

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LOGISTICS INDUSTRY

### What are Occupational Standards(OS)?

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

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## Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. OS Units.....P.2
4. Glossary of Key Terms .....P.3

## Introduction

### Qualifications Pack – Warehouse Claims Coordinator

**SECTOR:** LOGISTICS

**SUB-SECTOR:** Warehousing Storage

**OCCUPATION:** Warehouse Claims Coordinator

**REFERENCE ID:** LSC/Q2117

**ALIGNED TO:** NCO-2004/3431.90

**Brief Job Description:** Warehouse Claims Coordinators are also known as Warehouse Claims Processors. Individuals in this role are responsible for receiving claims, assessing the goods concerned to ensure the claim is genuine and estimating the reimbursable amount. They are also required to verify all the documents, send the claims to the insurance companies and provide detailed reports to the management.

**Personal Attributes:** This job requires the individual to work well with his/her team and achieve joint goals. The individual must be able to prioritize and execute tasks within scheduled time limits. The individual should be able to maintain high concentration levels throughout his/her shift.

Job Details

<b>Qualifications Pack Code</b>	<b>LSC/Q2117</b>		
<b>Job Role</b>	<b>Warehouse Claims Coordinator</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Logistics</b>	<b>Drafted on</b>	<b>02/02/2015</b>
<b>Sub-sector</b>	<b>Warehousing Storage</b>	<b>Last reviewed on</b>	<b>25/02/2015</b>
<b>Occupation</b>	<b>Warehouse Claims Coordinator</b>	<b>Next review date</b>	<b>02/08/2016</b>

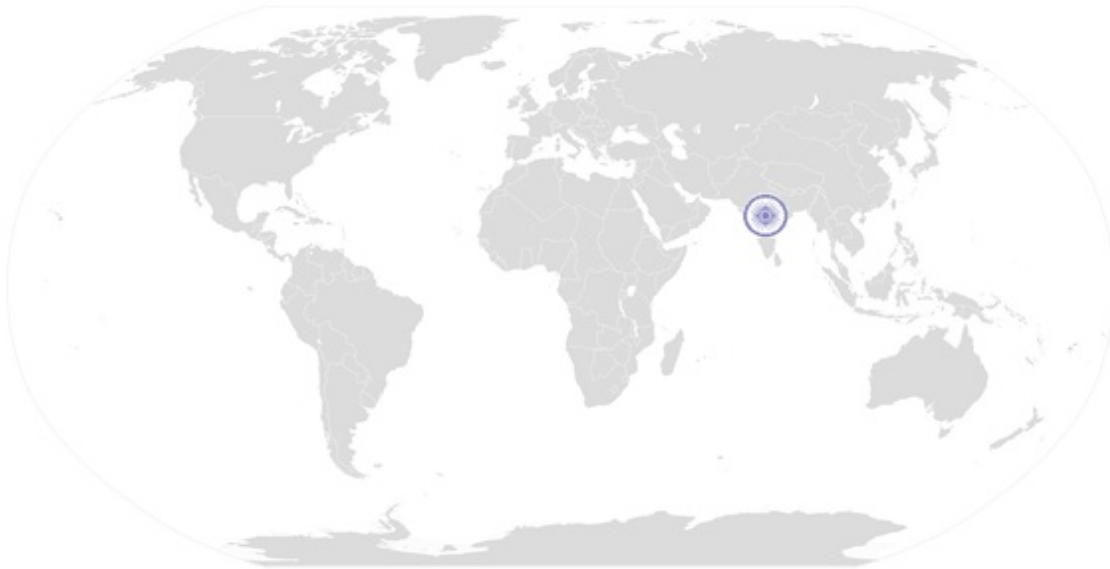
<b>Job Role</b>	<b>Warehouse Claims Coordinator</b> (Warehouse Claims Processor)
<b>Role Description</b>	Determining genuinity of claim and reimbursable amount.
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications*</b>	Class XII
<b>Maximum Educational Qualifications*</b>	Post-Graduate (Engineering, Arts, Commerce, Science)
<b>Training</b> (Suggested but not mandatory)	Training in inspecting and valuating damaged goods.
<b>Experience</b>	No experience necessary
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>LSC/N2115 (<a href="#">Prepare for claims processing</a>)</li> <li>LSC/N2116 (<a href="#">Inspect goods and validate claims</a>)</li> <li>LSC/N2117 (<a href="#">Documentation and reporting to management</a>)</li> <li>LSC/N2125 (<a href="#">Maintain Health, Safety and Security measures for processing claims in the warehouse</a>)</li> </ol> <p><b>Optional:</b> Not Applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

