per the requirement and prepare the preventive maintenance schedule for the using the Table 4 and Table 5.

4 a Daily preventive maintenance schedule.

b Monthly preventive maintenance schedule.

c Quarterly preventive maintenance schedule.

Fig 1







Table 4 - Preventive Maintenance Schedule

Daily Maintenance	Monthly Maintenance	Quarterly Maintenance
Check fuel and engine oil level	Change the oil	Clean the Radiator
Inspect battery performance	Change the Air filter	Replace the fuel and hydraulic filter
Inspect and ensure Fork, Headlights, Warning lights, Horn, Leakages, Latches, bolts, nuts, guards and chain functions	Inspect and ensure Drive belt tension	Adjust the clutch and ensure the function
Check wheel and tyre pressure	Inspect and ensure Spark plug function	Inspect and ensure the function of Hydraulic pump

Table 5 - Preventive Maintenance Schedule

S. No.	Maintenance Activities	Maintenance Schedule		
		Daily	Monthly	Quarterly
1	Adjust the clutch and ensure the function			
2	Change the Air filter			
3	Change the oil			
4	Check fuel and engine oil level			
5	Check wheel and tyre pressure			
6	Clean the Radiator			
7	Inspect battery performance			
8	Inspect and ensure the function of Hydraulic pump			
9	Inspect and ensure Fork, Headlights, Warning lights, Horn, Leakages, Latches, bolts, nuts, guards and chain functions			
10	Inspect and ensure Spark plug function			

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Selection of pallet for right types of transport goods

Objectives: At the end of this exercise you shall be able to
- **identify the right pallet for transport of goods within warehouse**
- **check the condition of pallet before use**
- **select and use the right pallet types**
- **follow occupational health and safety requirements.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Helmet - 1 No.
- Ear Plug - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Forklift - 1 No.
- Hand pallet truck - 1 No.

Materials

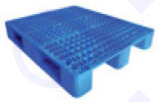
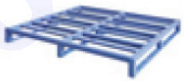
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

TASK 1: **Select pallet for given types of goods**

1 Observe Various types of pallets provided in the table.

Table 1

S. No	Types of Pallets	Fig	Properties	Types of goods, To carry
1	Wooden Pallet		Strong and durable	heavy loads
2	Plastic Pallet		Light weight and durable	Resistant to chemical corrosion and shock materials
3	Paper Pallet		Light weight and clean	light weight and finished goods
4	Metal Pallet		Strong and Durable	very heavy loads

2 Understand the pallet types and properties.

3 Select the right pallet to carry suitable types of goods given in Table 2.

4 complete the given table 2.

5 Follow Occupational Health and Safety requirements.

Table 2

S. No	Types of load to carry	Pallet Required
1	Can carry heavy loads	
2	Can carry Resistant to chemical corrosion and shock materials	
3	Can Carry light weight and finished goods for Shipping purpose	
4	Can carry very heavy loads	

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Logistics — Exercise 1.6.24

In Plant Logistics Assistant - Use of Machineries and Equipments

Watch video demonstrating use of MHES in different In plant setups, their technical and practical limitations

Objective: At the end of this exercise you shall be able to
- **watch video demonstrating the use of MHES and interact with instructor.**

- Demonstrating the use of material handling equipment across various In plant setup is essential for showcasing their versatility and applicability.
- For instance while forklift excel in moving heavy pallets in large warehouse, their maneuverability might be limited in narrow aisle.
- Watch video about the use of MHES and interact with instructor about difficulties faced while using MHES.

— — — — —

Logistics — Exercise 1.7.25

In Plant Logistics Assistant - Inbound Process

Identify and classify different types of raw materials goods and segregate them

Objective: At the end of this exercise you shall be able to
- **classify raw material/goods and segregate them.**

Requirements			
Tools/Instruments			
• Safety Shoes	- 1 No.	• Hand pallet truck	- 1 No.
• Dust Mask/Face Mask	- 1 No.	• Hand operated scanner	- 1 No.
• Safety Goggles	- 1 No.	**Materials**	
• Hand Gloves	- 1 No.	• Stationery Items	- 1 Set.
Equipments/Machines		• Empty Card board Boxes	- 2 Nos.
• Computer system with MS Word and Excel	- 1 No.	• PPE Request form	- 1 No.

