



# Foreman Wet Finishing and Flooring

QP Code: CON/Q0109

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NSQF Level: 5

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# CON/Q0109: Foreman Wet Finishing and Flooring

## Brief Job Description

This job role is responsible for ensuring that preparatory work, allocation and management of resources & execution of wet finishing and flooring works are as per specifications, standards and working drawings. The job holder plans, arranges and manages resources and work efficiently in a team ensuring safe practices are adhered to by the team members.

## Personal Attributes

The individual is expected to be physically and mentally fit to oversee the wet finishing and flooring works at a construction site. The person should be having strong organizational, interpersonal and communication skills along with comprehensive technical knowledge of wet finishing and flooring works and ability to monitor and supervise construction crew

## Applicable National Occupational Standards (NOS)

### Compulsory NOS:

1. [CON/N0125: Read and interpret specification, standards and schematic working drawings for wet finishing and flooring works](#)
2. [CON/N0126: Ensure execution of wet finishing works as per specifications and standard practices](#)
3. [CON/N0127: Ensure execution of flooring and cladding works as per specifications and standard practices](#)
4. [CON/N7001: Plan, arrange and manage resources for execution of relevant work](#)
5. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
6. [CON/N8002: Plan and organize work to meet expected outcomes](#)
7. [CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace](#)
8. [CON/N9002: Manage workplace for safe and healthy work environment](#)

## Qualification Pack (QP) Parameters

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction



## Qualification Pack



<b>Occupation</b>	Masonry
<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Credits</b>	NA
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2004/3112.90
<b>Minimum Educational Qualification &amp; Experience</b>	10th Class with 2-3 Years of experience as a certified Mason Special Finishes/Mason Marble, Granite and Stone OR 10th Class with 10-15 Years of experience in case of a Non trained worker, in same occupation
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	23/03/2015
<b>Next Review Date</b>	31/03/2022
<b>Deactivation Date</b>	17/08/2023
<b>NSQC Approval Date</b>	19/05/2015
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2015/CON/CSDCI/00080
<b>NQR Version</b>	1.0



# CON/N0125: Read and interpret specification, standards and schematic working drawings for wet finishing and flooring works

## Description

This unit describes the knowledge and skills required to read & interpret specification, standards, and schematic working drawings for wet finishing and flooring works

## Scope

The scope covers the following:

- Read & interpret specification, standards and schematic working drawings for wet finishing and flooring works

## Elements and Performance Criteria

*Read & interpret specification, standards and schematic working drawings for wet finishing and flooring works*

To be competent, the user/individual on the job must be able to:

- PC1.** read & interpret details from relevant schematic working drawings
- PC2.** read and understand all specification provided in the relevant drawing
- PC3.** read and understand schedule for wet finishing and flooring work
- PC4.** read and understand operational standards of all relevant tools and equipments
- PC5.** read and understand method statement for wet finishing and flooring works
- PC6.** read, understand & follow manufactures specification for flooring and cladding works with different tiles and stones
- PC7.** read and understand standard technical specification within scope of work
- PC8.** carryout calculation for required quantity of material from schematic working drawing

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for wet finishing and flooring works
- KU2.** safety rules and regulations for handling and storing required tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipment
- KU4.** how to request tools and materials as per set procedures
- KU5.** operational standards, maintenance of tools and equipments
- KU6.** reading of architectural drawing relevant to task
- KU7.** plan, elevation and sectional drawings relevant to task
- KU8.** basic principles of measurement, arithmetic and geometric calculations
- KU9.** technical specifications, standards relevant to work
- KU10.** terminology used in masonry works



## Qualification Pack



**KU11.** linear conversion of units

**KU12.** units of measurement

**KU13.** basic computer literacy

### Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** write in at least two languages, preferably the local language at the site and basic English

**GS2.** provide clear and simple written instructions, details & sketches to subordinates

**GS3.** record and document details regarding daily productivity report, daily labor attendance & work done

**GS4.** prepare basic status updates for the superiors in the prescribed format

**GS5.** read in at least two languages, preferably the local language at the site and basic English

**GS6.** read drawings or instructions/specifications provided for the work

**GS7.** read manufacturers specification and instruction for wet finishing and flooring works

**GS8.** read various, sign boards, safety rules and safety tags at the construction site

**GS9.** read instructions related to exit routes during emergencies at the work place

**GS10.** speak in one or more language, preferably one of the local language at site

**GS11.** listen and follow instructions given by the superior

**GS12.** provide clear instruction to subordinates for completion of task as per working plan, time schedule and quality

**GS13.** estimate and allocate material and resources required for work

**GS14.** decide on alternate course of action in case of hindrance to work

**GS15.** plan work targets, schedules, for workers engaged in wet finishing and flooring works

**GS16.** plan work & organize required resource in coordination with team members and superior

**GS17.** ensure completion of work as per agreed time schedule and quality

**GS18.** suggest remedial action to workers for corrective action

**GS19.** resolve and solve any conflict within the team

**GS20.** estimate required quantity of material from drawing

**GS21.** optimize resources

**GS22.** minimize wastages

**GS23.** evaluate the complexity of the tasks and seek guidance is from superior if required

**GS24.** evaluate complexity and suggest alternate course of action



## Qualification Pack



### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Read &amp; interpret specification, standards and schematic working drawings for wet finishing and flooring works</i>	<b>40</b>	<b>60</b>	-	-
<b>PC1.</b> read & interpret details from relevant schematic working drawings	5	8	-	-
<b>PC2.</b> read and understand all specification provided in the relevant drawing	5	8	-	-
<b>PC3.</b> read and understand schedule for wet finishing and flooring work	5	8	-	-
<b>PC4.</b> read and understand operational standards of all relevant tools and equipments	5	7	-	-
<b>PC5.</b> read and understand method statement for wet finishing and flooring works	5	8	-	-
<b>PC6.</b> read, understand & follow manufactures specification for flooring and cladding works with different tiles and stones	5	7	-	-
<b>PC7.</b> read and understand standard technical specification within scope of work	5	8	-	-
<b>PC8.</b> carryout calculation for required quantity of material from schematic working drawing	5	6	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0125
<b>NOS Name</b>	Read and interpret specification, standards and schematic working drawings for wet finishing and flooring works
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/05/2015





