



Supervisor Finishes

QP Code: CON/Q0112

Version: 1.0

NSQF Level: 6

Construction Skill Development Council of India || CPB 103 & 104 (1st Floor), Block 4B, DLF Corporate Park, Phase III, MG Road
Gurgaon-122002 || email:jancy@csdcindia.org



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CON/Q0112: Supervisor Finishes

Brief Job Description

This job role is responsible for planning activities, managing and allocating resources for various finishing works at construction sites; supervising and monitoring wet finishing and flooring, painting and interior and exterior finishing works while ensuring observation of health safety and environmental practices at work site and carry out necessary documentation as per requirement. The individual should possess sound technical knowledge, should be able to monitor and maintain safe and quality working practices

Personal Attributes

This job role requires the individual to be physically and mentally strong enough to oversee the masonry work at a construction site. The individual should be having strong organizational, interpersonal and communication skills, along with comprehensive technical knowledge of finishing works and ability to supervise construction crew

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N0138: Read & interpret drawings, specifications and standards for finishing works](#)
2. [CON/N0139: Allocate and monitor man and material resources at site, procure approvals and fill checklist for finishing works](#)
3. [CON/N0140: Supervise and monitor execution of wet finishing and flooring](#)
4. [CON/N0141: Supervise and monitor execution of painting works](#)
5. [CON/N0142: Supervise and monitor execution of faade installation, false ceiling and dry wall partition works](#)
6. [CON/N7001: Plan, arrange and manage resources for execution of relevant work](#)
7. [CON/N8002: Plan and organize work to meet expected outcomes](#)
8. [CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace](#)
9. [CON/N9002: Manage workplace for safe and healthy work environment](#)

Qualification Pack (QP) Parameters

Sector	Construction
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Qualification Pack



Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
Country	India
NSQF Level	6
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2004/3112.90
Minimum Educational Qualification & Experience	12th Class with 5-10 Years of experience as a certified Foreman Wet Finishing & Flooring / Foreman Painting & Decorating / Foreman Interior and Exterior Finishes OR 12th Class with 10-15 Years of experience in case of a Non trained worker, in same occupation
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	23/08/2015
Next Review Date	31/03/2022
Deactivation Date	31/03/2022
NSQC Approval Date	19/12/2018
Version	1.0
Reference code on NQR	2019/CON/CSDCI/03122
NQR Version	1.0



CON/N0138: Read & interpret drawings, specifications and standards for finishing works

Description

This unit describes the skills and knowledge required to read & interpret drawings, specifications and standards for finishing works.

Scope

The scope covers the following:

- Read & interpret drawings, specifications and standards for wet finishing, flooring, painting, faade installation, false ceiling and dry wall and partitions works

Elements and Performance Criteria

Read & interpret drawings, specifications and standards for wet finishing, flooring, painting, faade installation, false ceiling and dry wall and partitions works

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

- | | |
|-------------|--|
| PC1. | read & interpret details from relevant drawings |
| PC2. | read & interpret details from schedule of work |
| PC3. | read and understand specification and standards provided for relevant works |
| PC4. | read and understand all specification provided in the relevant drawing |
| PC5. | read and understand schedule provided for completion of work |
| PC6. | read method statement for execution of work |
| PC7. | read, understand & follow manufactures specification for operation of power tools |
| PC8. | carry out calculation of required quantity of materials from relevant schematic working drawings |
| PC9. | convey structural changes to workman as simple sketches |

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- | | |
|-------------|---|
| KU1. | standard practices for finishing works related to finishes |
| 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 |
| KU4. | service request procedures for tools, materials and equipments |
| KU5. | statutory compliance requirement related to working at height |
| KU6. | statutory compliance requirement related to workmen engagement |
| KU7. | schematic drawings, sketches for relevant work |
| KU8. | how to read and interpret structural drawing |



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- KU9.** principals involved in reading and interpreting various relevant drawings
- KU10.** how to read general arrangement drawing
- KU11.** simplified sketch preparation from the drawing
- KU12.** how to read plan, elevation and sectional drawing
- KU13.** basic principal of measurement, arithmetic and geometric calculations
- KU14.** terminology used wet finishing, flooring, painting, faade installation, false ceiling and dry wall and partitions works
- KU15.** linear conversion of units
- KU16.** units of measurement
- KU17.** manufacturers specification and work method statement for relevant works
- KU18.** how to calculate material and resource required for relevant works

