

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Construction Skill Development Council of India

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List of documents submitted in support of the Qualifications File

1. Career Map of Store Keeping Occupation - Annexure 1
2. QP CON/Q1503- Annexure 2

QUALIFICATION FILE SUMMARY

Qualification Title	Store Keeper – Construction - QP CON/Q1503		
Body/bodies which will assess candidates	<ul style="list-style-type: none"> • MCG • Star Projects 		
Body/bodies which will award the certificate for the qualification.	CSDCI		
Body which will accredit providers to offer the qualification.	CSDCI		
Occupation(s) to which the qualification gives access	Quality Assurance and Quality Control		
Proposed level of the qualification in the NSQF.	6		
Anticipated volume of training/learning required to complete the qualification.	1000 hrs		
Entry requirements / recommendations.	Preferably Graduate		
Progression from the qualification.	Store In-charge		
Planned arrangements for RPL.	Work is under progress		
International Comparability	Comparable with UK Standard		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
CON/N1506: Manage the receipt, storage, issuance and delivery of material/items at a construction site	Mandatory	600	6
CON/N1507: Maintain/update status of inventory using computer system	Mandatory	240	6
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace	Mandatory	80	6
CON/N9002: Manage workplace for safe and healthy work environment	Mandatory	80	6

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

1. QP CON/Q01503- Annexure 2

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

- MCG
- Star Projects

Will the assessment body be responsible for RPL assessment?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

The RPL assessment will be carried out through screening, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

Assessment is done through third parties who are affiliated to CSDCI as Assessment Body. Assessors are trained & certified by CSDCI through Training of Trainers program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgements and
- Where appropriate, any supplementary criteria used to make a judgement on the level of performance.

The assessment is conducted through theory, viva voce and practical.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

Not Applicable

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Store Keeper - Construction

CON/Q1503

Construction Skill Development Council Of India

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.

		Marks Allocation			
Assessable Outcome	Assessment criteria	Total Marks	Out Of	Theory	Practical Skills
CON/N1506: Manage the receipt, storage, issuance and delivery of material/items at a construction	PC1. follow up with purchase department for the said requisition for preparation of Purchase Order(PO)	100	2	1	1
	PC2. obtain quotation from the local vendor, prepare comparative statement and forward it to purchase departments for approval as per the applicability		2	1	1
	PC3. follow up with Vendors/Suppliers for the delivery of materials/items to ensure timely delivery at site		2	1	1
	PC4. coordinate with PMV (Plant Machineries & vehicles) department regarding availability of machine to be use on site and take necessary action as per the requirement		2	1	1

site	PC5. ensure material/items supplied from the vendor or transferred from other site should be received by staff of Store department	2	1	1
	PC6. check all formality related to incoming items such as Delivery Challan, Invoice, Purchase order, Test certificate, Weight slip etc.	2	1	1
	PC7. ensure material/items is counted / weighed/ measured	2	1	1
	PC8. ensure material is checked for adequacy such as breakage, distortion and deterioration by the sub- ordinate before unloading	2	1	1
	PC9. ensure material/items is approved by Quality Department before accepting it for storage	3	1.5	1.5
	PC10. ensure Material Receipt Note(MRN)/Stock Receipt Voucher(SRV), Goods Inspection Notes(GIN), Invoice, Purchase order(PO) are properly checked and documented/filed by the sub-ordinate	3	1.5	1.5
	PC11. ensure Daily goods receipt register/Goods Inward register is maintained as per standard procedure by the sub-ordinate to determine current stock of material physically	2	1	1
	PC12. periodically review the MRN, Goods inward register & other document for correctness	2	1	1
	PC13. co-ordinate with Purchase, Accounts departments for purchasing of material and bill clearance	2	1	1
	PC14. report to Store Incharge regarding day to day functioning of stores	2	1	1
	PC15. prepare Material storage list of all areas of projects	4	2	2
	PC16. ensure location in stores/stock yards are marked with label/tags for easy identification, retrieving of material/items	4	2	2
	PC17. select appropriate location in store/stock yard for storing of material/items keeping in mind storing system on basis of : <ul style="list-style-type: none"> • type of material-physical state • toxicity, in-flammability and other hazards • volume and weight - heavy or light • on the basis of frequency of movement • on the basis of material to be use at site 	4	2	2
	PC18. ensure all hazardous material is handled carefully as per environment, health and safety norms	4	2	2
	PC19. ensure all materials in stores/stock yards are stacked and stored as per the standard storing procedure	4	2	2
	PC20. ensure appropriate manual/mechanical methods are adopted when loading, unloading, shifting and placing the material/item in stores/stock yard to ensure safety of personal and material/item	4	2	2
	PC21. ensure good housekeeping in the stores/stock yard	2	1	1
	PC22. ensure all material/items in the store/stock yard are only stored up-to their shelf life period or expiry period and shall be stored separately or returned to vendor after expiry of shelf life	2	1	1
	PC23. carry out periodical verification of stock to match with the records and available physical stock of material/items	5	2.5	2.5
	PC24. ensure separate storing of scarp/discarded material as per standard storing system	2	1	1
	PC25. monitor the stock availability in the stores/stock yards to ensure “No Excess and no Shortage” of material/items at construction site	5	2.5	2.5