# CON/N0126: Ensure execution of wet finishing works as per specifications and standard practices

## Description

This unit describes the skills and knowledge required to ensure the quality for wet finishing works are as per the specifications and standard practices and carry out checks and corrective action as per requirement

## Scope

The scope covers the following:

- Ensure execution of brick/block work and random rubble masonry works as per specifications and standard practices
- Ensure execution of different type of plastering work as per specifications and standard practices
- Ensure execution of cementitious waterproofing works per specifications and standard practices
- Ensure execution of various type of finishes like grit-wash, aggregate wash, stone Crete, cement wash and other surface finishes as per specifications and standard practices

## Elements and Performance Criteria

### *Ensure execution of brick/block work and random rubble masonry works as per specifications and standard practices*

To be competent, the user/individual on the job must be able to:

- PC1.** ensure setting out for brick/block work and random rubble masonry works as per the approved drawings
- PC2.** ensure working platforms and access stairs are safe for working
- PC3.** ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place
- PC4.** ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work
- PC5.** ensure preparation of cement mortar as specified
- PC6.** ensure bricks ,blocks and stones are laid as specified
- PC7.** check line, level & alignment at specified intervals for the construction of brick, block and random rubble masonry works
- PC8.** check and ensure uniform thickness between joints
- PC9.** monitor curing of brick, block work and random rubble masonry works
- PC10.** highlight errors to workers, suggest remedial action & demonstrate correct work processes as and when required
- PC11.** carry out checks to ensure brick/block work and random rubble masonry works are within specified tolerances limit and as per specified standards

### *Ensure execution of different type of plastering work as per specifications and standard practices*

To be competent, the user/individual on the job must be able to:

- PC12.** ensure setting out for plastering works is as per the approved drawings



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- PC13.** ensure working platforms and access stairs are safe for working
- PC14.** ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place
- PC15.** ensure all tools, tackles, consumables, materials and equipments are available prior to commencement of work
- PC16.** ensure that the surface receiving plaster is prepared appropriately
- PC17.** ensure preparation of cement mortar and POP mix is in the required specified proportion
- PC18.** ensure plastering coats are applied as per approved/ specified thickness and to desired finish
- PC19.** check and ensure plaster moulds are cast as per specification
- PC20.** check line, level & alignment at specified intervals for plastering works
- PC21.** check and ensure plastering of corners and edges are as per specification
- PC22.** monitor the curing of plaster as per schedule
- PC23.** check right angle and measure diagonal dimensions of room for dimensional accuracy
- PC24.** highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability

### *Ensure execution of cementitious waterproofing works as per specifications and standard practices*

To be competent, the user/individual on the job must be able to:

- PC25.** check and ensure required marking and leveling is as per drawing
- PC26.** ensure working platforms and access stairs are safe for working
- PC27.** ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place
- PC28.** ensure all tools, tackles, consumables, materials and equipments are available prior to commencement of work
- PC29.** ensure appropriate cementitious waterproofing compound is used
- PC30.** check and ensure required marking and leveling is as per drawing
- PC31.** ensure surface to be waterproofed is prepared appropriately
- PC32.** check the usability of waterproofing material
- PC33.** ensure waterproofing and brick bat coba course is laid as per specification
- PC34.** ensure holes are drilled at regular interval in order to carry out grouting activity
- PC35.** check and ensure the consistency of grouting material is as per specification
- PC36.** ensure appropriate grouting for water proofing works
- PC37.** check for further leakage of water
- PC38.** highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability

### *Ensure execution of various type of finishes like grit-wash, aggregate wash, stone Crete, cement wash and other surface finishes as per specifications and standard practices*

To be competent, the user/individual on the job must be able to:

- PC39.** ensure surface receiving finish is levelled properly prior to application of grit wash, stone-Crete, cement wash and other surface finishes
- PC40.** check and ensure required marking and levelling is as per drawing



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- PC41.** ensure selection of appropriate aggregate for exposed plaster as per specified finish
- PC42.** ensure preparation of mortar for different surface finishes in appropriate ratio
- PC43.** ensure addition of right pigment for desired colour and finish
- PC44.** ensure appropriate use of baton strips for making panels as per applicability
- PC45.** ensure even application of different surface finishes as per specification
- PC46.** ensure levelling and curing of finished surface for desired aesthetic appeal

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for wet finishing and flooring works
- KU2.** safety rules and regulations for handling and storing required tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipment
- KU4.** how to request tools and materials as per set procedures
- KU5.** maintenance of tools and equipments
- KU6.** architectural drawings relevant to wet finishing works
- KU7.** basic principles of measurement along with simple geometry
- KU8.** methodology for estimation of required resource and material
- KU9.** standard tolerance limits for all aspects of wet finishing works
- KU10.** appropriate techniques (including use of tools, equipment and material) for all aspects of wet finishing works
- KU11.** appropriate ratio of cement mortar mix and plastering mix for relevant task
- KU12.** methodology for checking line ,level and alignment for various wet finishing works
- KU13.** methodology for brick/block & random rubble masonry works
- KU14.** methodology of construction of walkways, arches and manholes
- KU15.** methodology of laying tiles, marble, granite and other natural stones
- KU16.** methodology for different surface finishes like grit-wash, stone-crete, cement wash and ornamental plastering works
- KU17.** different baton strips and their uses
- KU18.** methodology for waterproofing works
- KU19.** methodology for curing of different finishing works
- KU20.** basic computer literacy
- KU21.** preventive and corrective action to ensure that the wet finishing work meets the quality requirements

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in at least two languages, preferably the local language at the site and basic English
- GS2.** provide clear and simple written instructions, details & sketches to subordinates