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 one or more language, preferably in the local language of the site and basic English
- GS6.** read drawing, specification and standards related to relevant work
- GS7.** read key documents including quality standards and standard working methods
- GS8.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably in one of the local languages of the site and basic English
- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS12.** estimate required material, time and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** determine appropriate method for operation of tools basis manufacturers specifications
- GS15.** plan work & organize required resource in coordination with team members and superior
- GS16.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within allocated time
- GS17.** ensure completion of work as per agreed time schedule and quality
- GS18.** resolve and solve any conflict within the team
- GS19.** assess quantity of materials for day work
- GS20.** optimize resources
- GS21.** minimize wastages



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- GS22.** analyze and evaluate quantity of materials required basis drawings
- GS23.** assess complexity of the tasks and provide guidance for carrying out corrective action as per requirement
- GS24.** identify and assess how violation of any safety norms may lead to accidents
- GS25.** determine suitable sequencing of finishing works



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Read & interpret drawings, specifications and standards for wet finishing, flooring, painting, faade installation, false ceiling and dry wall and partitions works</i>	50	50	-	-
PC1. read & interpret details from relevant drawings	5.5	5.5	-	-
PC2. read & interpret details from schedule of work	5.5	5.5	-	-
PC3. read and understand specification and standards provided for relevant works	5.5	5.5	-	-
PC4. read and understand all specification provided in the relevant drawing	5.5	5.5	-	-
PC5. read and understand schedule provided for completion of work	5.5	5.5	-	-
PC6. read method statement for execution of work	5.5	5.5	-	-
PC7. read, understand & follow manufactures specification for operation of power tools	5.5	5.5	-	-
PC8. carry out calculation of required quantity of materials from relevant schematic working drawings	6	6	-	-
PC9. convey structural changes to workman as simple sketches	5.5	5.5	-	-
NOS Total	50	50	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0138
NOS Name	Read & interpret drawings, specifications and standards for finishing works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018



CON/N0139: Allocate and monitor man and material resources at site, procure approvals and fill checklist for finishing works

Description

This unit describes the skills and knowledge required to read & interpret drawings, specifications and standards for finishing works.

Scope

The scope covers the following:

- Ensure optimum utilization of tools, equipments and resources including coordination with sub contractors
- Procure approvals, prepare checklist prior to and after execution of work from various agencies in coordination with superiors

Elements and Performance Criteria

Ensure optimum utilization of tools, equipments and resources including coordination with sub contractors

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

- PC1.** confirm hours worked and description of work performed for employee with concerned superior
- PC2.** provide inputs to seniors regarding requirements for manpower, tools, and materials as per work requirements
- PC3.** notify concerned superior of resources and equipment needs
- PC4.** determine method of lifting, route and mode of transportation of relevant materials from stock yard to erection point
- PC5.** determine resources to be used in accordance with safety practices during wet finishing, flooring, painting, faade installation, false ceiling and dry wall and partitions works
- PC6.** allocate manpower to respective activities on the basis of work requirement
- PC7.** ensure productivity of manpower by providing instruction, checking completed works as per drawing and reporting to senior authorities
- PC8.** instruct workmen on the safe and correct use of tools and equipments as per manufacturers instructions /specification
- PC9.** report efficiently to the concerned authorities for equipment breakdown, discrepancies found in the jobs
- PC10.** provide status information on work received, in progress, backlog, and work assignments completed as requirement
- PC11.** inform the concerned superior on specific areas where the work needs to be adjusted in accordance with site conditions and material deliveries

Procure approvals, prepare checklist prior to and after execution of work from various agencies in coordination with superiors