PROCEDURE

Apparel manufacturer identifies how much fabric, thread, buttons, zippers and other supplies it needs to make its upcoming product to meet its order.

TASK 1: **Prepare a raw material list by classifying them. Conduct the various verifications**

Note: Assume the type of raw Material, Quantity and prepare the list

— — — — —

Logistics — Exercise 1.7.26

In Plant Logistics Assistant - Inbound Process

Identify and select the right equipment for different scenarios and products

Objectives: At the end of this exercise you shall be able to
- **identify the right MHE for put away operation**
- **check the working condition of MHE selected**
- **use the right MHE as per the related work environment**
- **follow occupational health and safety requirements.**

Refer Exercise 1.6.23

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Identify different types of forms and reports available, select the proper one. Read and fill them correctly without any error

Objectives: At the end of this exercise you shall be able to
- **explain and use Goods Received Note (GRN) and PUTAWAY list.**
- **identify and use the proper one as per requirements.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials

- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

TASK 1: **Prepare gate inward register requirements**

1 Receive the materials/goods.
2 Record the goods receiving date.
3 Record the Invoice Number and the date.
4 Record the Supplier name and place.
5 Record the Material description and quantity.
6 Record the Material deliver's name.
7 Print the gate inward register.
8 Prepare daily report.
9 Follow Occupational Health and Safety requirements.
10 Update the information to the Warehouse Supervisor.

Fig 1

Gate Inward Register

Sl. No.	Material Receiving Date	Invoice Number	Invoice Date	Supplier Name	Name of Place/ City	Material Description	Qty Received	Qty Delivered	Material Deliver's name	Invoice Details

— — — — —

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Identify the requirement of the manufacturing line and supply

Objectives: At the end of this exercise you shall be able to
- **understand the requirement of manufacturing line**
- **supply required items to manufacturing**
- **maintain inventory of items and update counts.**

Requirements

Safety Item/Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials

- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

Apparel manufacturer identifies how much fabric, thread, buttons, zippers and other supplies it needs to make its upcoming product to meet its order.

TASK 1: **Prepare a material list as per the requirement of manufacturing line and supply. Maintain inventory of items and update counts. Use the required formats**

Note : Assume the type of Material, Quantity and prepare the list.

— — — — —

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Co-ordinate with vendors for timely supply of appropriate quantities of items

Objectives: At the end of this exercise you shall be able to
- **state the raw material requirement of manufacturing line**
- **plan and schedule delivery of materials as per requirement**
- **supply the material in time.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials

- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

Apparel manufacturer identifies how much fabric, thread, buttons, zippers and other supplies it needs to make its upcoming product to meet its order.

TASK 1: **Read and identify the requirement of manufacturing setup**

— — — — —

TASK 2: **Unload the incoming materials. Conduct the various verifications (Use different type of forms and reports associated with receipt of goods). Update counts**

— — — — —

TASK 3: **Supply of appropriate quantities of items based on usage of norms**

Note: Assume the type of Material, Quantity and prepare the list

— — — — —

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Verify goods at the time of receipt of goods

Objective: At the end of this exercise you shall be able to
- **verify the goods received.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials

- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

Apparel manufacturer identifies how much fabric, thread, buttons, zippers and other supplies it needs to make its upcoming product to meet its order.

TASK 1: **Unload the incoming materials. Conduct the verifications for Quality check for**

1 The packaging of the product matching the packaging specifications given in the Purchase order.
2 Any damage in the product.
3 The expiry date of the incoming material.

— — — — —

TASK 2: **Unload the incoming materials. Conduct the verifications for Quantity check for**

1 For tallying the physical quantity with the quantity on the documents.

— — — — —

TASK 3: **Check for the visual verification for.**

1 Description of goods matching the documents.
2 Product Code.
3 Batch/Lot number.
4 The temperature in case of temperature-controlled cargo.
5 Labelling.
6 Weight of the cargo and
7 Condition of cargo – whether damaged, dented or leaking or not.