## Qualification Pack



- GS3.** record and document details regarding daily productivity report, daily labor attendance & work done
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read in at least two languages, preferably the local language at the site and basic English
- GS6.** read various types of drawing related to structural works
- GS7.** read key documents including details capturing quality standards, standards working methods
- GS8.** read instructions, guidelines, sign boards, safety rules and safety practices
- GS9.** read instructions and exit routes during emergencies at the work place
- GS10.** speak in one or more language, preferably one of the local language at site
- GS11.** listen and follow instructions given by the superior
- GS12.** provide clear instruction to subordinates for completion of task as per working plan, time schedule and quality
- GS13.** decide whether work place is safe for working and also relevant task is not creating hazardous condition for others
- GS14.** decide whether work is adequately defined for the day , work front is clear , and adequate materials and tools are available for performing work
- GS15.** decide on material and resource requirement for assigned activity
- GS16.** plan work & organize required resource in coordination with team members and superiors
- GS17.** ensure satisfaction for level of productivity under given condition
- GS18.** ensure completion of work as per agreed time schedule and quality
- GS19.** rectify the setting/alignment or level of surface relevant to task
- GS20.** rectify workability of cement mortar mix
- GS21.** rectify leaks in waterproofing works
- GS22.** resolve and solve any conflict within the team
- GS23.** reconcile material consumption
- GS24.** optimize resources
- GS25.** minimize wastages
- GS26.** assess quantity and quality of materials for day work
- GS27.** assess complexity of task and carry out corrective action as per requirement
- GS28.** identify and assess how violation of any safety norms may lead to accidents



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure execution of brick/block work and random rubble masonry works as per specifications and standard practices</i>	<b>6.5</b>	<b>15</b>	-	-
<b>PC1.</b> ensure setting out for brick/block work and random rubble masonry works as per the approved drawings	0.5	1	-	-
<b>PC2.</b> ensure working platforms and access stairs are safe for working	0.5	1	-	-
<b>PC3.</b> ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place	0.5	1	-	-
<b>PC4.</b> ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work	0.5	2	-	-
<b>PC5.</b> ensure preparation of cement mortar as specified	0.5	1	-	-
<b>PC6.</b> ensure bricks ,blocks and stones are laid as specified	0.5	1	-	-
<b>PC7.</b> check line, level & alignment at specified intervals for the construction of brick, block and random rubble masonry works	0.5	2	-	-
<b>PC8.</b> check and ensure uniform thickness between joints	0.5	1	-	-
<b>PC9.</b> monitor curing of brick, block work and random rubble masonry works	0.5	1	-	-
<b>PC10.</b> highlight errors to workers, suggest remedial action & demonstrate correct work processes as and when required	1	1	-	-
<b>PC11.</b> carry out checks to ensure brick/block work and random rubble masonry works are within specified tolerances limit and as per specified standards	1	3	-	-
<i>Ensure execution of different type of plastering work as per specifications and standard practices</i>	<b>12.5</b>	<b>15</b>	-	-



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> ensure setting out for plastering works is as per the approved drawings	1	2	-	-
<b>PC13.</b> ensure working platforms and access stairs are safe for working	1	1	-	-
<b>PC14.</b> ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place	0.5	1	-	-
<b>PC15.</b> ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work	1	2	-	-
<b>PC16.</b> ensure that the surface receiving plaster is prepared appropriately	1	1	-	-
<b>PC17.</b> ensure preparation of cement mortar and POP mix is in the required specified proportion	1	1	-	-
<b>PC18.</b> ensure plastering coats are applied as per approved/ specified thickness and to desired finish	1	1	-	-
<b>PC19.</b> check and ensure plaster moulds are cast as per specification	1	1	-	-
<b>PC20.</b> check line, level & alignment at specified intervals for plastering works	1	1	-	-
<b>PC21.</b> check and ensure plastering of corners and edges are as per specification	1	1	-	-
<b>PC22.</b> monitor the curing of plaster as per schedule	1	1	-	-
<b>PC23.</b> check right angle and measure diagonal dimensions of room for dimensional accuracy	1	1	-	-
<b>PC24.</b> highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability	1	1	-	-
<i>Ensure execution of cementitious waterproofing works as per specifications and standard practices</i>	<b>13.5</b>	<b>15</b>	-	-
<b>PC25.</b> check and ensure required marking and leveling is as per drawing	1	1	-	-



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC26.</b> ensure working platforms and access stairs are safe for working	1	1	-	-
<b>PC27.</b> ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place	0.5	1	-	-
<b>PC28.</b> ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work	1	2	-	-
<b>PC29.</b> ensure appropriate cementitious waterproofing compound is used	1	1	-	-
<b>PC30.</b> check and ensure required marking and leveling is as per drawing	1	1	-	-
<b>PC31.</b> ensure surface to be waterproofed is prepared appropriately	1	1	-	-
<b>PC32.</b> check the usability of waterproofing material	1	1	-	-
<b>PC33.</b> ensure waterproofing and brick bat coba course is laid as per specification	1	1	-	-
<b>PC34.</b> ensure holes are drilled at regular interval in order to carry out grouting activity	1	1	-	-
<b>PC35.</b> check and ensure the consistency of grouting material is as per specification	1	1	-	-
<b>PC36.</b> ensure appropriate grouting for water proofing works	1	1	-	-
<b>PC37.</b> check for further leakage of water	1	1	-	-
<b>PC38.</b> highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability	1	1	-	-
<i>Ensure execution of various type of finishes like grit-wash, aggregate wash, stone Crete, cement wash and other surface finishes as per specifications and standard practices</i>	<b>7.5</b>	<b>15</b>	-	-
<b>PC39.</b> ensure surface receiving finish is levelled properly prior to application of grit wash, stone-Crete ,cement wash and other surface finishes	1	3	-	-



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC40.</b> check and ensure required marking and levelling is as per drawing	1	2	-	-
<b>PC41.</b> ensure selection of appropriate aggregate for exposed plaster as per specified finish	1	2	-	-
<b>PC42.</b> ensure preparation of mortar for different surface finishes in appropriate ratio	1	2	-	-
<b>PC43.</b> ensure addition of right pigment for desired colour and finish	0.5	1	-	-
<b>PC44.</b> ensure appropriate use of baton strips for making panels as per applicability	1	2	-	-
<b>PC45.</b> ensure even application of different surface finishes as per specification	1	2	-	-
<b>PC46.</b> ensure levelling and curing of finished surface for desired aesthetic appeal	1	1	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-





## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0126
<b>NOS Name</b>	Ensure execution of wet finishing works as per specifications and standard practices
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/05/2015



# CON/N0127: Ensure execution of flooring and cladding works as per specifications and standard practices

## Description

This unit describes the skills and knowledge required to ensure the quality for flooring and cladding works with natural stones is as per specifications and standard practices and carry out checks and corrective action as per requirement

## Scope

The scope covers the following:

- Ensure execution of flooring work is as per specifications and standard practices
- Ensure execution of cladding of stones is as per specifications and standard practices