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



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- PC12.** take approval from concerned authority before allocation of resource and material
- PC13.** take safety clearance from EHS department before commencing work
- PC14.** take clearance from services department before commencing work
- PC15.** ensure all pre preparatory works have finished before starting work
- PC16.** review estimates, prepares sketches and reports on labor expenditures and materials used
- PC17.** perform bid walks and submit documentation to concerned superior as required
- PC18.** provide documentation to concerned superior for preparation of project deliverables to client
- PC19.** carry out checks and fill checklist after completion of work
- PC20.** provide clearance and mobility order to subcontractors for mobilization of resource and material at next workspace
- PC21.** maintain records and files and prepare reports on labour deployment, work done and productivity
- PC22.** ensure proper quality of work within agreed timeline
- PC23.** ensure that rectifications (if any) are carried out in time

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for finishing 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 & equipments
- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirement related to working at height
- KU6.** standard procedures for stacking of brick, block, cement, wood, ply, paints and components, faade materials, false ceiling materials etc
- KU7.** schematic drawings, sketches for relevant work
- KU8.** how to read and interpret structural drawing
- KU9.** making sketches and conveying the same to works man
- KU10.** knowledge of company policies and hierarchy for reporting any anomaly
- KU11.** how to read relevant structural drawings and extract technical specifications related to wet finishing, flooring, painting, faade installation, false ceiling and dry wall and partitions works
- KU12.** writing reports for submission to concerned authority
- KU13.** process of indent
- KU14.** determine work methods which makes best use of relevant resources and meet health and safety requirements
- KU15.** optimum utilization and allocation of tools, equipments and resources as per requirement
- KU16.** provide status information, carry out productivity calculation
- KU17.** documentation required to resource management such as preparation of indents, material and manpower calculation, preparation of daily labour reports
- KU18.** carry out filling of pre-approval checklist and post completion checklists
- KU19.** obtaining clearance from various department prior to commencement of work



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- KU20.** prepare sketches on relevant work from drawings
- KU21.** providing mobilization order to sub-contractors
- KU22.** how to maintain record and file for relevant work
- KU23.** calculate resource and material required for relevant work
- KU24.** concept of job related safety precautions and deployment of safety

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 one or more language, preferably in the local language of the site and basic English
- GS6.** read drawing, specification and standards related to relevant work
- GS7.** read key documents including quality standards and standard working methods
- GS8.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably in one of the local languages of the site and basic English
- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS12.** estimate required material, time and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** determine whether all pre-preparatory works are complete prior to initiating work
- GS15.** determine compliance of rectifications within pre-determined timelines
- GS16.** plan work & organize required resource in coordination with team members and superior
- GS17.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within allocated time
- GS18.** ensure completion of work as per agreed time schedule and quality
- GS19.** resolve and solve any conflict within the team
- GS20.** check for equipment breakdowns / discrepancies and report on the same
- GS21.** assess quantity of materials for day work
- GS22.** optimize resources
- GS23.** minimize wastages
- GS24.** assess and evaluate appropriate method of lifting, route and mode of transportation for shifting works at site
- GS25.** analyze and estimate labour expenditures



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- GS26.** assess complexity of the tasks and provide guidance for carrying out corrective action as per requirement
- GS27.** identify and assess how violation of any safety norms may lead to accidents
- GS28.** analyze and assess productivity of workers in the respective gangs