	PC26. ensure standard procedure are followed for issuing of material/items		2	1	1
	PC27. ensure indent is duly filled by the requisite, check and verify authorised signature before passing on to Store Incharge for approval		3	1.5	1.5
	PC28. ensure material/item to be issued in minimum time		3	1.5	1.5
	PC29. check proper manual/mechanical methods is adopted by the Junior store keeper for shifting/handing over material/items to the issue counter/requisite		3	1.5	1.5
	PC30. adopt proper issuing method for material having limited/short shelf life such as cements, paints etc. on "First In First Out"		3	1.5	1.5
	PC31. ensure proper ledger is maintained by the junior store keeper to maintain current stock of materials/items and check the same periodically		3	1.5	1.5
	PC32. prepare Monthly report for Issued material		3	1.5	1.5
	PC33. ensure documentation and filing is carried out by Junior Store keeper as per the Quality management system of Store		3	1.5	1.5
	PC34. complete all statutory requirement before despatching material/item to other job site as per the applicability		3	1.5	1.5
		Total	100	50	50
CON/N1507: Maintain/update status of inventory using computer system	PC1. carry out entry of item as per appropriate material code		10	5	5
	PC2. raise material request through appropriate system and obtain necessary approval		10	5	5
	PC3. prepare Goods inspection note through appropriate system and circulate the same to concerned authority		10	5	5
	PC4. generate material receipt note through appropriate system and forward the same to appropriate authority		10	5	5
	PC5. carry out indent posting using appropriate system available at site and follow up for getting approval from concerned authority		10	5	5
	PC6. prepare Delivery Challan, material invoice at site for transferring material to other job site		10	5	5
	PC7. view stock of available material at site and check quantity of available material through records and reports in system		10	5	5
	PC8. use system for Viewing material approval status, Purchase order status, Delivery status, for material transfer status, Bill creation, Bill approval etc. and carry out necessary follow ups		15	7.5	7.5
	PC9. prepare monthly reports such as Material Received, Material issued, Balance Stock, Fast & Slow moving items etc.		15	7.5	7.5
		Total	100	50	50
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace	PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates		15	7.5	7.5
	PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes		15	7.5	7.5
	PC3. inspect assigned work to the respected gang of workers through progressive checking		20	10	10
	PC4. observe and verify the work activities performed by the subordinates at the construction site		20	10	10
	PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority	100	15	7.5	7.5

	PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations		15	7.5	7.5
		Total	100	50	50
CON/N9002: Manage workplace for safe and healthy work environment	PC1. ensure proper housekeeping at workplace	100	5	2.5	2.5
	PC2. implement safe handling , stacking methods at workplace / store		5	2.5	2.5
	PC3. insure that health and safety plan is followed by all subordinates		5	2.5	2.5
	PC4. identify any hazard in workplace and notify them to appropriate authority		5	2.5	2.5
	PC5. ensure that all safety and protection installation are correctly placed & adequate		5	2.5	2.5
	PC6. ensure safe access is available at work place for movement of workers & materials		5	2.5	2.5
	PC7. ensure safe use of tools and tackles by the workmen as per applicability		5	2.5	2.5
	PC8. ensure appropriate use of following Personal Protective Equipment (PPE)as per applicability:		10	5	5
	• Head Protection (Helmets)				
	• Ear Protection				
	• Fall Protection				
	• Foot Protection				
	• Face and Eye Protection,				
	• Hand &Body Protection				
	• Respiratory Protection				
	PC9. maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals.		5	2.5	2.5
	PC10. ensure organizational policies and procedures are followed for health , safety and welfare, in relation to:		10	5	5
	• methods of receiving or sourcing information				
	• dealing with accidents and emergencies associated with the work and environment				
	• reporting				
• stooping work					
• evacuation					
• fire risks and safe exit procedures					
PC12. ensure effective adherence to response to emergency procedures / protocols	7.5	3.75	3.75		
PC13. report any case of emergency / risks to the concern people at the construction site	7.5	3.75	3.75		
PC14. report any perceived risk hazards to the superiors / concerned EHS	7.5	3.75	3.75		
PC15. demonstrate the use of fire protection equipments for different type of fire hazard	7.5	3.75	3.75		
PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies	5	2.5	2.5		
	Total	100	50	50	