## Elements and Performance Criteria

### *Ensure execution of flooring work as per specifications and standard practices*

To be competent, the user/individual on the job must be able to:

- PC1.** check and ensure all relevant markings are complete as per drawings
- PC2.** ensure working platforms and access stairs are safe for working
- PC3.** ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place
- PC4.** ensure all tools, tackles, consumables, materials and equipments are available prior to commencement of work
- PC5.** ensure preparation of cement mortar as specified
- PC6.** ensure tiles and natural stones used are as per requirements of color, design, material & batch number and are free from any cracks/damage
- PC7.** ensure surface receiving tiles and natural stones is prepared appropriately
- PC8.** ensure tiles and natural stones are measured & cut as per design/ patterns and specifications
- PC9.** ensure tiles and natural stones are fixed as per required pattern/design
- PC10.** ensure sides, edge and bed of stone is prepared appropriately
- PC11.** check the floored/ tiled surface for hollowness
- PC12.** ensure appropriate grouting and application of sealant as per requirements
- PC13.** ensure finishing and polishing of surface after laying of tiles, marble, granite or other natural stones as per applicability
- PC14.** ensure execution of flooring works as per the following major finishes: Vacuum dewatered flooring (VDF) Terrazzo (marble chips) flooring PVC sheet flooring Carpet flooring Wood / Timber flooring Marble flooring Mosaic flooring Rubber and Linoleum flooring
- PC15.** check line, level & alignment at specified intervals for flooring works
- PC16.** monitor finishing and curing of various types of flooring works
- PC17.** highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability



## Qualification Pack



### *Ensure execution of cladding of stones as per specifications and standard practices*

To be competent, the user/individual on the job must be able to:

- PC18.** ensure surface for cladding is prepared appropriately as per specification
- PC19.** check surface for completion of embedded surfaces and make necessary provisions for the same
- PC20.** check and ensure necessary markings are provided on surface to give direction for laying of natural stones
- PC21.** ensure working platforms and access stairs are safe for working
- PC22.** ensure all tools, tackles, consumables, materials and equipments are available prior to commencement of work
- PC23.** ensure preparation of cement mortar as specified
- PC24.** ensure anchors/angles, fasteners and other accessories are fixed in the wall maintaining proper alignment in horizontal and vertical direction
- PC25.** ensure suitable anchoring tools are used and ensure adequate anchorage as per standard practices
- PC26.** ensure stones are placed and secured as per standard method for dry cladding works
- PC27.** ensure angles and fasteners used are placed as per specifications and employ standard method for fixing stones using specified mortar for bonding in case of wet cladding works
- PC28.** ensure proper grooves are maintained in stone slabs as per drawing/pattern
- PC29.** ensure proper grouting and sealing of stones as per specification
- PC30.** ensure specified gap is maintained between back wall and stone lining to provide for adequate drainage in dry cladding works
- PC31.** ensure that construction joints are appropriate and as per requirements
- PC32.** check line, level & alignment of cladding works at specified intervals as per requirement

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** standard practices for flooring and cladding works with natural stones
- KU2.** safety rules and regulations for handling and storing required tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipment
- KU4.** how to request tools and materials as per set procedures
- KU5.** maintenance of tools and equipments
- KU6.** architectural drawing and basic principles of all flooring and cladding works with natural stones
- KU7.** principles of measurements along with arithmetic and geometric calculation conversion of units
- KU8.** standard working practices for flooring and cladding works
- KU9.** standard tolerance limits for flooring and cladding works
- KU10.** appropriate ratio of cement mortar mix used for various flooring and cladding works
- KU11.** methodology for various flooring works
- KU12.** methodology for dry and wet cladding works



## Qualification Pack



- KU13.** use of anchoring tools for cladding works
- KU14.** use of mechanical ties and anchor clip for dry and wet cladding
- KU15.** use of anchoring tools for cladding works
- KU16.** checks for line, level and alignment
- KU17.** method of curing of different flooring and cladding works
- KU18.** basic computer literacy

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in at least two languages, preferably the local language at the site and basic English
- GS2.** provide clear and simple written instructions, details & sketches to subordinates
- GS3.** record and document details regarding daily productivity report, daily labor attendance & work done
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read in at least two languages, preferably the local language at the site and basic English
- GS6.** read various types of drawing related to structural works
- GS7.** read key documents including details capturing quality standards, standards working methods
- GS8.** read instructions, guidelines, sign boards, safety rules and safety practices
- GS9.** read instructions and exit routes during emergencies at the work place
- GS10.** speak in one or more language, preferably one of the local language at site
- GS11.** listen and follow instructions given by the superior
- GS12.** provide clear instruction to subordinates for completion of task as per working plan, time schedule and quality
- GS13.** decide whether work place is safe for working and also relevant task is not creating hazardous condition for others
- GS14.** decide whether work is adequately defined for the day , work front is clear , and adequate materials and tools are available for performing work
- GS15.** decide on material and resource requirement for assigned activity
- GS16.** plan work & organize required resource in coordination with team members and superiors
- GS17.** ensure satisfaction for level of productivity under given condition
- GS18.** ensure completion of work as per agreed time schedule and quality
- GS19.** rectify the setting/alignment or level of surface relevant to task
- GS20.** rectify workability of cement mortar mix
- GS21.** resolve and solve any conflict within the team
- GS22.** reconcile material consumption
- GS23.** optimize resources
- GS24.** minimize wastages
- GS25.** assess quantity and quality of materials for day work
- GS26.** evaluate the complexity of the tasks and carry out corrective action as per requirement



## Qualification Pack



**GS27.** identify and assess how violation of any safety norms may lead to accidents



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure execution of flooring work as per specifications and standard practices</i>	<b>20</b>	<b>30</b>	-	-
<b>PC1.</b> check and ensure all relevant markings are complete as per drawings	1	2	-	-
<b>PC2.</b> ensure working platforms and access stairs are safe for working	1	2	-	-
<b>PC3.</b> ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place	1	1	-	-
<b>PC4.</b> ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work	1	2	-	-
<b>PC5.</b> ensure preparation of cement mortar as specified	1	1	-	-
<b>PC6.</b> ensure tiles and natural stones used are as per requirements of color, design, material & batch number and are free from any cracks/damage	1	2	-	-
<b>PC7.</b> ensure surface receiving tiles and natural stones is prepared appropriately	1	2	-	-
<b>PC8.</b> ensure tiles and natural stones are measured & cut as per design/ patterns and specifications	1	1	-	-
<b>PC9.</b> ensure tiles and natural stones are fixed as per required pattern/design	1	1	-	-
<b>PC10.</b> ensure sides, edge and bed of stone is prepared appropriately	1	1	-	-
<b>PC11.</b> check the floored/ tiled surface for hollowness	1	1	-	-
<b>PC12.</b> ensure appropriate grouting and application of sealant as per requirements	1	1	-	-
<b>PC13.</b> ensure finishing and polishing of surface after laying of tiles, marble ,granite or other natural stones as per applicability	1	2	-	-