— — — — —

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Use basic formats and reports associated with receipt of goods

Objectives: At the end of this exercise you shall be able to
- **discuss the necessary information that has to be obtained from the supervisor**
- **detail types of inspection and how to conduct the same**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials

- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.
- Lorry Receipt (LR) Copy - 1 No.

PROCEDURE

TASK 1: **Generate goods receipt note (GRN)**

1 Receive the Goods Receipt Note details (Fig 1).

Fig 1

XYZ Technosys Pvt. Ltd.
International Trade Center
Madura Gate

Goods Receipt Note

GRN #	CSGRN20	Vendor	Seven Eleven
Voucher No	123	Reg.No.	12
Date	05-01-2024	Print Date	05-01-2024
Receiving Store	Central Store	Print By	Admin
Purchase Order#	CSON22		

Item Name	Quantity	Unit	Rate	Dis. Amount	Tax	Amount
Ajwaan	2.000	Kgs	120.000	0.0000	48.0000	288.0000
Action	10.000	Pair	6.8100	0.0000	0.0000	68.1000

Total Amount	Tax	Discount %	Discount Amount	Add/Less	Bill Amount
308.1000	48.0000	0.0000	0.0000	0.0000	356.1000 S

Purchasing Clerk _____ **Store** _____

Director / Manager _____ **Security** _____

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2 Open WMS application in the computer system.

3 Access the GRN screen.

4 Entry the Goods, Rate, Tax and Amount details.

5 Print GRN copy.

6 Prepare daily report Table 1.

7 Follow Occupational Health and Safety requirements.

8 Update the information to the Warehouse Supervisor.

Table 1 - XYZ Logistics : Chennai

Daily Report

Warehouse

Location

E. No.

Name

Job Role

Date

Sl. No.	Goods/Items/Packages	Condition	Status	Remarks

Signature

— — — — —

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Update counts daily in routine

Objective: At the end of this exercise you shall be able to
- **perform routine update of counts.**

Requirements

Tools/Instruments
- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines
- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials
- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.
- Lorry Receipt (LR) Copy - 1 No.

PROCEDURE

TASK 1: **Tally the physical quantity with the quantity on the documents of inbound shipment using the stock count sheet update the counts**

STOCK COUNT SHEET

Date

Name of facility

Sl No.	Product Code	Product Description	Unit of Mesaurement	Physical Good Stock	Physical Damage Stock	Total Physical Stock	Stock Balance as per System	Excess / Shortage	Remarks if Any
				A	B	C=A + B	D	C-D	10
Name & Signature of Associate			Signature Of Verifyng Officer				Signature of WH Manager		

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Plan and schedule deliveries as per requirement

Objective: At the end of this exercise you shall be able to
- **explain the process of calculating load requirement to decide on the right vehicle for the given load.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Measuring Tool - 1 No.
- Weighing machine - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.
- Shipment details - 1 No.
  (type, weight, origin, destination, distance and truck size (Length /capacity)
- Wooden pallet - 1 No.

PROCEDURE

TASK 1: **Calculate the airfreight (shipments) chargeable weight (Fig 1 & 2)**

Dimensions or shipments

- Length (l) = 40.16in
- Width (w) = 38.58in
- Height (h) = 41.73in
- Gross Weight (g) = 1653.47lbs

Fig 1



Fig 2



Step 1: Calculate the volume of the air freight shipment

Volume = length X width X height

= 40.16in x 38.58in x 41.73in

= 64655.33 cubic inches

Step 2: Convert the imperial measurement (cubic inches) into cubic meters.

Use formula: 61,024 cubic inches= 1 cbm

Thus : 64655.33 cubic inches = 1.06cbm

Step 3: Finalise the volumetric weight

Air cubic conversion factor = 167

Volumetric weight = CBM X 167

= 1.06cbm x 167= 177kgs

Step 4: Convert weight into kilograms

To convert pounds (lbs) into kilograms,

Use formula: 1 lbs = 0.4536kg

Gross weight is 750kg

Step 5: Compare the gross weight with the volumetric weight

Gross weight vs volumetric weight = 750 kgs vs 177kgs

The gross weight of an air shipment can be higher in value compared to its volumetric weight.