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure optimum utilization of tools, equipments and resources including coordination with sub contractors</i>	25	25	-	-
PC1. confirm hours worked and description of work performed for employee with concerned superior	2	2	-	-
PC2. provide inputs to seniors regarding requirements for manpower, tools, and materials as per work requirements	2	2	-	-
PC3. notify concerned superior of resources and equipment needs	2	2	-	-
PC4. determine method of lifting, route and mode of transportation of relevant materials from stock yard to erection point	2	2	-	-
PC5. determine resources to be used in accordance with safety practices during wet finishing, flooring, painting, faade installation, false ceiling and dry wall and partitions works	2.5	2.5	-	-
PC6. allocate manpower to respective activities on the basis of work requirement	2	2	-	-
PC7. ensure productivity of manpower by providing instruction, checking completed works as per drawing and reporting to senior authorities	2.5	2.5	-	-
PC8. instruct workmen on the safe and correct use of tools and equipments as per manufacturers instructions /specification	2.5	2.5	-	-
PC9. report efficiently to the concerned authorities for equipment breakdown, discrepancies found in the jobs	2.5	2.5	-	-
PC10. provide status information on work received, in progress, backlog, and work assignments completed as requirement	2.5	2.5	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. inform the concerned superior on specific areas where the work needs to be adjusted in accordance with site conditions and material deliveries	2.5	2.5	-	-
<i>Procure approvals, prepare checklist prior to and after execution of work from various agencies in coordination with superiors</i>	25	25	-	-
PC12. take approval from concerned authority before allocation of resource and material	2	2	-	-
PC13. take safety clearance from EHS department before commencing work	2.5	2.5	-	-
PC14. take clearance from services department before commencing work	2	2	-	-
PC15. ensure all pre preparatory works have finished before starting work	2	2	-	-
PC16. review estimates, prepares sketches and reports on labor expenditures and materials used	2	2	-	-
PC17. perform bid walks and submit documentation to concerned superior as required	2	2	-	-
PC18. provide documentation to concerned superior for preparation of project deliverables to client	2.5	2.5	-	-
PC19. carry out checks and fill checklist after completion of work	2	2	-	-
PC20. provide clearance and mobility order to subcontractors for mobilization of resource and material at next workspace	2	2	-	-
PC21. maintain records and files and prepare reports on labour deployment, work done and productivity	2	2	-	-
PC22. ensure proper quality of work within agreed timeline	2	2	-	-
PC23. ensure that rectifications (if any) are carried out in time	2	2	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0139
NOS Name	Allocate and monitor man and material resources at site, procure approvals and fill checklist for finishing works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018



CON/N0140: Supervise and monitor execution of wet finishing and flooring

Description

This unit describes the skills and knowledge required to supervise and monitor execution of wet finishing and flooring works

Scope

The scope covers the following:

- Supervise and ensure execution of wet finishing and flooring works in accordance with agreed work plan

Elements and Performance Criteria

Supervise and ensure execution of wet finishing and flooring works in accordance with agreed work plan

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

- PC1.** assist in sequencing key activities related to wet finishing and flooring works for making schedule
- PC2.** assist in planning of duration and time require for identified key activities
- PC3.** keep records of masons time and materials used for each job
- PC4.** supervise closely wet finishing and flooring jobs requiring a high degree of skill
- PC5.** ensure survey works and preparatory works are complete so as to provide required level & reference
- PC6.** ensure setting out for brick/block work , random rubble masonry works, plastering, flooring, waterproofing ,cladding, surface finishing works are as per the approved drawings
- PC7.** ensure working platforms and access stairs are safe for working
- PC8.** ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work
- PC9.** ensure that the receiving surface is prepared appropriately
- PC10.** ensure preparation of cement mortar and pop mix is in the required specified proportion
- PC11.** ensure plastering coats are applied as per approved/ specified thickness and to desired finish
- PC12.** check and ensure plaster moulds are cast as per specification
- PC13.** ensure execution of cementitious waterproofing works as per specifications and standard practices
- PC14.** ensure waterproofing and brick bat coba course is laid as per specification
- PC15.** ensure holes are drilled at regular interval in order to carry out grouting activity
- PC16.** check and ensure the consistency of grouting material is as per specification
- PC17.** ensure appropriate grouting for water proofing works
- PC18.** ensuring testing of surface upon application of waterproofing material for leakage
- PC19.** check and ensure required marking and leveling is as per drawing
- PC20.** ensure selection of appropriate aggregate for exposed plaster as per specified finish



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- PC21.** ensure preparation of mortar for different surface finishes in appropriate ratio
- PC22.** ensure addition of right pigment for desired color and finish
- PC23.** ensure execution of various types of finishes like grit-wash, stone crete, cement wash and other surface finishes as per specifications and standard practices
- PC24.** ensure execution of cladding of stones as per specifications and standard practices
- PC25.** ensure specified gap is maintained between back wall and stone lining to provide for adequate drainage in dry cladding works
- PC26.** ensure execution of flooring works as per the major finishes such as vacuum dewatered flooring (VDF), terrazzo (marble chips) flooring, PVC sheet flooring, carpet flooring, wood / timber flooring, marble flooring, mosaic flooring, rubber and linoleum flooring, etc
- PC27.** check line ,level & alignment of wet finishing and flooring works at specified intervals as per requirement
- PC28.** provide estimates of personnel and material required for a job
- PC29.** keep records and compiles reports of work performed by masonry crew