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# National Occupational Standard



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## Overview

This unit is about preparing to process claims.

National Occupational Standard	<b>Unit Code</b>	LSC/N2115
	<b>Unit Title (Task)</b>	Prepare for processing claims
	<b>Description</b>	This unit is about preparing for processing claims.
	<b>Scope</b>	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Understand the schedule and receive claim forms</li> <li>• Gather required equipment to perform inspection</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Understand the schedule and receive claim forms</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand the work schedule for the day from the manager.</p> <p>PC2. Obtain the list of claims, the individual claim forms, the claims processing checklist and the inspection checklist from the manager.</p> <p>PC3. If there are any pending claims, understand how they are included in the schedule.</p> <p>PC4. Understand priorities (if any) among claims.</p>
	<b>Gather required equipment and perform inspection</b>	<p>PC5. Collect and wear all the necessary Personal Protective Equipment (PPE) as required by the product or the environment.</p> <p>PC6. Get the camera, any testing equipment required such as Vernier calipers, screw gauge, densimeter, etc.</p> <p>PC7. Inspect the camera and testing equipment to ensure that they are in good working condition.</p> <p>PC8. Perform a trial run and make any configuration adjustments to ensure that the testing equipment are ready.</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge of organizational products and procedures</p> <p>KA2. Procedures for dealing with loss or damage to goods</p> <p>KA3. Risk and impact of not following defined procedures/work instructions</p> <p>KA4. Nature and characteristics of goods in the warehouse</p> <p>KA5. Knowledge of all relevant safety and security procedures</p> <p>KA6. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p> <p>KA7. Knowledge of how to process claims and how to deal with false claims.</p>

**Prepare For Processing Claims**

	<p>KA8. Knowledge of insurance companies the organization works with and their processes</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of specifications desired for each product.</p> <p>KB2. Knowledge of testing equipment to be used to test the quarantined goods.</p> <p>KB3. Knowledge of how to use the testing equipment and how to take readings.</p> <p>KB4. Knowledge of how to decide on whether the claim is genuine or not based on the readings taken.</p> <p>KB5. Ability to carry out visual inspection and determine if further testing is required.</p> <p>KB6. Types of workplace hazards that one can encounter on the job and safe operating practices.</p> <p>KB7. Knowledge of possible difficulties in claims processing.</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Note down the readings from the testing equipment.</p> <p>SA2. Fill out inspection checklists and maintain records of claims investigated.</p> <p>SA3. Prepare detailed reports for management.</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read claim forms and understand the claim.</p> <p>SA5. Read manuals and understand the characteristics of different products.</p> <p>SA6. Read safety manuals and safety signs on the warehouse floor</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Communicate clearly with managers and peers</p> <p>SA8. Regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly</p> <p>SA9. Provide advice and guidance to peers and juniors</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SB2. Ability to make a judgment as to whether the claim is genuine or not.</p>

	<b>Plan and organize</b>
	The user/individual on the job needs to know and understand how to: SB3. Adjust according to volume, capacity and manpower needs during peak and non-peak hours SB4. Prioritize and execute tasks within the scheduled time limits SB5. Maintain schedules and punctuality. Avoid absenteeism. SB6. Be a team player and achieve joint goals SB7. Flexibility to re-assess schedule in case of delays/additional orders
	<b>Customer centricity</b>
	The user/individual on the job needs to know and understand how to: SB8. Understand the customer requirements and ensure that they are met.
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB9. Identify trends/common causes for errors and suggest possible solutions to the warehouse supervisor SB10. Handle day to day problems like delays, staffing shortage, etc.
	<b>Analytical Skills</b>
	The user/individual on the job needs to know and understand how to: SB11. Suggest methods to streamline claims processing. SB12. Ability to assess the reimbursable amount for each claim.
<b>Critical Thinking Skills</b>	
The user/individual on the job needs to know and understand how to: SB13. Ability to concentrate on task at hand and complete it without errors	

