



Model Curriculum

1. Foreman Painting & Decorating

SECTOR: Construction
SUB-SECTOR: Real Estate and Infrastructure Construction
OCCUPATION: Construction Painting
REF ID: CON/Q0505
NSQF LEVEL: 5





TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	11
3. Annexure: Assessment Criteria	12

Foreman Painting & Decorating

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Foreman Painting & Decorating”, in the “Construction” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Foreman Painting and Decorating		
Qualification Pack Name & Reference ID. ID	CON/Q0505, v1.0		
Version No.	1.0	Version Update Date	14-08-2017
Pre-requisites to Training	Preferably 10 th standard with 12 Years site experience in same occupation for Non-trained worker/ 3 years site experience as a certified Chargehand Painter and Decorator for trained worker.		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Read and interpret drawings, specification and standards for painting and decorating works—Develop and practice about reading and interpretation of drawing related to painting works and learn the specification and standards for the same. • Direct and monitor the execution of painting and decorating works as per the specification/requirements— Learn to carry out inspection and to ensure the completion of all the preparatory work prior to painting and monitor the mixing and application of paint materials • Plan, arrange and manage resources for execution of relevant work – Learning and practicing about estimating all requirements related to painting work and execution as per requirements • Work effectively in a team to deliver desired results at the workplace – Learn and practice method of motivating and guiding subordinates to get the assigned task done as per desired quality and productivity norms • Plan and organize work to meet excepted outcomes- Learn and practice method of organizing resources to achieve maximum output • Supervise, monitor and evaluate performance of subordinates at workplace - Learn and practice method of motivating and guiding subordinates to get the assigned task done as per desired quality and productivity norms • Manage workplace for safe and healthy work environment- Learn and observe applicable safe work practices and environmental norms, relevant to construction electrical works. 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Foreman painting & decorating” Qualification Pack issued by “Construction Development Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p>	<p>Introduction: -</p> <ul style="list-style-type: none"> • Role description/ functions of the job role • Expected personal attributes from the job role • Brief description about course content, mode of learning and duration of course • Future possible progression and career development provisions on completion of the course • Soft skills as applicable to communication, decision making and personal behavior <p>Theory and practical: -</p> <ul style="list-style-type: none"> • computer basics – MS Office, Internet, E-mail • Leadership development program • Model work schedule for installation and dismantling of critical construction equipments (Interpretation and preparation) • Installation guidelines for relevant equipments as provided by manufacturers (Interpretation and description) 	<p><u>infrastructural requirements</u></p> <ol style="list-style-type: none"> 1. classroom having sitting capacity of 30 trainees 2. blackboard 3. LCD monitor 32” 4. Laptop
2	<p>Read and interpret drawings, specification and standards for painting and decorating works</p> <p>Theory Duration (hh:mm) 80:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code CON/N0513</p>	<p>Theory: -</p> <ul style="list-style-type: none"> • Detailed concept of operational standards, maintenance of tools and equipment’s • Detailed concept of drawings, manuals and specifications • Basic Concept about measurement, arithmetic and geometric calculations, conversion of units and computer literacy • Detailed concept about technical specifications and terminology used in works <p>Demonstration/ Practical (D/P):-</p> <ul style="list-style-type: none"> • Demonstrate and perform interpretation of details and specification from relevant drawing • Demonstrate and execute schedule for work and also operational standards of all tools and equipment’s • Demonstrate work method statement for painting and decorating works • Demonstrate and justify specification for paints, additives, varnishes and polishes for painting and decorating works within scope of work 	<ol style="list-style-type: none"> 1. Work shop for practical assessment 2. Toilet/Urinals (Separate for gents and Ladies) 3. Tool box with lock and key 4. Measuring tape/rule, 5. Ladder 6. Measuring tape 7. Scale 8. Square 9. Water level tube 10. Spirit level 11. Plumb bob 12. Rollers 13. Brushes 14. paint bucket 15. sponges 16. dusting brush 17. tack rags 18. paint stirrers 19. sand paper 20. masking tape