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> ensure execution of flooring works as per the following major finishes: Vacuum dewatered flooring (VDF) Terrazzo (marble chips) flooring PVC sheet flooring Carpet flooring Wood / Timber flooring Marble flooring Mosaic flooring Rubber and Linoleum flooring	4	6	-	-
<b>PC15.</b> check line, level & alignment at specified intervals for flooring works	1	2	-	-
<b>PC16.</b> monitor finishing and curing of various types of flooring works	1	1	-	-
<b>PC17.</b> highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability	1	2	-	-
<i>Ensure execution of cladding of stones as per specifications and standard practices</i>	<b>20</b>	<b>30</b>	-	-
<b>PC18.</b> ensure surface for cladding is prepared appropriately as per specification	2	2	-	-
<b>PC19.</b> check surface for completion of embedded surfaces and make necessary provisions for the same	1	2	-	-
<b>PC20.</b> check and ensure necessary markings are provided on surface to give direction for laying of natural stones	1	2	-	-
<b>PC21.</b> ensure working platforms and access stairs are safe for working	1	2	-	-
<b>PC22.</b> ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work	2	2	-	-
<b>PC23.</b> ensure preparation of cement mortar as specified	1	2	-	-
<b>PC24.</b> ensure anchors/angles, fasteners and other accessories are fixed in the wall maintaining proper alignment in horizontal and vertical direction	2	2	-	-



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC25.</b> ensure suitable anchoring tools are used and ensure adequate anchorage as per standard practices	1	2	-	-
<b>PC26.</b> ensure stones are placed and secured as per standard method for dry cladding works	1	2	-	-
<b>PC27.</b> ensure angles and fasteners used are placed as per specifications and employ standard method for fixing stones using specified mortar for bonding in case of wet cladding works	2	2	-	-
<b>PC28.</b> ensure proper grooves are maintained in stone slabs as per drawing/pattern	1	2	-	-
<b>PC29.</b> ensure proper grouting and sealing of stones as per specification	1	2	-	-
<b>PC30.</b> ensure specified gap is maintained between back wall and stone lining to provide for adequate drainage in dry cladding works	2	2	-	-
<b>PC31.</b> ensure that construction joints are appropriate and as per requirements	1	2	-	-
<b>PC32.</b> check line ,level & alignment of cladding works at specified intervals as per requirement	1	2	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	<b>-</b>	<b>-</b>





## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0127
<b>NOS Name</b>	Ensure execution of flooring and cladding works as per specifications and standard practices
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/05/2015



# CON/N7001: Plan, arrange and manage resources for execution of relevant work

## Description

This unit describes the knowledge and the skills required for an individual to plan and organize own work in order to meet expected outcome.

## Scope

The scope covers the following:

- Arrange and manage manpower
- Arrange allocate and manage tools, material and equipment

## Elements and Performance Criteria

### *Arrange and manage manpower*

To be competent, the user/individual on the job must be able to:

- PC1.** determine quantum and nature of work under assigned activity
- PC2.** calculate requirement of manpower for assigned activities
- PC3.** submit manpower requirement to superiors
- PC4.** allocate and extract work as per plan
- PC5.** provide clear instructions to workmen for execution of work
- PC6.** ensure optimum utilization of manpower resources
- PC7.** record the daily labour attendance
- PC8.** record the daily productivity report

### *Arrange allocate and manage tools, material and equipment*

To be competent, the user/individual on the job must be able to:

- PC9.** estimate quantity of assigned work
- PC10.** estimate requirement for material, components and fixtures
- PC11.** estimate equipment, tools and accessories required
- PC12.** submit material, equipment and tool requirement to superiors
- PC13.** allocate material, equipment and tools to workmen and extract the work as per plan
- PC14.** provide clear instructions for optimized use of resources

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for execution of relevant work
- KU2.** safety rules and regulations for handling and storing required tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipments



## Qualification Pack



- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirement related to workmen engagement
- KU6.** construction drawing of relevant work
- KU7.** manpower requirement on the basis of quantum of work and productivity
- KU8.** sequence and priority of activities
- KU9.** how to identify priority and critical activity of relevant task
- KU10.** method and technique on briefing team members about relevant work
- KU11.** different check to evaluate progress and quality of relevant works
- KU12.** importance of daily productivity report
- KU13.** importance of daily attendance register
- KU14.** standard working practices for relevant works
- KU15.** principles of measurements
- KU16.** conversion of units
- KU17.** arithmetic and geometric calculation
- KU18.** how to calculate quantum of relevant work
- KU19.** calculation of tools and material requirement
- KU20.** optimize use of available resources
- KU21.** computer basics auto-cad software application for 2D drawing

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write at least two language, preferably the local language at the site and basic English
- GS2.** provide clear and simple instructions, details & sketches to sub-ordinate
- GS3.** record and document daily productivity report, daily labour attendance & details regarding work done
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read one or more language, preferably the local language at the site
- GS6.** read relevant drawing, specification and standards
- GS7.** read key documents including quality standards, standards working methods & applicable tolerance limits
- GS8.** read manufacturer instruction and specification for relevant work
- GS9.** read various, sign boards, safety rules and safety tags , instruction related to exit routes during emergency at the workplace
- GS10.** speak in one or more language, preferably one of the local language at site
- GS11.** listen and follow instructions clearly given by the superior
- GS12.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS13.** decide whether workplace is safe for working and also his work is not creating hazardous conditions for other
- GS14.** decide on manpower, tools , material and equipment for relevant work