## NOS Version Control

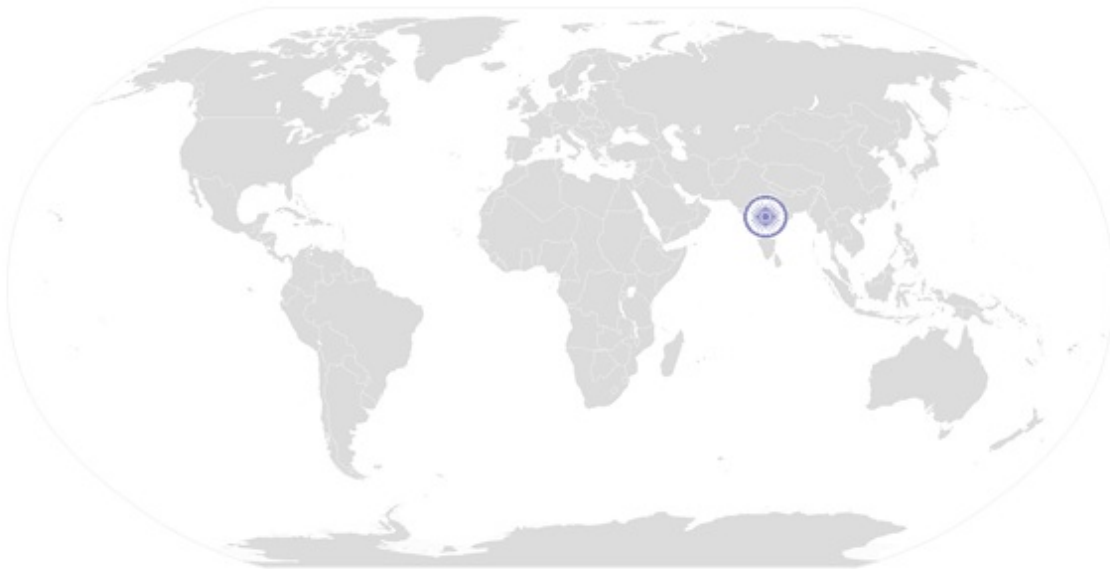
<b>NOS Code</b>	LSC /N2115		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Logistics	<b>Drafted on</b>	02/02/2015
<b>Industry Sub-sector</b>	Warehousing Storage	<b>Last reviewed on</b>	25/02/2015
<b>Occupation</b>	Warehouse Claims Coordinator	<b>Next review date</b>	02/08/2016





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# National Occupational Standard



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## Overview

This unit is about inspecting damaged goods and validating the claims.