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Derive and describe sketches related to work Perform reconciliation for quantity of materials 	21.wall scappers 22.scaper, 23.putty knife 24.chisel knife 25. knotting brush 26. nail punch, 27.Hammer 28.dusting brush 29. dust masks 30.wire brushes 31. goggles 32. filling knife 33. filling board 34.Painting edger PPE'S 1. Safety helmets 2. Hand gloves 3. Safety shoes 4. Safety harness 5. Nose mask 6. Overalls Knee pad 7. Reflective jackets
3	Direct and monitor the execution of painting and decorating works as per the specification/requirements Theory Duration (hh:mm) 140:00 Practical Duration (hh:mm) 212:00 Corresponding NOS Code CON/N0514	Theory: <ul style="list-style-type: none"> Detailed knowledge of measurement, arithmetic and geometric calculations for his own work area Basic knowledge of computer application Detailed concept of technical drawing Detailed idea about proportions and technique for mixing painting materials Detailed idea about the suitability of paint on different structure and paint finishes on different surface Detailed concept about standards of quality about painting work and preventive/corrective measures to control quality Detailed idea about tools, machinery, equipment and materials used in painting Demonstration/ Practical (D/P): - <ul style="list-style-type: none"> Demonstrate work plan for painting and decorating work to be carried out at site Demonstrate the characteristic of paint ingredients as per its specification 	1. Work shop for practical assessment 2. Toilet/Urinals (Separate for gents and Ladies) 3. Tool box with lock and key 4. Measuring tape/rule, 5. Ladder 6. Measuring tape 7. Scale 8. Square 9. Water level tube 10.Spirit level 11.Plumb bob 12.Rollers 13.Brushes 14.paint bucket 15.sponges 16.dusting brush 17.tack rags 18.paint stirrers