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations identified in construction sector. These job roles have been derived through extensive industry interactions facilitated from 10 workshops and various site visits conducted and interaction with 500+ representatives from different construction sector organizations all over the country.

What is the estimated uptake of this qualification and what is the basis of this estimate?

As per survey the incremental Manpower Gap between 2008 and 2022 found out to be 459000 under Store Keeping Occupation

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

QPs for Job Roles of various related SSC's were studied to ensure that there is no duplicity.

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

Standards department of CSDCI will do periodic review and monitor the industry feedbacks, Training Partners feedback on the qualification and will incorporate them appropriately at the designated revision time.

The revision of this qualification is scheduled after 2 years i.e. 23/08/2017

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. List of job roles

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Store Keeper – Construction QP CON/Q1503

Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The job holder at this level is expected to carry out wide range of activities from creating a material request to purchase department to issuing material to requisite and get it document in soft and hard form. The overall process includes following up with purchase departments for PO creation, following vendors for early and safe delivery of material at site store/stock yard. The job holder is expected to plan storage of material, organise checking of material for quality and quantity, should ensure proper stacking and storing of material. The job holder shall know man and material movement in stores to consider storage of material and issuance of material. The job holder is expected to have proficiency in computer system in order to maintain and update inventory on a regular basis.</p> <p>These overall operation requires clarity of knowledge and practice in broad range of activity, therefore the job role is kept as Level-6</p>	<p>The job holder is expected to possess knowledge about organisational norms and procedures for receiving, storing and issuing of materials in stores/stock yards. The job holder should know process required for creating a material request, vendor details, how to compare quotes from different vendors, units and measurement for different kind of material. The job holder is expected to be aware of basic construction materials price, time required for delivery of materials, how to reduce log time in delivery. It is also expected to have factual knowledge about consumption of materials in site based on the type projects and stage of construction.</p> <p>The job holder shall know how to plan for setting-up of store and movement of men and material. Considering all the above points, job holder can be placed at Level-6</p>	<p>The job holder at this level is expected to employ cognitive skill while performing day-to-day to functioning of stores. Job holder is expected to follow up with the purchasing authority and with the vendors in order to ensure timely delivery of materials. Job holder organise quality checks for incoming materials, arranges for lifting equipments in case of heavy and large material handling. The job holder applies technical skills to maintain inventory of material and ensures all the records are maintained and well documented. It is also expected to reconcile material and prepare monthly reports, verify physical stocks in system with physically available material and rectify any issue if required.</p> <p>Considering all the above points, job holder can be placed at Level-6</p>	<p>The job holder is expected to provide instructions to subordinates verbally and in written to meet the work requirement. Individual in this job role collects data and update all the details on a system and in hard form, manage resources by coordinating with concerned authorities etc. The job holder carries out arithmetical calculations in order to determine material quantity, reconciliation of material. Therefore the job role is kept at Level-6</p>	<p>The job holder is at this level is responsible quality of own work. Job holder is responsible for managing overall day to day operation of stores in relation to material receiving, storing, issuing along with doing necessary documentation and inventory management. The individual is also responsible for optimal utilization of resources. Further, the individual is responsible for work performed by his subordinates as he is expected to supervise and guide them to obtain desired work. Thus the job holder is placed at this Level -6</p>	<p align="center">6</p>
<p align="center">Level 6</p>	<p align="center">Level 6</p>	<p align="center">Level 6</p>	<p align="center">Level 6</p>	<p align="center">Level 6</p>	

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used): **Not applicable.**

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Please refer to attached career path as per annexure 1 which clearly define the clear career path.