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 & equipments
- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirement related to working at height
- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** how to read schematic working drawing of formwork
- KU8.** simplified sketch preparation from the drawing
- KU9.** use and application of tools, components and equipments
- KU10.** terminology used in wet finishing and flooring works
- KU11.** architectural drawings relevant to wet finishing works
- KU12.** basic principles of measurement along with simple geometry
- KU13.** methodology for estimation of required resource and material
- KU14.** standard tolerance limits for all aspects of wet finishing works
- KU15.** appropriate techniques (including use of tools, equipment and material) for all aspects of wet finishing works
- KU16.** appropriate ratio of cement mortar mix and plastering mix for relevant task
- KU17.** methodology for checking line ,level and alignment for various wet finishing works
- KU18.** methodology for brick/block & random rubble masonry works
- KU19.** methodology of construction of walkways, arches and manholes
- KU20.** methodology of laying tiles, marble, granite and other natural stones
- KU21.** methodology for different surface finishes like grit-wash, stone-crete, cement wash and ornamental plastering works



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- KU22.** different baton strips and their uses
- KU23.** methodology for waterproofing works
- KU24.** methodology for curing of different finishing works
- KU25.** basic computer literacy
- KU26.** standard tolerance limits for flooring and cladding works
- KU27.** appropriate ratio of cement mortar mix used for various flooring and cladding works
- KU28.** methodology for various flooring works
- KU29.** methodology for dry and wet cladding works
- KU30.** use of anchoring tools for cladding works
- KU31.** use of mechanical ties and anchor clip for dry and wet cladding
- KU32.** checks for line, level and alignment
- KU33.** preventive and corrective action to ensure that the wet finishing and flooring 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
- GS3.** record and document daily productivity report, daily labour attendance & details regarding work
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read one or more language, preferably in the local language of the site and basic English
- GS6.** read drawing, specification and standards related to relevant work
- GS7.** read key documents including quality standards and standard working methods
- GS8.** read various, sign boards, safety rules and safety tags, instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably in one of the local languages of the site and basic English
- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS12.** estimate required material, time and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** determine completeness of survey and preparatory works
- GS15.** determine whether wet finishing and flooring works comply with the drawings
- GS16.** decide on suitability of preparation of the receiving surface
- GS17.** select the correct pigment for appropriate colour and finish
- GS18.** plan work & organize required resource in coordination with team members and superior
- GS19.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within allocated time



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- GS20.** ensure completion of work as per agreed time schedule and quality
- GS21.** resolve and solve any conflict within the team
- GS22.** assess quantity of materials for day work
- GS23.** optimize resources
- GS24.** minimize wastages
- GS25.** assess and evaluate whether marking and levelling comply with the drawings
- GS26.** determine appropriate ratio for mortar preparation
- GS27.** assess complexity of the tasks and provide guidance for carrying out corrective action as per requirement
- GS28.** identify and assess how violation of any safety norms may lead to accidents
- GS29.** evaluate and determine appropriate sequencing of wet finishing and flooring activities