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Demonstrate and carry out checks on working platforms and stair to ensure the fit for working purpose • Demonstrate and carry out quality inspection as per specification prior to painting • Demonstrate and Conduct checks on area where paint is to be applied for ventilation, lights, protection of work, any defects, availability of tools & materials, ready to work prior to painting • Demonstrate all worksite requirements and preparatory works prior to commencement of painting work • Demonstrate and carry out checks on painting ingredients prior to use • Demonstrate procedure to get desired finish by application of paint • Demonstrate the method to use tools and equipment's • Describe and conduct quality test on putty surface prior to application of paint • Demonstrate and suggest the time gap between every subsequent coat of paint as per requirements • Demonstrate and carry out application of paint, materials, and equipment's as per specification • Care for positioning of stencil, mixing of paint materials as per specification • Describe and determine desired level of opacity, texture and even finishes developed by spray paint • Locate errors, generalize remedial action and establish correct work process as desired in painting work • Reassure and record quality checks on painted surface and its remedies • Care for proper barricading and protection of painted surface 	<p>19. sand paper 20. masking tape 21. wall scrappers 22. scraper, 23. putty knife 24. chisel knife 25. knotting brush 26. nail punch, 27. Hammer 28. dusting brush 29. dust masks 30. wire brushes 31. goggles 32. filling knife 33. filling board 34. Painting edger 35. Rotary /impact power tools</p> <p>PPE'S</p> <ol style="list-style-type: none"> 1. Safety helmets 2. Hand gloves 3. Safety shoes 4. Safety harness 5. Nose mask 6. Overalls Knee pad 7. Reflective jackets
4	<p>Plan, arrange and manage resources for execution of relevant work</p> <p>Theory Duration (hh:mm)</p>	<p>Theory: -</p> <ul style="list-style-type: none"> • Method of estimating qualities and determining quantum of work • Method of resource calculation and ascertaining timelines for assigned task 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>19:00</p> <p>Practical Duration (hh:mm) 29:00</p> <p>Corresponding NOS Code CON/N7001</p>	<ul style="list-style-type: none"> • Method of submitting the requirement to seniors • Method of to identifying priority and critical activity of a task • Method and technique on briefing team members about relevant work • Importance of daily productivity report and its preparation • Importance of daily attendance register and its preparation • Method of calculation of quantum of relevant work • Method of calculation of tools and material requirement • Method of optimization of available resources • Different check to evaluate progress and quality of relevant works • Organizing resources and quality checks to be performed as per requirement of the structural execution works <p><u>Demonstration/ Practical (D/P) :-</u></p> <ul style="list-style-type: none"> • Prepare work schedule as per planning • Determine quantum of work and calculate manpower required for work. • Submit manpower requirement to seniors and procure approval of the same. • Allocate resources for the work • Allocate material , equipment and tools to workmen and extract the work as per plan • Provide clear instruction to workman and extract work as per schedule. • Explain deviation in works and justify the same • Minimize wastage as per standard working method • Prepare format for daily labour attendance • Prepare format for daily productivity report and calculate the daily productivity for a given work 	
5	<p>Work effectively in a team to deliver desired results at the workplace</p>	<p><u>Theory: -</u></p> <ul style="list-style-type: none"> • Introduction to leadership development program 	<p><u>infrastructural requirements</u></p> <p>1. Classroom having sitting</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 19:00</p> <p>Practical Duration (hh:mm) 29:00</p> <p>Corresponding NOS Code CON/N8001</p>	<ul style="list-style-type: none"> • Effective communication skill during guiding/ instructing subordinate • Productivity norms related to activities to be performed • Promoting organisational safety and quality norms within the workplace • Safety awareness to be created within workplace and safe work method to be followed • Clarify confusions among subordinates and provide clear instruction • Reporting procedure to the seniors in oral/ written format as applicable to the organisational norms • Coordinate with different trade personnel to obtain/ pass on work information • Ensure safety of subordinates by completing all necessary safety formalities <p><u>Demonstration/ Practical (D/P): -</u> The skills will be developed and practiced while carrying out following trade related activities in a predictable and familiar working condition</p> <ul style="list-style-type: none"> • Briefing about work targets, scopes and timelines to be achieved • Demonstrate advantages of team working and effective communication procedure within the team • Seeking information/ updates from subordinates at regular interval • Reporting to senior or other trade personnel in appropriate reporting procedure • Analyze problems identified within team and take necessary action • Motivate subordinate to increase productivity • Allocate manpower for assigned task according to their personal attributes/ expertise (as applicable) 	<p>capacity of 30 trainees</p> <ol style="list-style-type: none"> 2. Blackboard 3. LCD monitor 32" 4. Laptop
6	<p>Plan and organize work to meet expected outcomes</p> <p>Theory Duration (hh:mm) 19:00</p>	<p><u>Theory: -</u></p> <ul style="list-style-type: none"> • Method of resource planning and ascertaining timelines for assigned task • Organising resources and quality checks to be performed as per the requirements • Method of preparation of work schedule 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 29:00</p> <p>Corresponding NOS Code CON/N8002</p>	<ul style="list-style-type: none"> Method of estimation of resources from drawings/ schedules Monitoring procedure of ongoing works and inspection of completed works to ensure compliance Method of preparation of observation data sheet, inspection report Method of reconcile material used for assigned task Method of preparation of budget for domestic painting work <p><u>Demonstration/ Practical (D/P) :-</u></p> <ul style="list-style-type: none"> Prepare work schedule as per planning Arrange material and required tools/ fixtures prior to start any work Explain deviation in works and justify the same Suggest alternative arrangement/ use of equipment in case of emergency situation Coordinate with subordinates and different trade personnel Minimize wastage as per standard working method 	
7	<p>Supervise, monitor and evaluate performance of subordinates at workplace</p> <p>Theory Duration (hh:mm) 22:00</p> <p>Practical Duration (hh:mm) 34:00</p> <p>Corresponding NOS Code CON/N8003</p>	<p><u>Theory: -</u></p> <ul style="list-style-type: none"> Setting up timelines for completion of activities as per resource deployed and productivity norms Managing manpower and allocation of manpower as per deadline provided for assign task Critical quality aspects to be checked in the ongoing/ completed painting works How to provide timely instructions to the subordinates during ongoing painting works How to evaluate strengths and weakness of subordinate workers and utilize them appropriately as per job requirement Method of supervising activities to increase productivity of workers and achieving set quality and safety standards for the painting works <p><u>Demonstration/ Practical (D/P): -</u></p> <ul style="list-style-type: none"> Instruct subordinates for applicable working methods and safety norms for assigned painting works 	<p><u>PPEs & safety equipment's</u></p> <ol style="list-style-type: none"> helmet safety shoes safety belt cotton rubber gloves ear plugs reflective jackets safety message boards message board displaying Do's and Don'ts at construction sites Fire extinguishers Sand buckets <p><u>infrastructural requirements</u></p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Seek work related clarifications from subordinates and provide support/ guidance as per requirement of the job • Observe each subordinate as per their strength and weaknesses and deploy them as per criticality/ emergency of the job • Implement organizational/ quality / safety work methods while undertaking any job and ensure compliance to the same by subordinates 	11. Classroom having sitting capacity of 30 trainees 12. Blackboard 13. LCD monitor 32” 14. Laptop
8	<p>Manage workplace for safe and healthy work environments</p> <p>Theory Duration (hh:mm) 19:00</p> <p>Practical Duration (hh:mm) 29:00</p> <p>Corresponding NOS Code CON/N9002</p>	<p>Theory:-</p> <ul style="list-style-type: none"> • Housekeeping Standard procedures • Handling and stacking of materials at workplace/stores • Various kind of Hazards associated with painting work and in general in construction sites • Safety, its importance and protective measures • Correct uses of tools and tackles • Personal Protective Equipments (PPE's) <ul style="list-style-type: none"> ❖ Head protection (Helmets) ❖ Ear protection ❖ Fall protection ❖ Foot protection ❖ Face and Eye protection ❖ Hand & body protection ❖ Respiratory protection • Organizational Policies related to Health, environment and Safety: <ul style="list-style-type: none"> ❖ Methods of receiving or sourcing information ❖ Dealing with accidents and emergencies associated with the work and environment ❖ Reporting ❖ Emergency evacuation ❖ Fire risks and safe exit procedures • Reporting procedure to the concerned authority in emergency situations • Fire protection equipments, their type and uses based on requirement and type of fire 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p><u>Demonstration/ Practical :-</u></p> <ul style="list-style-type: none"> • Demonstrate methods for safe handling and stacking of painting materials, tools, different equipment's/machinery along with its parts and consumables. • Selection of PPEs and their appropriately usage as per working need during painting works. • Demonstrate safe handling of tools and tackles relevant to different painting works. • Analysis of hazards involved in painting works or informing/reporting to seniors regarding hazardous conditions • Identification of locations, situations/ circumstances, malpractices which can be hazardous for works • Reporting in case of emergency • Selection of fire extinguisher based on classification of fire, standard practice of storing & stacking firefighting equipment/ materials at work locations • Disposal of waste materials as per their nature and effects on weather Reporting in case of emergency 	
	<p>Total Duration</p> <p>Theory Duration 322:00</p> <p>Practical Duration 486:00</p>	<p><u>Unique Equipment Required:</u></p> <p><u>Hand Tools, Materials and Fixtures</u> Tool box with lock and key, Measuring tape/rule, Ladder, Measuring tape, Scale, Square, Water level tube, Spirit level, Plumb bob, Rollers, Brushes, paint bucket, sponges, dusting brush, tack rags, paint stirrers, sand paper, masking tape, wall scrappers, scraper, putty knife, chisel knife, knotting brush, nail punch, Hammer, dusting brush, dust masks, wire brushes, goggles, filling knife, filling board, Painting edger, Rotary /impact power tools</p> <p><u>Measuring Instruments</u> measuring tape, mason's line, spirit level, plumb bob</p> <p><u>PPEs & safety equipment's</u> helmet , safety shoes , cotton hand gloves, goggles, Reflective jackets, Safety message boards, nose mask, safety belt, ear plugs</p> <p><u>infrastructural requirements</u> classroom having sitting capacity of 30 trainees, blackboard LCD monitor 32", laptop</p>	