Hence the gross weight, becomes the chargeable weight for the cargo.

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Follow best practices associated with In plant logistics activities

Objective: At the end of this exercise you shall be able to
- **explain the best practices associated with In Plant logistics activities.**

Requirements

Safety Item/Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Measuring Tool - 1 No.
- Weighing machine - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.
- Shipment details - 1 No.
  (type, weight, origin, destination, distance and truck size (Length /capacity)
- Wooden pallet - 1 No.

PROCEDURE

TASK 1: **Demonstrate best practices for receipt of raw materials, inventory control, storage and feed to the manufacturing process**

— — — — —

TASK 2: **Demonstrate best practices for receipt of the finished goods from the point product production line and dispatch to end customer**

— — — — —

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Visit a site of an industrial setup showing efficient inbound process management and follow

Objective: At the end of this exercise you shall be able to
- **visit a site of an industrial setup showing efficient inbound process management and follow.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Measuring Tool - 1 No.
- Weighing machine - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.
- Shipment details - 1 No.
  (type, weight, origin, destination, distance and truck size (Length /capacity)
- Wooden pallet - 1 No.

Note: Organized visit to a site of an industrial setup showing efficient inbound logistics process management to the students and able to understand and follow the inbound logistics process

— — — — —

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Read and verify dispatch orders

Objective: At the end of this exercise you shall be able to
- **verify dispatch order.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Measuring Tool - 1 No.
- Weighing machine - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.
- Shipment details - 1 No.
  (type, weight, origin, destination, distance and truck size (Length /capacity)
- Wooden pallet - 1 No.

PROCEDURE

TASK 1: **Verify the outbound materials/goods use the format**

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Delivery Order

Company Name
Street Address and Address

Date :
Invoice :

Seller Name and Address :

Buyer Name and Address:

Special information if any :

SALESPERSON	PO NUMBER	DATE	PACKAGES

TERMS	FORB/INCOTERM	DESCRIPTION	SHIPPED

S.No.	Qty	Descript on	Unit Price	Amount
1	2	Description – I	20.00	100.00
2	10	Description -II	23.00	250.00
			Sub Total	350.00
			Tax Rate	8.83%
			Sales Tax	30.10
			Shipping & Handling	
			Total	380.10

TERMS OF AGREEMENT

Signature

Logistics — Exercise 1.8.37

In Plant Logistics Assistant - Outbound Process

Select the right equipment for different scenarios and products

Objective: At the end of this exercise you shall be able to
- **select and use MHE as per the requirement.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials

- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

Refer Exercise 1.6.23

— — — — —

Logistics — Exercise 1.8.38

In Plant Logistics Assistant - Outbound Process

Make a visit to industrial setup showing efficient outbound process

Objective: At the end of this exercise you shall be able to
- **visit a site of an industrial setup showing efficient outbound process management and follow.**

Note: Organized visit to a site of an industrial setup showing efficient outbound logistics process management to the students and able to understand and follow the outbound logistics process

— — — — —

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Identify the requirement of instruction coming from manufacturing setup and act

Objectives: At the end of this exercise you shall be able to
- **understand the requirement of manufacturing line**
- **supply required items to manufacturing**
- **maintain inventory of items and update counts.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials

- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

Apparel manufacturer identifies how much fabric, thread, buttons, zippers and other supplies it needs to make its upcoming product to meet its order.

TASK 1: **Prepare a material list as per the requirement of manufacturing line and supply. Maintain inventory of items and update counts. Use the required formats**

Note: Assume the type of Material, Quantity and prepare the list

— — — — —

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Exercise 1.8.40

Identify the item and the required carrier to carry / transport

Objective: At the end of this exercise you shall be able to
- **identify the item and the transport to carry the items.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Safety Goggles - 1 No.
- Hand Gloves - 1 No.