<b>Unit Code</b>	<b>LSC/N2116</b>
<b>Unit Title (Task)</b>	<b>Inspect goods and validate claims</b>
<b>Description</b>	This OS unit is about inspecting goods and validating the claims.
<b>Scope</b>	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• Inspect the quarantined goods</li> <li>• Conduct interviews, get expert opinions and segregate false claims</li> <li>• Clean up after inspection</li> </ul>
<b>Performance Criteria (PC)</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Inspect the quarantined goods</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check the reason in the claim form and perform a visual inspection of the quarantined goods.</p> <p>PC2. Perform visual inspection. Use the testing equipment to verify the accuracy of the claim or refer it to the Quality Assurance team if required.</p> <p>PC3. Note down the results of the tests and fill out inspection checklists.</p> <p>PC4. Form a hypothesis on the reason for the damage, the accuracy of the claim and estimate the reimbursable amount.</p> <p>PC5. Take photographs to use as evidence.</p>
<b>Conduct interviews, get expert opinions and segregate false claims</b>	<p>PC6. Interview the claimants, witnesses (if any), clients, suppliers or insurance companies to understand the genuineness and the reason for the claim.</p> <p>PC7. Discuss the cause of damage with workers who are experienced in the area or industry/subject matter experts to validate the hypothesis.</p> <p>PC8. Check whether the claims were filed within the allowable period and are not outdated.</p> <p>PC9. Separate genuine claims from false claims. If claims are false or outdated, escalate them to the manager.</p> <p>PC10. Refer to earlier cases and previous claims that are similar for reference.</p> <p>PC11. Update client/claimant on status of claim through the process.</p>
<b>Clean up after inspection</b>	<p>PC12. Return any PPE used and the testing equipment used to the respective storage rack.</p> <p>PC13. Have the housekeeping staff dispose quarantined goods and clean up any spillage or breakages that occurred while testing.</p>

LSC/N2116

### Inspect goods and Validate Claims

	<p>PC14. Perform an inspection of the quarantine area to ensure that it is clean and safe.</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. Knowledge of organizational products and procedures</li> <li>KA2. Procedures for dealing with loss or damage to goods</li> <li>KA3. Risk and impact of not following defined procedures/work instructions</li> <li>KA4. Nature and characteristics of goods in the warehouse</li> <li>KA5. Knowledge of all relevant safety and security procedures</li> <li>KA6. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</li> <li>KA7. Knowledge of how to process claims and how to deal with false claims.</li> <li>KA8. Knowledge of insurance companies the organization works with and their processes</li> </ul>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. Knowledge of specifications desired for each product.</li> <li>KB2. Knowledge of testing equipment to be used to test the quarantined goods.</li> <li>KB3. Knowledge of how to use the testing equipment and how to take readings.</li> <li>KB4. Knowledge of how to decide on whether the claim is genuine or not based on the readings taken.</li> <li>KB5. Ability to carry out visual inspection and determine if further testing is required.</li> <li>KB6. Types of workplace hazards that one can encounter on the job and safe operating practices.</li> <li>KB7. Knowledge of possible difficulties in claims processing.</li> </ul>
<b>Skills (S)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. Note down the readings from the testing equipment.</li> <li>SA2. Fill out inspection checklists and maintain records of claims investigated.</li> <li>SA3. Prepare detailed reports for management.</li> </ul>
	<p><b>Reading Skills</b></p>
<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA4. Read claim forms and understand the claim.</li> <li>SA5. Read manuals and understand the characteristics of different products.</li> <li>SA6. Read safety manuals and safety signs on the warehouse floor</li> </ul>	

**Inspect goods and Validate Claims**

	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Communicate clearly with managers and peers</p> <p>SA8. Regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly</p> <p>SA9. Provide advice and guidance to peers and juniors</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>SB2. Ability to make a judgment as to whether the claim is genuine or not.</p>
	<p><b>Plan and organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Adjust according to volume, capacity and manpower needs during peak and non-peak hours</p> <p>SB4. Prioritize and execute tasks within the scheduled time limits</p> <p>SB5. Maintain schedules and punctuality. Avoid absenteeism.</p> <p>SB6. Be a team player and achieve joint goals</p> <p>SB7. Flexibility to re-assess schedule in case of delays/additional orders</p>
	<p><b>Customer centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Understand the customer requirements and ensure that they are met.</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Identify trends/common causes for errors and suggest possible solutions to the warehouse supervisor</p> <p>SB10. Handle day to day problems like delays, staffing shortage, etc.</p>
	<p><b>Analytical Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Suggest methods to streamline claims processing.</p> <p>SB12. Ability to assess the reimbursable amount for each claim.</p>
<p><b>Critical Thinking Skills</b></p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Ability to concentrate on task at hand and complete it without errors</p>	

## NOS Version Control

<b>NOS Code</b>	LSC/N2116		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Logistics	<b>Drafted on</b>	02/02/2015
<b>Industry Sub-sector</b>	Warehousing Storage	<b>Last reviewed on</b>	25/02/2015
<b>Occupation</b>	Warehouse Claims Coordinator	<b>Next review date</b>	02/08/2016



[Back to QP](#)

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# National Occupational Standard



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## Overview

This unit is about documentation and reporting to management.