Grand Total Course Duration: 808 Hours, 00 Minutes
Recommended 419:00 Hours of on job training

(This syllabus/ curriculum has been approved by Construction Skill Development Council of India)

Trainer Prerequisites for Job role: “Foreman Painting & Decorating” mapped to Qualification Pack: “CON/Q0505, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “CON/Q0505”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field
3	Minimum Educational Qualifications	ITI/12th
4a	Domain Certification	Trainer/Assessor-80% in each NOS of Qualification Pack “MEP/Q0102” or “MEP/Q0104” and Lead trainer/Lead Assessors- 90% in each NOS of Qualification Pack “MEP/Q0101” or “MEP/Q0103”
4b	Platform Certification	Trainer/Assessor-50% in each NOS of Qualification Pack “MEP/Q0101” or “MEP/Q0103” & 80% overall, Lead trainer/ Lead Assessors- 50% in each NOS of Qualification Pack “MEP/Q0101” or “MEP/Q0103” and overall 90%
5	Experience	<ul style="list-style-type: none"> i. Technical Degree holder with minimum three years of Field experience and preferably two years of teaching experience or, ii. In case of a Diploma Holder five years of field experience and preferably two years of teaching experience or, iii. In case of ITI/12th pass minimum eight years of field experience and preferably two years of teaching Experience.