Equipments/Machines

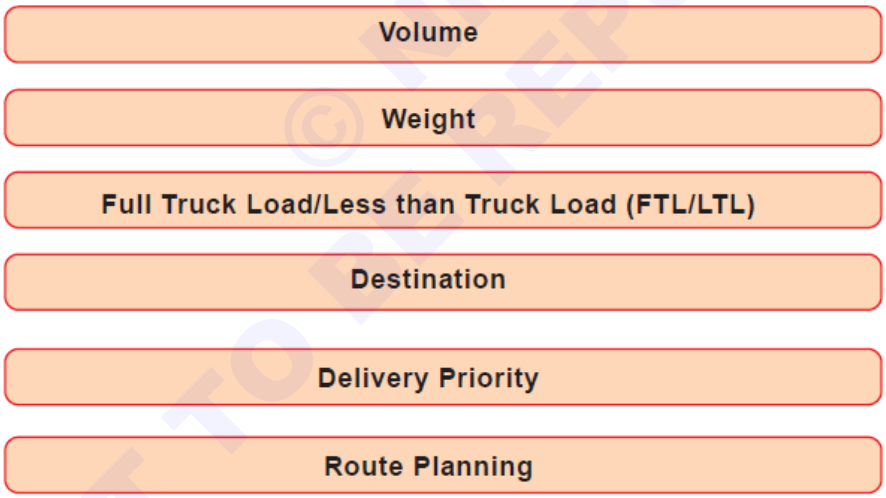
- Computer system with MS Word and Excel - 1 No.
- Hand pallet truck - 1 No.
- Hand operated scanner - 1 No.

Materials

- Stationery Items - 1 Set.
- Empty Card board Boxes - 2 Nos.
- PPE Request form - 1 No.

PROCEDURE

TASK 1: **Identify the items to be dispatched and the transport required to transport the items. Follow the process. Use the following information**



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Exercise 1.8.41

Plan and schedule delivery

Objective: At the end of this exercise you shall be able to
- **determine optimal routes for trucks based on final destination for deliveries**

Refer Exercise 1.7.33

Carry out dispatch activities and generate dispatch record

Objective: At the end of this exercise you shall be able to
- **explain the dispatch activities in the production process and perform**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Measuring Tool - 1 No.
- Weighing machine - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.
- Shipment details (type, weight, origin, destination, distance and truck size (Length /capacity) - 1 No.
- Wooden pallet - 1 No.

PROCEDURE

TASK 1: **Carryout the dispatch activity in the production setup follow the process**

Dispatching activity for production process

1 To issue work order to different departments.

2 To release material orders from stores.

3 To ensure release of correct tools, jigs and fixtures.

4 Keep a record of starting and completion date of each operation.

5 Collection of route sheet and other document from the shops.

— — — — —

TASK 2: **Carryout the dispatch of goods in the warehouse, follow dispatch process**

Dispatch process for dispatch of goods in the warehouse

1 Planning of deliveries to be made. ...

2 Goods consolidation and sorting. ...

3 Documentation and conditioning check. ...

4 Loading of the goods. ...

5 Know and confirm which orders are to be prepared and sent throughout the day.

6 Sort the list of orders to be prepared.

7 Assign the orders to the carriers and indicate the time slots during which they need to pick up the parcels.

8 Schedule loading dock occupancy.

9 Provide the necessary space in the temporary storage area next to the dispatches.

— — — — —

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Co-ordinate with manufacturing and delivery team to ensure delivery and collect delivery reports

Objective: At the end of this exercise you shall be able to
- **deliver the goods and collect the delivery report.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Measuring Tool - 1 No.
- Weighing machine - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.
- Shipment details (type, weight, origin, destination, distance and truck size (Length /capacity) - 1 No.
- Wooden pallet - 1 No.

PROCEDURE

TASK 1: **Carryout the delivery of goods in time to the satisfaction of customers and collect delivery report, use the format given**

Delivery note

Insert your company name and logo, company registration number, your VAT number, postal address and telephone number.