## Qualification Pack



- GS15.** decide alternate course of action in case of hindrance to work
- GS16.** plan work & organize required resource in coordination with team members and superior
- GS17.** plan work targets, schedules for subordinates for completion of task as per work plan, time schedule and quality
- GS18.** ensure completion of work as per agreed time schedule and quality
- GS19.** suggest remedial action to workers for making corrections
- GS20.** resolve and solve any conflict within the team
- GS21.** reconcile material consumption
- GS22.** assess quantity of resources required for day work
- GS23.** optimize resources
- GS24.** minimize wastages
- GS25.** assess complexity of the tasks and carry out corrective action as per requirement
- GS26.** identify and assess how violation of any safety norms may lead to accidents



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Arrange and manage manpower</i>	<b>22</b>	<b>33</b>	-	-
<b>PC1.</b> determine quantum and nature of work under assigned activity	2	3	-	-
<b>PC2.</b> calculate requirement of manpower for assigned activities	3	4.5	-	-
<b>PC3.</b> submit manpower requirement to superiors	2	3	-	-
<b>PC4.</b> allocate and extract work as per plan	3	4.5	-	-
<b>PC5.</b> provide clear instructions to workmen for execution of work	3	4.5	-	-
<b>PC6.</b> ensure optimum utilization of manpower resources	3	4.5	-	-
<b>PC7.</b> record the daily labour attendance	3	4.5	-	-
<b>PC8.</b> record the daily productivity report	3	4.5	-	-
<i>Arrange allocate and manage tools, material and equipment</i>	<b>18</b>	<b>27</b>	-	-
<b>PC9.</b> estimate quantity of assigned work	3	4.5	-	-
<b>PC10.</b> estimate requirement for material, components and fixtures	3	4.5	-	-
<b>PC11.</b> estimate equipment, tools and accessories required	3	4.5	-	-
<b>PC12.</b> submit material, equipment and tool requirement to superiors	3	4.5	-	-
<b>PC13.</b> allocate material, equipment and tools to workmen and extract the work as per plan	3	4.5	-	-
<b>PC14.</b> provide clear instructions for optimized use of resources	3	4.5	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N7001
<b>NOS Name</b>	Plan, arrange and manage resources for execution of relevant work
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/05/2015



# CON/N8001: Work effectively in a team to deliver desired results at the workplace

## Description

This unit describes the skills and knowledge required to work effectively within a team to achieve the desired results

## Scope

The scope covers the following:

- Interact and communicate effectively with co-workers, superiors and sub-ordinates across different teams
- Support co-workers, superiors and sub-ordinates within the team and across interfacing teams to ensure effective execution of assigned task

## Elements and Performance Criteria

### *Interact and communicate in effective and conclusive manner*

To be competent, the user/individual on the job must be able to:

- PC1.** pass on work related information/ requirement clearly to the team members
- PC2.** inform co-workers and superiors about any kind of deviations from work
- PC3.** address the problems effectively and report if required to immediate supervisor appropriately
- PC4.** receive instructions clearly from superiors and respond effectively on the same
- PC5.** communicate to team members/subordinates for appropriate work technique and method
- PC6.** seek clarification and advice as per the requirement and applicability

### *Support co-workers to execute project requirements*

To be competent, the user/individual on the job must be able to:

- PC7.** hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams
- PC8.** work together with co-workers in a synchronized manner

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** own roles and responsibilities
- KU2.** importance of effective communication and establishing strong working
- KU3.** risks of a failure in teamwork in terms of effects on project outcomes, timelines, safety at the construction site, etc.
- KU4.** different modes of communication, and its appropriate usage
- KU5.** importance of creating healthy and cooperative work environment among the gangs of workers



## Qualification Pack



- KU6.** different activities within his work area where an interaction with other workers is required
- KU7.** applicable techniques of work, properties of materials used, tools and tackles used, safety standards that co-workers might need as per the requirement
- KU8.** importance of proper and effective communication and the expected adverse
- KU9.** importance and need of supporting co-workers facing problems for smooth

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read in one or more languages, preferably the local language of the site
- GS3.** read communication from team members regarding work completed, materials used, tools and tackles used, support required
- GS4.** speak in one or more languages, preferably in one of the local language of the site
- GS5.** listen and follow instructions / communication shared by superiors/ co-workers regarding team requirements or interfaces during work processes
- GS6.** orally communicate with co-workers regarding support required to complete the respective work
- GS7.** decide on what information is to be shared with co-workers within the team or from interfacing gang of workers
- GS8.** plan work and organize required resources in coordination with team members
- GS9.** complete all assigned task in coordination with team members
- GS10.** take initiative in resolving issues among co-workers or report the same to superiors
- GS11.** ensure best ways of coordination among team members
- GS12.** communicate with co-workers considering their educational / social background
- GS13.** evaluate the complexity of task and determine if any guidance is required from superiors





## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate in effective and conclusive manner</i>	<b>28</b>	<b>42</b>	-	-
<b>PC1.</b> pass on work related information/ requirement clearly to the team members	4	6	-	-
<b>PC2.</b> inform co-workers and superiors about any kind of deviations from work	4	6	-	-
<b>PC3.</b> address the problems effectively and report if required to immediate supervisor appropriately	8	12	-	-
<b>PC4.</b> receive instructions clearly from superiors and respond effectively on the same	4	6	-	-
<b>PC5.</b> communicate to team members/subordinates for appropriate work technique and method	4	6	-	-
<b>PC6.</b> seek clarification and advice as per the requirement and applicability	4	6	-	-
<i>Support co-workers to execute project requirements</i>	<b>12</b>	<b>18</b>	-	-
<b>PC7.</b> hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams	6	9	-	-
<b>PC8.</b> work together with co-workers in a synchronized manner	6	9	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N8001
<b>NOS Name</b>	Work effectively in a team to deliver desired results at the workplace
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.2
<b>Last Reviewed Date</b>	23/05/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	21/07/2016



### CON/N8002: Plan and organize work to meet expected outcomes

#### Description

This unit describes the knowledge and the skills required for an individual to plan and organize own work in order to meet expected outcome

#### Elements and Performance Criteria

##### *Prioritize work activities to achieve desired results*

To be competent, the user/individual on the job must be able to:

- PC1.** understand clearly the targets and timelines set by superiors
- PC2.** plan activities as per schedule and sequence
- PC3.** provide guidance to the subordinates to obtain desired outcome
- PC4.** plan housekeeping activities prior to and post completion of work