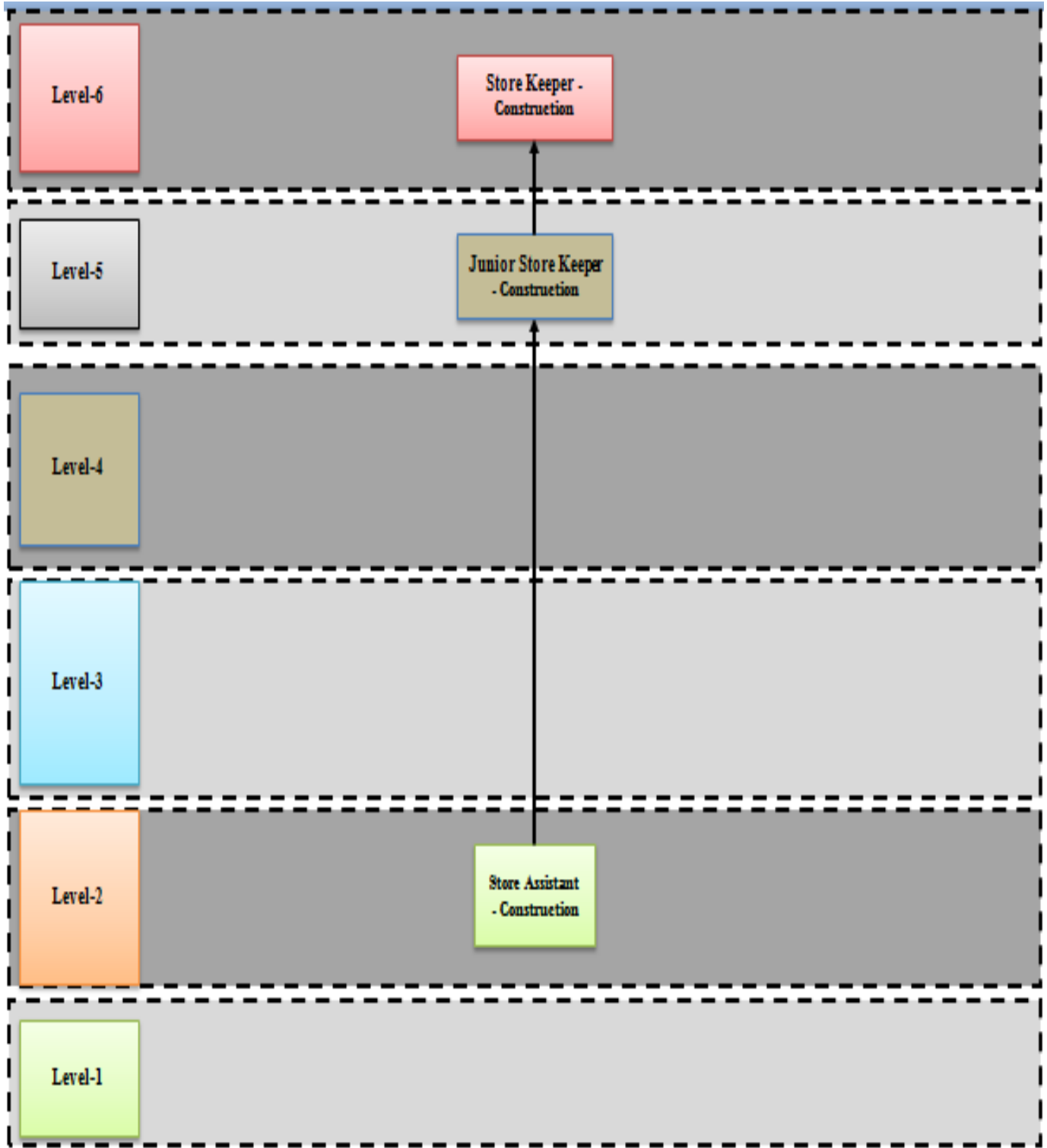
Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Annexure 1
 - Overall Career map
 - Career map of Store Keeping Occupation
2. QP CON/Q1503- Annexure 2

Annexure 1

Career Map



Annexure 2- QP CON/Q1503