To:

Your order no.: _____
Date dispatched: _____
Our contact: _____
Telephone no.: _____

Delivery Note

Description of goods	Qty delivered	Checked

Goods received in good order

Name _____ Signature _____ Date _____

— — — — —

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Follow various goods practice associated with product handling and their benefits

Objective: At the end of this exercise you shall be able to
- **explain reporting activities and process.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.
- Measuring Tool - 1 No.
- Weighing machine - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.
- Shipment details (type, weight, origin, destination, distance and truck size (Length /capacity) - 1 No.
- Wooden pallet - 1 No.

PROCEDURE

TASK 1: **Detail good procedures associated with product handling for the following**

1 Asset Optimization.

2 Receipt of raw materials.

3 inventory control.

4 Storage and feed to the manufacturing.

5 Providing necessary in parts to the purchasing department on stock level.

6 Quality of product and their packing.

7 Management and disposal of used.

8 Parking materials retrieval and re use.

9 Parking and Labeling.

10 Documentation.

Table 1

Sl. No	Details	
1	Asset Optimization	…… …… ……
2	Receipt of raw materials	…… …… ……
3	inventory control	…… …… ……
4	Storage and feed to the manufacturing	…… …… ……

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5	Providing necessary in parts to the purchasing department on stock level	…… …… ……
6	Quality of product and their packing	…… …… ……
7	Management and disposal of used	…… …… ……
8	Parking materials retrieval and re use	…… …… ……
9	Parking and Labeling	…… …… ……
10	Documentation	…… …… ……

— — — — —

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Prepare reports related to inventory change, dispatches, delivery success, inbound receipts, etc

Objectives: At the end of this exercise you shall be able to
- **scan the item bar code label and update the stock ledger in computer system**
- **check and maintain the required inventory of different items in computer system**
- **follow occupational health and safety requirements.**

Requirements

Safety Item/Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.

PROCEDURE

TASK 1: **Any ERP system generate multiple reports covering all areas of business is given below. List the three types of reports which are most important for warehousing operations and prepare the report for delivery of an item**

Types of reports

1 Inventory Related Reports.
2 Sales Related Reports.
3 Purchase Related Reports.
4 Standard reports.
5 Custom reports - developed by your organization.
6 Ad hoc queries report.
7 Serial Number Transactions Report.
8 Batch Number Transactions Report.

Most important reports for warehousing operations

1 _____
2 _____
3 _____

— — — — —

TASK 2: **Identify and list the reports related to inventory module and sales of an ERP which is given below and prepare the report for inventory change**

The common reports

1 Items List
2 Inactive Items
3 Serial Number Transactions Report
4 Batch Number Transactions Report
5 Price Report
6 Customer List
7 Shipping Points (Warehouses)
8 Back Orders
9 Blocked Orders
10 ales Analysis

Inventory module report

1 _____
2 _____
3 _____
4 _____

Sales related report

1 _____
2 _____
3 _____
4 _____

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Logistics — Exercise 1.9.46
In Plant Logistics Assistant - Reporting

Use MIS system for reporting use Microsoft excel and office watch video of MIS system

Objective: At the end of this exercise you shall be able to
- **watch video of MIS system and interact with instructor.**

PROCEDURE

- MIS Systems are instrumental in reporting and analysing data across various business function and Microsoft excel and office are commonly utilized tools for this purpose.
- From generating financing statement to tracking inventory levels, these tools offer versatile solution for generating actionable insights and facilitating informed decision making within organizations.
- Watch video and interact with instructor about necessitating the integration of more specialized MIS software for comprehensive reporting needs.

— — — — —

Logistics — Exercise 1.9.47
In Plant Logistics Assistant - Reporting

Follow various good practice associated with reporting activities and their benefits

Objective: At the end of this exercise you shall be able to
- **explain good practices associated with reporting and follow the practice.**

Requirements

Tools/Instruments

- Safety Shoes - 1 No.
- Dust Mask/Face Mask - 1 No.

Materials

- White Sheets - 1 No.
- Writing pad - 1 No.

PROCEDURE

TASK 1: **Detail the good practices associated with basic warehouse reporting and follow**

Following are good practices associated with basic warehouse reports

1 Regular update of a Supplier's Report.

2 Automate your inventory tracking.

3 Using supplier history reports based on sales and warehouse usage.

4 Adopt empty pin report.

5 Use controlling expenses report.

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