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise and ensure execution of wet finishing and flooring works in accordance with agreed work plan</i>	50	50	-	-
PC1. assist in sequencing key activities related to wet finishing and flooring works for making schedule	1.5	1.5	-	-
PC2. assist in planning of duration and time require for identified key activities	1.5	1.5	-	-
PC3. keep records of masons time and materials used for each job	2	2	-	-
PC4. supervise closely wet finishing and flooring jobs requiring a high degree of skill	2	2	-	-
PC5. ensure survey works and preparatory works are complete so as to provide required level & reference	1.5	1.5	-	-
PC6. ensure setting out for brick/block work , random rubble masonry works, plastering, flooring, waterproofing ,cladding, surface finishing works are as per the approved drawings	2	2	-	-
PC7. ensure working platforms and access stairs are safe for working	1.5	1.5	-	-
PC8. ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work	2	2	-	-
PC9. ensure that the receiving surface is prepared appropriately	2	2	-	-
PC10. ensure preparation of cement mortar and pop mix is in the required specified proportion	2	2	-	-
PC11. ensure plastering coats are applied as per approved/ specified thickness and to desired finish	2	2	-	-
PC12. check and ensure plaster moulds are cast as per specification	2	2	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. ensure execution of cementitious waterproofing works as per specifications and standard practices	2	2	-	-
PC14. ensure waterproofing and brick bat coba course is laid as per specification	2	2	-	-
PC15. ensure holes are drilled at regular interval in order to carry out grouting activity	2	2	-	-
PC16. check and ensure the consistency of grouting material is as per specification	2	2	-	-
PC17. ensure appropriate grouting for water proofing works	1.5	1.5	-	-
PC18. ensuring testing of surface upon application of waterproofing material for leakage	1.5	1.5	-	-
PC19. check and ensure required marking and leveling is as per drawing	1.5	1.5	-	-
PC20. ensure selection of appropriate aggregate for exposed plaster as per specified finish	1.5	1.5	-	-
PC21. ensure preparation of mortar for different surface finishes in appropriate ratio	1.5	1.5	-	-
PC22. ensure addition of right pigment for desired color and finish	1.5	1.5	-	-
PC23. ensure execution of various types of finishes like grit-wash, stone crete, cement wash and other surface finishes as per specifications and standard practices	1.5	1.5	-	-
PC24. ensure execution of cladding of stones as per specifications and standard practices	1.5	1.5	-	-
PC25. ensure specified gap is maintained between back wall and stone lining to provide for adequate drainage in dry cladding works	1.5	1.5	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. ensure execution of flooring works as per the major finishes such as vacuum dewatered flooring (VDF), terrazzo (marble chips) flooring, PVC sheet flooring, carpet flooring, wood / timber flooring, marble flooring, mosaic flooring, rubber and linoleum flooring, etc	1.5	1.5	-	-
PC27. check line ,level & alignment of wet finishing and flooring works at specified intervals as per requirement	1.5	1.5	-	-
PC28. provide estimates of personnel and material required for a job	2	2	-	-
PC29. keep records and compiles reports of work performed by masonry crew	1.5	1.5	-	-
NOS Total	50	50	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0140
NOS Name	Supervise and monitor execution of wet finishing and flooring
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018



CON/N0141: Supervise and monitor execution of painting works

Description

This unit describes the skills and knowledge required to supervise and monitor execution of painting works

Scope

The scope covers the following:

- Supervise and ensure execution of painting works in accordance with agreed work plan

Elements and Performance Criteria

Supervise and ensure execution of painting works in accordance with agreed work plan

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

- PC1.** plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and file and prepare reports for painting works
- PC2.** supervise closely painting tasks requiring high degree of skill
- PC3.** provide estimates of personnel and material required for a job
- PC4.** inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met
- PC5.** record information such as personnel, production, or operational data on specified forms or reports
- PC6.** analyzes the more complex painting or repair of painting faults to determine methods and materials
- PC7.** coordinate work activities with other construction project activities
- PC8.** reads specification sheets for information such as location of paint work, characteristics of paint ingredients, type of finish of painting works manufactures specification for paints, additives, varnishes and polishes for painting and decorating work
- PC9.** check, inspect and ensure completion of preparatory works prior to painting at construction site
- PC10.** check to ensure that the characteristics of paint ingredients including density, viscosity, drying time, surface coverage, etc. are as per specification prior to application
- PC11.** check and ensure working platforms, hand rails and access stairs are safe for working
- PC12.** inspect and ensure that surfaces to be painted are cleaned, sanded prepared as per specification prior to painting
- PC13.** ensure corrective action in case of fabrication defects on welded pieces of structural steel
- PC14.** supervise and monitor application of paint and related material as per specification/desired finish
- PC15.** monitor the allocation and usage of various paint related equipments like spray paint machine ,rollers, sanders etc. along with the preventive maintenance
- PC16.** examine surface after painting works for surface deformities and defects
- PC17.** ensure implementation of specified method for repair as per applicability
- PC18.** supervise the removal and repair of painted surface with defects as approved by senior/client