National Occupational Standard	<b>Unit Code</b>	LSC/N2117
	<b>Unit Title (Task)</b>	Documentation and reporting to management
	<b>Description</b>	This unit is about performing documentation and reporting.
	<b>Scope</b>	<p>The OS unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Fill out forms and forward to insurance companies</li> <li>• Report to management</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Fill out forms and forward to insurance companies</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Verify that all the documents required (assessment certificate, invoice/bill, claims and insurance forms, etc.) in the claims processing checklist are present and genuine.</p> <p>PC2. Ensure that the claim amounts are within the maximum legally permitted range.</p> <p>PC3. Inform the claimant whether the claim would be processed or not, explain the maximum permissible claim amounts and resolve any other issues.</p> <p>PC4. Process the claim forms and forward them to the concerned insurance companies along with evidence and recommendations.</p>
	<b>Report to management</b>	<p>PC5. Prepare detailed reports about the results of the inspection, claim amounts, etc.</p> <p>PC6. Prepare a report with reasons why certain claims were considered false.</p> <p>PC7. Explain any difficulties or delays due to formalities, interaction with claimants, government or other agencies and have them resolved.</p> <p>PC8. Provide a list of claims that are still being processed and the reasons for the delay in processing.</p> <p>PC9. Resolve any clarifications or issues raised by the insurance company or escalate them to the manager if required.</p>

Knowledge and Understanding (K)	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. Knowledge of organizational products and procedures</li> <li>KA2. Procedures for dealing with loss or damage to goods</li> <li>KA3. Risk and impact of not following defined procedures/work instructions</li> <li>KA4. Nature and characteristics of goods in the warehouse</li> <li>KA5. Knowledge of all relevant safety and security procedures</li> <li>KA6. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</li> <li>KA7. Knowledge of how to process claims and how to deal with false claims.</li> <li>KA8. Knowledge of insurance companies the organization works with and their processes</li> </ul>
<p><b>B. Technical Knowledge</b></p>	<ul style="list-style-type: none"> <li>KB1. Knowledge of specifications desired for each product.</li> <li>KB2. Knowledge of testing equipment to be used to test the quarantined goods.</li> <li>KB3. Knowledge of how to used the testing equipment and how to take readings.</li> <li>KB4. Knowledge of how to decide on whether the claim is genuine or not based on the readings taken.</li> <li>KB5. Ability to carry out visual inspection and determine if further testing is required.</li> <li>KB6. Types of workplace hazards that one can encounter on the job and safe operating practices.</li> <li>KB7. Knowledge of possible difficulties in claims processing.</li> </ul>
Skills (S)	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. Note down the readings from the testing equipment.</li> <li>SA2. Fill out inspection checklists and maintain records of claims investigated.</li> <li>SA3. Prepare detailed reports for management.</li> </ul>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA4. Read claim forms and understand the claim.</li> <li>SA5. Read manuals and understand the characteristics of different products.</li> <li>SA6. Read safety manuals and safety signs on the warehouse floor</li> </ul>