CRITERIA FOR ASSESSMENT OF TRAINEES

<u>Job Role</u>	Foreman Painting and Decorating
<u>Qualification Pack</u>	CON/Q0505
<u>Sector Skill Council</u>	Construction

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.
7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
8. After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. 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 within the specified timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
CON/N0513: Read and interpret drawings, specification and standards, for painting and decorating works	PC1. read and interpret details from relevant sectional drawings	100	12	5	7
	PC2. read and understand all specification provided in the relevant drawing for painting and decorating works		12	5	7
	PC3. read and understand schedule for painting and decorating works		10	3	7
	PC4. read and understand operational standards of all relevant tools and equipments for painting and decorating works		12	5	7
	PC5. read and understand method statement for painting and decorating works		12	5	7
	PC6. read, understand and follow manufactures specification for paints, additives, varnishes and polishes for painting and decorating works		10	4	6
	PC7. read and understand standard technical specification within scope of work		10	4	6
	PC8. prepare hand sketches for describing work to subordinates		12	5	7
	PC9. carry out calculation for required quantity of material from sectional drawing for reconciliation works and records		10	4	6
			Total	100	40
CON/N0514: Direct and monitor the execution of painting and decorating works as per the specification/ requirements	PC1. prepare a detailed work plan for execution of painting and decorating work	100	5	2	3
	PC2. check and ensure that the characteristics of paint ingredients including density, viscosity, drying time, surface coverage, etc. are as per specification prior to application		1	0.5	0.5
	PC3. check and ensure working platforms, hand rails and access stairs are safe for working		5	2	3
	PC4. inspect and ensure that surfaces to be painted are cleaned, sanded prepared as per the specification prior to painting		1	0.5	0.5
	PC5. check and ensure that putty is applied evenly on the base surface prior to painting works		1	0.5	0.5
	PC6. ensure that adjoining surfaces to paint application area are protected in accordance with worksite requirements		1	0.5	0.5

PC7. ensure proper ventilation is provided in paint application area	1	0.5	0.5
PC8. check and ensure that no any flux, spatter and surface defects are present on welded pieces prior to painting	1	0.5	0.5
PC9. report and ensure corrective action in case of fabrication defects on welded pieces of structural steel	3	1	2
PC10. ensure that the rusted metal is prime coated prior to paint process	1	0.5	0.5
PC11. check and ensure tools and equipment are cleaned, maintained and stored in accordance with manufacturer's specifications and worksite requirements	1	0.5	0.5
PC12. check for shelf life of primer, putty, paint and other painting ingredients before usage and ensure correct materials are selected prior to usage by the painters	1	0.5	0.5
PC13. prescribe methods for application of paint to obtain desired finish	5	2	3
PC14. inspect and assist in using tools and equipments relevant to task	3	1	2
PC15. conduct check to ensure that uniform layer of putty is applied on base surface	3	1	2
PC16. inspect and ensure corners and crevices are evenly prepared and covered with putty prior to application of paint	2	1	1
PC17. check that the thickness of putty shall be as per shop drawing, ensuring no undulation on finished putty work	5	2	3
PC18. instruct and ensure sufficient time gap is provided for drying between every subsequent coat of paint to ensure desired finish	1	0.5	0.5
PC19. direct and monitor application of paint and related material as per specification/desired finish	5	2	3
PC20. monitor the usage of various paint related equipments like Spray Paint machine ,rollers, sanders etc. along with the preventive maintenance	5	2	3
PC21. ensure proper positioning of stencil on required surface to produce desired patterns	5	2	3
PC22. ensure the correct amount of paint material is mixed as per specified paint ratio	5	2	3
PC23. instruct proper application of paint by spray using correct overlapping technique	5	2	3

	PC24. check and ensure that spray paint has achieved required level of opacity, finish texture and even finish as per specification		5	2	3
	PC25. check and ensure that various paint coats are as per the shop drawings / sketches for the desired level of finishing / decoration		5	2	3
	PC26. ensure synchronization of all above painting activities for obtaining a uniform finish		5	2	3
	PC27. highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability		5	2	3
	PC28. examine surface after painting works for surface deformities and defects		5	2	3
	PC29. prescribe method for repair as per applicability		3	1	2
	PC30. direct the removal and repair of painted surface with defects as approved by senior/client		5	2	3
	PC31. ensure proper barricading and protection of painted surface		1	0.5	0.5
		Total	100	40	60
CON/N7001: Plan, arrange and manage resources for execution of relevant work	PC1. determine quantum and nature of work under assigned activity	100	5	2	3
	PC2. calculate requirement of manpower for assigned activities		8	3	5
	PC3. submit manpower requirement to superiors		5	2	3
	PC4. allocate and extract work as per plan		8	3	5
	PC5. provide clear instructions to workmen for execution of work		8	3	5
	PC6. ensure optimum utilization of manpower resources		8	3	5
	PC7. record the daily labour attendance		8	3	5
	PC8. record the daily productivity report		8	3	5
	PC9. estimate quantity of assigned work		8	3	5
	PC10. estimate requirement for material, components and fixtures		8	3	5
	PC11. estimate equipment, tools and accessories required		8	3	5
	PC12. submit material, equipment and tool requirement to superiors		8	3	5
	PC13. allocate material , equipment and tools to workmen and extract the work as per plan		8	3	5
	PC14. provide clear instructions for optimized use of resources		8	3	5
	Total	100	40	60	