##### *Organize desired resources prior to commencement of work*

To be competent, the user/individual on the job must be able to:

- PC5.** list and arrange required resources prior to commencement of work
- PC6.** select and employ correct tools, tackles and equipment for completion of desired work
- PC7.** complete the work with allocated resources
- PC8.** engage allocated manpower in an appropriate manner
- PC9.** use resources in an optimum manner to avoid any unnecessary wastage
- PC10.** employ tools, tackles and equipment with care to avoid damage to the same
- PC11.** organize work output, materials used, tools and tackles deployed
- PC12.** processes adopted to be in line with the specified standards and instructions

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of proper housekeeping
- KU2.** policies, procedures and work targets set by superiors
- KU3.** roles and responsibilities in executing the work for subordinates and self
- KU4.** standard practices of work to be adopted for assigned task
- KU5.** how to use available resources in a judicious and appropriate manner to minimize wastages or damage

#### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** list out the assigned works and targets



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- GS3.** read in one or more language, preferably the local language at the site
- GS4.** read communication from co-workers, superiors and notices from other departments as per requirement of the level
- GS5.** speak in one or more language, preferably one of the local language at the site
- GS6.** listen and follow communication shared by co-workers regarding standard work processes, resources available, timelines, etc.
- GS7.** communicate effectively with co-workers and subordinates
- GS8.** decide on what sequence is to be adopted for execution of work
- GS9.** plan and organize the materials, tools, tackles and equipment required to execute the work
- GS10.** complete all assigned task with proper planning and organizing
- GS11.** arrange or seek help to arrange for material, tools and tackles in case of shortfall
- GS12.** analyze areas of work which could result in a delay of work, wastage of material or damage to tools and tackles
- GS13.** evaluate potential solutions to minimize avoidable delays and wastages at the construction site



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prioritize work activities to achieve desired results</i>	<b>17</b>	<b>25.5</b>	-	-
<b>PC1.</b> understand clearly the targets and timelines set by superiors	5	7.5	-	-
<b>PC2.</b> plan activities as per schedule and sequence	4	6	-	-
<b>PC3.</b> provide guidance to the subordinates to obtain desired outcome	5	7.5	-	-
<b>PC4.</b> plan housekeeping activities prior to and post completion of work	3	4.5	-	-
<i>Organize desired resources prior to commencement of work</i>	<b>23</b>	<b>34.5</b>	-	-
<b>PC5.</b> list and arrange required resources prior to commencement of work	4	6	-	-
<b>PC6.</b> select and employ correct tools, tackles and equipment for completion of desired work	3	4.5	-	-
<b>PC7.</b> complete the work with allocated resources	3	4.5	-	-
<b>PC8.</b> engage allocated manpower in an appropriate manner	2	3	-	-
<b>PC9.</b> use resources in an optimum manner to avoid any unnecessary wastage	2	3	-	-
<b>PC10.</b> employ tools, tackles and equipment with care to avoid damage to the same	2	3	-	-
<b>PC11.</b> organize work output, materials used, tools and tackles deployed	4	6	-	-
<b>PC12.</b> processes adopted to be in line with the specified standards and instructions	3	4.5	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N8002
<b>NOS Name</b>	Plan and organize work to meet expected outcomes
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.1
<b>Last Reviewed Date</b>	23/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/05/2015



## CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace

### Description

This OS covers the skills and knowledge required by an individual to supervise, monitor and evaluate performance of subordinates at work place

### Scope

The scope covers the following:

- Monitor all construction work activities performed by subordinates and evaluate their performance and ensure strict adherence to quality instructions & timelines as per organizational policies and procedures

### Elements and Performance Criteria

*Supervise, monitor and evaluate performance of all subordinates and ensure adherence to organizational policies and procedures*

To be competent, the user/individual on the job must be able to:

- PC1.** fix expected targets for the respective gang as per site requirements and allocate work to subordinates
- PC2.** establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes
- PC3.** inspect assigned work to the respected gang of workers through progressive checking
- PC4.** observe and verify the work activities performed by the subordinates at the construction site
- PC5.** monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority
- PC6.** ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies, procedures and work targets for performance evaluation and appraisals
- KU2.** organizational policies, procedures and protocol for smooth completion of work at the respective workplace
- KU3.** complete work/task accurately by following standard specifications and procedures by optimized and correct used of materials , tools, tackles and equipment

### Generic Skills (GS)

User/individual on the job needs to know how to:



## Qualification Pack



- GS1.** write in at one or more language, preferably the local language
- GS2.** read in at one or more language, preferably the local language at the site
- GS3.** speak in at one or more language, preferably one of the local language at the site
- GS4.** effectively communicate with team members at workplace
- GS5.** rectify errors, select workman according to the performance and carry out appropriate allocation of task
- GS6.** motivate the subordinate for better quality work
- GS7.** plan work as per right sequence and organize required resources in coordination with the team members
- GS8.** complete work as per the requirement
- GS9.** solve any anomalies in work processes, critical problems & cause for delays at workplace
- GS10.** sort workers activities in order of sequence and importance workers
- GS11.** identify root cause and effects of workers conflicts at workplace
- GS12.** evaluate and find solutions to minimize errors and suggest improvements for optimizing resource utilization
- GS13.** assess which situations would require intervention of superiors





## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise, monitor and evaluate performance of all subordinates and ensure adherence to organizational policies and procedures</i>	<b>40</b>	<b>60</b>	-	-
<b>PC1.</b> fix expected targets for the respective gang as per site requirements and allocate work to subordinates	6	9	-	-
<b>PC2.</b> establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes	6	9	-	-
<b>PC3.</b> inspect assigned work to the respected gang of workers through progressive checking	8	12	-	-
<b>PC4.</b> observe and verify the work activities performed by the subordinates at the construction site	8	12	-	-
<b>PC5.</b> monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority	6	9	-	-
<b>PC6.</b> ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations	6	9	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N8003
<b>NOS Name</b>	Supervise, monitor and evaluate performance of subordinates at workplace
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/05/2015



## CON/N9002: Manage workplace for safe and healthy work environment

### Description

This unit describes the skill and knowledge required to maintain a healthy & safe working environment for the group of people working under an individual

### Scope

This unit/task covers the following:

- Ensure healthy and safe working environment for subordinates.
- Ensure effective implementation of health, safety and environment policies and procedures
- Identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational & statutory requirement as followed

### Elements and Performance Criteria

#### *Ensure healthy and safe working environment for subordinates*

To be competent, the user/individual on the job must be able to:

- PC1.** ensure proper housekeeping at workplace
- PC2.** implement safe handling , stacking methods at workplace / store
- PC3.** ensure that health and safety plan is followed by all subordinates
- PC4.** Identify any hazard in workplace and notify them to appropriate authority
- PC5.** ensure that all safety and protection installation are correctly placed & adequate
- PC6.** ensure safe access is available at work place for movement of workers & materials
- PC7.** ensure safe use of tools and tackles by the workmen as per applicability
- PC8.** ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability: 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 from safety personals

#### *Identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational & statutory requirement as followed*

To be competent, the user/individual on the job must be able to:

- PC10.** ensure organizational policies and procedures are followed for health , safety and welfare, in relation to: 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
- PC11.** follow procedures for accident recording and reporting as per organizational and statutory requirements
- PC12.** ensure effective adherence to response to emergency procedures /protocols
- PC13.** report any case of emergency / risks to the concern people at the construction site
- PC14.** report any perceived risk hazards to the superiors / concerned EHS
- PC15.** demonstrate the use of fire protection equipments for different type of fire hazard



**PC16.** implement control measures to reduce risk & meet legal requirement as per organizational policies

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the policies, procedures and protocol set up by the EHS Department With respect to Health , Safety and Environment at the respective construction site
- KU2.** reporting procedures in cases of breaches or hazards in site safety, accidents or emergency situations
- KU3.** safe working practices for tools, tackles and equipment
- KU4.** workplace policies and health and safety requirements for dealing with potential risks as defined by the EHS department
- KU5.** how to respond to accidents & emergencies
- KU6.** the appropriate personal protective equipment to be used based on various working conditions
- KU7.** how to use necessary material ,tools, tackles and equipment in a safe and appropriate manner as specified by site EHS for each level and respective workman gang
- KU8.** monitoring working in workplace keeping safety & health in mind

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in one or more language
- GS2.** read in one or more language
- GS3.** read instructions, rules, guidelines, sign boards related to safety as per the requirements
- GS4.** speak in one or more language, preferably one of the local language at the site
- GS5.** listen and follow instructions shared by site EHS and superiors regarding site safety
- GS6.** communicate reporting of site conditions, hazards, accidents, etc.
- GS7.** decide upon the appropriate application & installation of safety equipments like barricades and nets
- GS8.** decide upon the tools box talks contents
- GS9.** identify any hazards in workplace organize safety equipments prior to commencing work
- GS10.** work to ensure safe and healthy environmental conditions at workplace
- GS11.** identify analysis & report hazards, accidents, health and safety risks, etc. or seek help from the appropriate authorities to address the same as per the guidelines laid down by site EHS
- GS12.** analyze areas of work which are potential safety hazards and could result in damage to life or property for the respective gang at the construction site
- GS13.** respond to critical health risks or accidents on an urgent basis through appropriate actions



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure healthy and safe working environment for subordinates</i>	<b>20</b>	<b>30</b>	-	-
<b>PC1.</b> ensure proper housekeeping at workplace	2	3	-	-
<b>PC2.</b> implement safe handling , stacking methods at workplace / store	2	3	-	-
<b>PC3.</b> ensure that health and safety plan is followed by all subordinates	2	3	-	-
<b>PC4.</b> Identify any hazard in workplace and notify them to appropriate authority	2	3	-	-
<b>PC5.</b> ensure that all safety and protection installation are correctly placed & adequate	2	3	-	-
<b>PC6.</b> ensure safe access is available at work place for movement of workers & materials	2	3	-	-
<b>PC7.</b> ensure safe use of tools and tackles by the workmen as per applicability	4	6	-	-
<b>PC8.</b> ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability: Head Protection (Helmets Ear Protection Fall Protection Foot Protection Face and Eye Protection, Hand &Body Protection Respiratory Protection	2	3	-	-
<b>PC9.</b> maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals	2	3	-	-
<i>Identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational &amp; statutory requirement as followed</i>	<b>20</b>	<b>30</b>	-	-



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> ensure organizational policies and procedures are followed for health , safety and welfare, in relation to: 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	4	6	-	-
<b>PC11.</b> follow procedures for accident recording and reporting as per organizational and statutory requirements	2	3	-	-
<b>PC12.</b> ensure effective adherence to response to emergency procedures /protocols	3	4.5	-	-
<b>PC13.</b> report any case of emergency / risks to the concern people at the construction site	3	4.5	-	-
<b>PC14.</b> report any perceived risk hazards to the superiors / concerned EHS	3	4.5	-	-
<b>PC15.</b> demonstrate the use of fire protection equipments for different type of fire hazard	3	4.5	-	-
<b>PC16.</b> implement control measures to reduce risk & meet legal requirement as per organizational policies	2	3	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N9002
<b>NOS Name</b>	Manage workplace for safe and healthy work environment
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/03/2015
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	19/05/2015

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

- 1.Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

#### Minimum Aggregate Passing % at QP Level : 70



## Qualification Pack



**(Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

### Assessment Weightage

#### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N0125.Read and interpret specification, standards and schematic working drawings for wet finishing and flooring works	40	60	-	-	100	10
CON/N0126.Ensure execution of wet finishing works as per specifications and standard practices	40	60	-	-	100	18
CON/N0127.Ensure execution of flooring and cladding works as per specifications and standard practices	40	60	-	-	100	18
CON/N7001.Plan, arrange and manage resources for execution of relevant work	40	60	-	-	100	12
CON/N8001.Work effectively in a team to deliver desired results at the workplace	40	60	-	-	100	8
CON/N8002.Plan and organize work to meet expected outcomes	40	60	-	-	100	10
CON/N8003.Supervise, monitor and evaluate performance of subordinates at workplace	40	60	-	-	100	8
CON/N9002.Manage workplace for safe and healthy work environment	40	60	-	-	100	16
<b>Total</b>	<b>320</b>	<b>480</b>	<b>-</b>	<b>-</b>	<b>800</b>	<b>100</b>





## Qualification Pack



### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training



## Qualification Pack



### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.



## Qualification Pack



<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.