LSC/N2117

**Documentation and reporting to management**

	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA7. Communicate clearly with managers and peers</li> <li>SA8. Regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly</li> <li>SA9. Provide advice and guidance to peers and juniors</li> </ul>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</li> <li>SB2. Ability to make a judgment as to whether the claim is genuine or not.</li> </ul>
	<p><b>Plan and organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB3. Adjust according to volume, capacity and manpower needs during peak and non-peak hours</li> <li>SB4. Prioritize and execute tasks within the scheduled time limits</li> <li>SB5. Maintain schedules and punctuality. Avoid absenteeism.</li> <li>SB6. Be a team player and achieve joint goals</li> <li>SB7. Flexibility to re-assess schedule in case of delays/additional orders</li> </ul>
	<p><b>Customer centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB8. Understand the customer requirements and ensure that they are met.</li> </ul>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB9. Identify trends/common causes for errors and suggest possible solutions to the warehouse supervisor</li> <li>SB10. Handle day to day problems like delays, staffing shortage, etc.</li> </ul>
	<p><b>Analytical Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB11. Suggest methods to streamline claims processing.</li> <li>SB12. Ability to assess the reimbursable amount for each claim.</li> </ul>
	<p><b>Critical Thinking Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB13. Ability to concentrate on task at hand and complete it without errors</li> </ul>

## NOS Version Control

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<b>Industry</b>	Logistics	<b>Drafted on</b>	02/02/2015
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<b>Occupation</b>	Warehouse Claims Coordinator	<b>Next review date</b>	02/08/2016



[Back to QP](#)

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# National Occupational Standard



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## Overview

This unit is about maintaining Health, Safety and Security measures for processing claims in the warehouse.

National Occupational Standard	<b>Unit Code</b>	LSC/N2125
	<b>Unit Title (Task)</b>	Maintain Health, Safety and Security measures for processing claims in the warehouse
	<b>Description</b>	This unit is about maintaining Health, Safety and Security measures for processing claims in the warehouse
	<b>Scope</b>	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Maintain Health, Safety and Security measures during all activities</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Maintain Health, Safety and Security measures during all activities</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.</p> <p>PC2. Wear all safety equipment including protective gear, helmets etc. when checking inbound/outbound consignments.</p> <p>PC3. Follow organization procedures with respect to documentation.</p> <p>PC4. Recognize and report unsafe conditions and practices.</p> <p>PC5. In case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action</p> <p>PC6. Identify reasons for occurrence of incident</p> <p>PC7. Capture reasons and response/action taken into incident report/note to manager</p> <p>PC8. Report any deviations from standard protocol along with reasons (if any)</p> <p>PC9. Visually inspect the activity area and equipment for appropriate and safe condition.</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge of organizational products and procedures</p> <p>KA2. Procedures for dealing with loss or damage to goods</p> <p>KA3. Risk and impact of not following defined procedures/work instructions</p> <p>KA4. Knowledge of computer systems used for documentation in the organization.</p> <p>KA5. Knowledge of all relevant safety and security procedures</p> <p>KA6. Knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.</p> <p>KA7. Knowledge of how to prepare the required documents and the number of copies needed.</p>

	<p>KA8. Knowledge of transport companies the organization works with and their processes</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of processes involved in inbound and outbound transport.          KB2. Knowledge of legal requirements, rules and regulations to be followed while preparing forms and documents.          KB3. Knowledge of each form required for inbound/outbound transport.          KB4. Knowledge of details to be filled into each form.          KB5. Knowledge to use the computer for electronic documentation          KB6. Types of workplace hazards that one can encounter on the job and safe operating practices.          KB7. Knowledge of possible difficulties in documentation.</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Note down details regarding documentation for each inbound and outbound consignment.          SA2. Fill out forms, inspection checklists for inbound and outbound consignments.          SA3. Prepare detailed reports for management.</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read and follow instructions in the checklists          SA5. Read and understand details required in the forms.</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Communicate clearly with managers and peers          SA7. Regularly communicate with all employees to ensure activities are running smoothly          SA8. Provide advice and guidance to peers and juniors</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p>

	<b>Plan and organize</b>
	The user/individual on the job needs to know and understand how to: SB2. Adjust according to volume, capacity and manpower needs during peak and non-peak hours SB3. Prioritize and execute tasks within the scheduled time limits SB4. Maintain schedules and punctuality. Avoid absenteeism. SB5. Be a team player and achieve joint goals SB6. Flexibility to re-assess schedule in case of delays/additional orders
	<b>Customer centricity</b>
	The user/individual on the job needs to know and understand how to: SB7. Understand the customer requirements and ensure that they are met.
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB8. Identify trends/common causes for errors and suggest possible solutions to the transport manager. SB9. Help resolve any documentation issues faced by the truck drivers en route. SB10. Handle day to day problems like delays, staffing shortage, etc.
	<b>Analytical Skills</b>
	The user/individual on the job needs to know and understand how to: SB11. Suggest methods to streamline the documentation process. SB12. Ability to check that all the forms required in the checklist have been filled out and are ready.
	<b>Critical Thinking Skills</b>
The user/individual on the job needs to know and understand how to: SB13. Ability to concentrate on task at hand and complete it without errors	