Qualification Pack



- PC19.** inspect to ensure proper application of paint by spray using correct overlapping technique
- PC20.** check and ensure that spray paint has achieved required level of opacity, finish texture and even finish as per specification
- PC21.** check and ensure that various paint coats are as per the shop drawings / sketches for the desired level of finishing / decoration
- PC22.** ensure proper barricading and protection of painted surface
- PC23.** ensure synchronization of all above painting activities for obtaining a uniform finish
- PC24.** record details of the painting works covering quality of paint, area and location of painting works, number of workers , tools and equipment deployed for work and achieved productivity

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for painting and decorating 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 & equipments
- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirement related to working at height
- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** tools and equipment common to the painting trade
- KU8.** reading and understanding of architectural drawing relevant to task
- KU9.** manuals and specifications relevant to task
- KU10.** basic principal of measurement, arithmetic and geometric calculations
- KU11.** technical specifications, standards relevant to work
- KU12.** terminology used in painting and decorating works
- KU13.** basic principles of measurement along with simple geometry
- KU14.** methodology for estimation of required resource and material
- KU15.** appropriate proportions for mixing painting materials
- KU16.** standard tolerance levels for all aspects of painting works
- KU17.** basic properties and characteristics of paints and related materials
- KU18.** appropriate proportions for the mixing of paints to ensure consistency
- KU19.** methodology for checking line ,level and alignment for various painting works
- KU20.** appropriate techniques for all aspects of painting works
- KU21.** various type of paint finishes and the appropriateness / suitability for a specific structure
- KU22.** preventive and corrective action to ensure painting work meets the required standards of quality

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



Qualification Pack



- GS2.** provide clear and simple written instructions, details & sketches to subordinates
- GS3.** record and document daily productivity report, daily labour attendance & details regarding work
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read one or more language, preferably in the local language of the site and basic English
- GS6.** read drawing, specification and standards related to relevant work
- GS7.** read key documents including quality standards and standard working methods
- GS8.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably in one of the local languages of the site and basic English
- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS12.** estimate required material, time and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** determine completeness of preparatory works prior to initiating painting
- GS15.** determine suitability of application of paint on the surface
- GS16.** plan work & organize required resource in coordination with team members and superior
- GS17.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within allocated time
- GS18.** ensure completion of work as per agreed time schedule and quality
- GS19.** resolve and solve any conflict within the team
- GS20.** check for faults in the painting / fabrication and take necessary rectification measures
- GS21.** assess quantity of materials for day work
- GS22.** optimize resources
- GS23.** minimize wastages
- GS24.** assess and evaluate key paint parameters for suitability including density, viscosity, drying time, etc.
- GS25.** assess complexity of the tasks and provide guidance for carrying 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>Supervise and ensure execution of painting works in accordance with agreed work plan</i>	50	50	-	-
PC1. plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and file and prepare reports for painting works	2	2	-	-
PC2. supervise closely painting tasks requiring high degree of skill	2	2	-	-
PC3. provide estimates of personnel and material required for a job	2	2	-	-
PC4. inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met	2	2	-	-
PC5. record information such as personnel, production, or operational data on specified forms or reports	2.5	2.5	-	-
PC6. analyzes the more complex painting or repair of painting faults to determine methods and materials	2.5	2.5	-	-
PC7. coordinate work activities with other construction project activities	2.5	2.5	-	-
PC8. reads specification sheets for information such as location of paint work, characteristics of paint ingredients, type of finish of painting works manufactures specification for paints, additives, varnishes and polishes for painting and decorating work	2.5	2.5	-	-
PC9. check, inspect and ensure completion of preparatory works prior to painting at construction site	2	2	-	-
PC10. check to ensure that the characteristics of paint ingredients including density, viscosity, drying time, surface coverage, etc. are as per specification prior to application	2	2	-	-
PC11. check and ensure working platforms, hand rails and access stairs are safe for working	2	2	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. inspect and ensure that surfaces to be painted are cleaned, sanded prepared as per specification prior to painting	2	2	-	-
PC13. ensure corrective action in case of fabrication defects on welded pieces of structural steel	2	2	-	-
PC14. supervise and monitor application of paint and related material as per specification/desired finish	2	2	-	-
PC15. monitor the allocation and usage of various paint related equipments like spray paint machine ,rollers, sanders etc. along with the preventive maintenance	2	2	-	-
PC16. examine surface after painting works for surface deformities and defects	2	2	-	-
PC17. ensure implementation of specified method for repair as per applicability	2	2	-	-
PC18. supervise the removal and repair of painted surface with defects as approved by senior/client	2	2	-	-
PC19. inspect to ensure proper application of paint by spray using correct overlapping technique	2	2	-	-
PC20. check and ensure that spray paint has achieved required level of opacity, finish texture and even finish as per specification	2	2	-	-
PC21. check and ensure that various paint coats are as per the shop drawings / sketches for the desired level of finishing / decoration	2	2	-	-
PC22. ensure proper barricading and protection of painted surface	2	2	-	-
PC23. ensure synchronization of all above painting activities for obtaining a uniform finish	2	2	-	-
PC24. record details of the painting works covering quality of paint, area and location of painting works, number of workers , tools and equipment deployed for work and achieved productivity	2	2	-	-
NOS Total	50	50	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0141
NOS Name	Supervise and monitor execution of painting works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018