CON/N8001: Work effectively in a team to deliver desired results at the workplace	PC1. pass on work related information/ requirement clearly to the team members	100	10	4	6
	PC2. inform co-workers and superiors about any kind of deviations from work		10	4	6
	PC3. address the problems effectively and report if required to immediate supervisor appropriately		20	8	12
	PC4. receive instructions clearly from superiors and respond effectively on same		10	4	6
	PC5. communicate to team members/subordinates for appropriate work technique and method		10	4	6
	PC6. seek clarification and advice as per requirement and applicability		10	4	6
	PC7. hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams		15	6	9
	PC8. work together with co-workers in a synchronized manner		15	6	9
	Total		100	40	60
CON/N8002: Plan and organize work to meet expected outcomes	PC1. understand clearly the targets and timelines set by superiors	100	13	5	8
	PC2. plan activities as per schedule and sequence		10	4	6
	PC3. provide guidance to the subordinates to obtain desired outcome		13	5	8
	PC4. plan housekeeping activities prior to and post completion of work		8	3	5
	PC5. list and arrange required resources prior to commencement of work		10	4	6
	PC6. select and employ correct tools, tackles and equipment for completion of desired work		8	3	5
	PC7. complete the work with allocated resources		8	3	5
	PC8. engage allocated manpower in an appropriate manner		5	2	3
	PC9. use resources in an optimum manner to avoid any unnecessary wastage		5	2	3
	PC10. employ tools, tackles and equipment with care to avoid damage to the same		5	2	3
	PC11. organize work output, materials used, tools and tackles deployed,		10	4	6
	PC12. processes adopted to be in line with the specified standards and instructions		8	3	5
	Total		100	40	60
CON/N8003: Supervise, monitor and evaluate performance of	PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates	100	15	6	9
	PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes		15	6	9



subordinates at workplace	PC3. inspect assigned work to the respected gang of workers through progressive checking		20	8	12	
	PC4. observe and verify the work activities performed by the subordinates at the construction site		20	8	12	
	PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority		15	6	9	
	PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations		15	6	9	
	Total		100	40	60	
CON/N9002: Manage workplace for safe and healthy work environment	PC1. ensure proper housekeeping at workplace	100	5	2	3	
	PC2. implement safe handling , stacking methods at workplace / store		5	2	3	
	PC3. insure that health and safety plan is followed by all subordinates		5	2	3	
	PC4. identify any hazard in workplace and notify them to appropriate authority		5	2	3	
	PC5. ensure that all safety and protection installation are correctly placed & adequate		5	2	3	
	PC6. ensure safe access is available at work place for movement of workers & materials		5	2	3	
	PC7. ensure safe use of tools and tackles by the workmen as per applicability		5	2	3	
	PC8. ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability:					
	<ul style="list-style-type: none"> • Head Protection (Helmets) • Ear Protection • Fall Protection • Foot Protection • Face and Eye Protection, • Hand &Body Protection • Respiratory Protection 		10	4	6	
	PC9. maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals.		5	2	3	
	PC10. ensure organizational policies and procedures are followed for health , safety and welfare, in relation to:					
<ul style="list-style-type: none"> • methods of receiving or sourcing information 	10	4	6			

<ul style="list-style-type: none"> dealing with accidents and emergencies associated with the work and environment reporting stopping work evacuation fire risks and safe exit procedures 			
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	5	2	3
PC12. ensure effective adherence to response to emergency procedures / protocols	7.5	3	4.5
PC13. report any case of emergency / risks to the concern people at the construction site	7.5	3	4.5
PC14. report any perceived risk hazards to the superiors / concerned EHS	7.5	3	4.5
PC15. demonstrate the use of fire protection equipments for different type of fire hazard	7.5	3	4.5
PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies	5	2	3
Total	100	40	60