## NOS Version Control

<b>NOS Code</b>	LSC/N2125		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Logistics	<b>Drafted on</b>	25/02/2015
<b>Industry Sub-sector</b>	Warehousing Storage	<b>Last reviewed on</b>	25/02/2015
<b>Occupation</b>	Warehouse Claims Coordinator	<b>Next review date</b>	25/08/2016



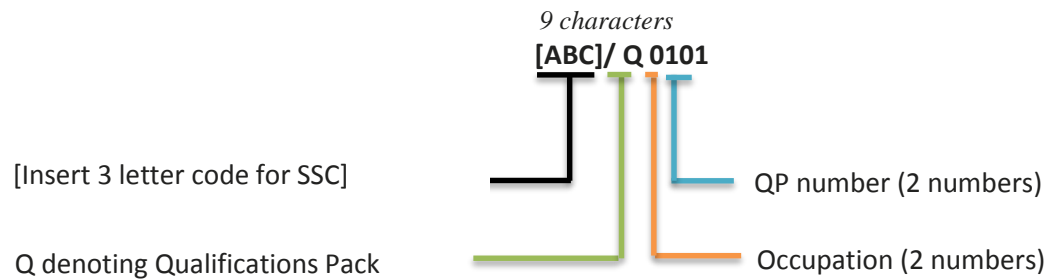
[Back to QP](#)

Qualifications Pack for Warehouse Claims Coordinator

**Annexure**

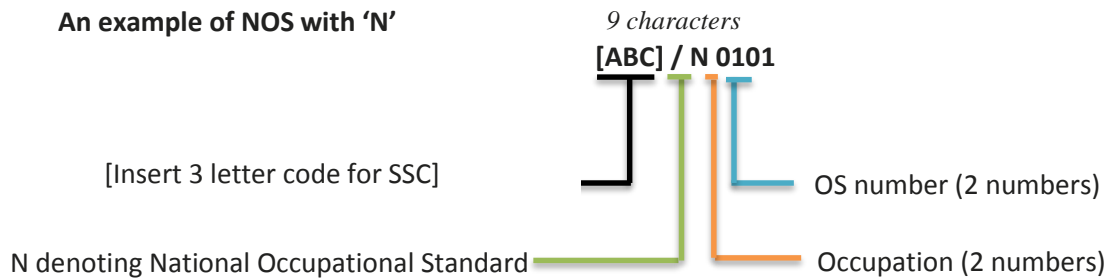
**Nomenclature for QP and NOS**

**Qualifications Pack**



**Occupational Standard**

**An example of NOS with 'N'**





*Qualifications Pack For Warehouse Claims Coordinator*

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

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

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

*Qualifications Pack For Warehouse Claims Coordinator*

**PERFORMANCE CRITERIA**

**Job Role: Warehouse Claims Coordinator**

**Qualification Pack: LSC/Q2117**

**Sector Skill Council: LSC**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center.
4. To pass the Qualification Pack, every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
5. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

		Marks Allocation		
		Total Marks	Out of	Skills Practical
1. LSC/N2115 (Prepare for processing claims)	PC1. Understand the work schedule for the day from the manager.	100	13	10
	PC2. Obtain the list of claims, the individual claim forms, the claims processing checklist and the inspection checklist from the manager.		15	12
	PC3. If there are any pending claims, understand how they are included in the schedule.		13	10
	PC4. Understand priorities (if any) among claims.		10	9
	PC5. Collect and wear all the necessary Personal Protective Equipment (PPE) as required by the product or the environment.		13	10
	PC6. Get the camera, any testing equipment required such as Vernier calipers, screw gauge, densimeter, etc.		10	6
	PC7. Inspect the camera and testing equipment to ensure that they are in good working condition.		13	9

Qualifications Pack For Warehouse Claims Coordinator

		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	PC8. Perform a trial run and make any configuration adjustments to ensure that the testing equipment are ready.		13	4	9
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
2.LSC/N2116 (Inspect goods and determine the genuinity of the claim)	PC1. Check the reason in the claim form and perform a visual inspection of the quarantined goods.	100	9	2	7
	PC2. Perform visual inspection. Use the testing equipment to verify the accuracy of the claim or refer it to the Quality Assurance team if required.		10	4	6
	PC3. Note down the results of the tests and fill out inspection checklists.		9	1	8
	PC4. Form a hypothesis on the reason for the damage, the accuracy of the claim and estimate the reimbursable amount.		8	3	5
	PC5. Take photographs to use as evidence.		5	1	4
	PC6. Interview the claimants, witnesses (if any), clients, supplier or insurance companies to understand the genuinness and the reason for the claim.		5	1	4
	PC7. Discuss the cause of damage with workers who are experienced in the area or industry/subject matter experts to validate the hypothesis.		8	3	5
	PC8. Check whether the claims were filed within the allowable period and are not outdated.		5	1	4
	PC9. Separate genuine claims from false claims. If claims are false or outdated, escalate them to the manager.		8	3	5
	PC10. Refer to earlier cases and previous claims that are similar in nature for reference.		8	3	5
	PC11. Update Client/Claimaint on status of claim through the process.		8	3	5
	PC12. Return any PPE used and the testing equipment used to the respective storage rack.		5	0	5
	PC13. Have the housekeeping staff dispose quarantined goods and clean up any spillage or breakages that occurred while testing.		6	1	5

Qualifications Pack For Warehouse Claims Coordinator

		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	PC14. Perform an inspection of the quarantine area to ensure that it is clean and safe.		6	1	5
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
3. LSC/N2117 (Documentation and reporting to management)	PC1. Verify that all the documents required (assessment certificate, invoice/bill, claims and insurance forms, etc.) in the claims processing checklist are present and genuine.	100	10	5	5
	PC2. Ensure that the claim amounts are within the maximum legally permitted range.		10	3	7
	PC3. Inform the claimant whether the claim would be processed or not, explain the maximum permissible claim amounts and resolve any other issues.		11	3	8
	PC4. Process the claim forms and forward them to the concerned insurance companies along with evidence and recommendations.		13	3	10
	PC5. Prepare detailed reports about the results of the inspection, claim amounts, etc.		11	3	8
	PC6. Prepare a report with reasons why certain claims were considered false.		11	3	8
	PC7. Explain any difficulties or delays due to formalities, interaction with claimants, government or other agencies and have them resolved.		11	3	8
	PC8. Provide a list of claims that are still being processed and the reasons for the delay in processing.		12	4	8
	PC9. Resolve any clarifications or issues raised by the insurance company or escalate them to the manager if required.		11	4	7
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
4. LSC/N2125 (Maintain Health, Safety and Security measures for processing claims in the warehouse)	PC1. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.	100	10	3	7
	PC2. Wear all safety equipment including protective gear, helmets etc. when checking inbound/outbound consignments.		10	3	7

Qualifications Pack For Warehouse Claims Coordinator

		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	PC3. Follow organization procedures with respect to documentation.		10	3	7
	PC4. Recognize and report unsafe conditions and practices.		10	3	7
	PC5. In case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action		10	3	7
	PC6. Identify reasons for occurrence of incident		10	3	7
	PC7. Capture reasons and response/action taken into incident report/note to manager		10	3	7
	PC8. Report any deviations from standard protocol along with reasons (if any)		10	3	7
	PC9. Visually inspect the activity area and equipment for appropriate and safe condition.		20	6	14
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>

[Back to QP](#)