CON/N0142: Supervise and monitor execution of faade installation, false ceiling and dry wall partition works

Description

This unit describes the skills and knowledge required to supervise and monitor execution of faade installation, false ceiling and dry wall partition works

Scope

The scope covers the following:

- Supervise and ensure execution of faade installation, false ceiling and dry wall partition works in accordance with agreed workplan

Elements and Performance Criteria

Supervise and ensure execution of faade installation, false ceiling and dry wall partition works in accordance with agreed workplan

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

- PC1.** plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and file and prepare reports for faade installation, false ceiling and dry wall partition works
- PC2.** supervise closely faade installation, false ceiling and dry wall partition works requiring high degree of skill
- PC3.** provide estimates of personnel and material required for a job
- PC4.** inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met
- PC5.** record information such as personnel, production, or operational data on specified forms or reports
- PC6.** coordinate work activities with other construction project activities
- PC7.** read & interpret specification, standards, and schematic working drawings for interior and exterior finishing works
- PC8.** check and ensure setting out for false ceiling, dry wall, partitions and faade work is as per the approved drawings
- PC9.** check and ensure working platforms, hand rails and access stairs are safe for working
- PC10.** ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work
- PC11.** check material for false ceiling such as boards, grids and for fixing hangers, grids and firings etc are stacked and aligned appropriately at the workplace
- PC12.** check and ensure markings are done for ceiling brackets/perimeter for false ceiling works ,partitions and dry wall installation as per specification
- PC13.** check and ensure that suitable lifting equipment is in place at point of installation
- PC14.** ensure proper placement of studs, frames and other sub structures as per approved drawings



Qualification Pack



- PC15.** ensure proper fixing of panels and partitions as per approved drawings
- PC16.** ensure proper fixing of false ceiling as per approved pattern and design
- PC17.** ensure execution of panel installations for ornamental / architectural designs
- PC18.** ensure that wall wrap is fixed to the exterior wall framing prior to installation of panels
- PC19.** ensure that all penetrations such as waste water pipes, etc
- PC20.** ensure application of approved flexible flashing tape around openings prior to the installation of any joinery
- PC21.** check and ensure panel joints are finished as per instructions
- PC22.** ensure proper fixing of panels as per approved drawings
- PC23.** check line, level & alignment of installed panels for the interior and exterior finishing works
- PC24.** carry out checks to ensure panel and partitions installation works are within specified tolerances limit and as per specified standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for interior and exterior finishing 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 & equipments
- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirement related to working at height
- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** architectural drawings relevant to panels and partitions installation works
- KU8.** basic principles of measurement along with simple geometry
- KU9.** methodology for estimation of required resource and material
- KU10.** standard tolerance limits for all aspects of interior and exterior finishing works
- KU11.** schematic drawings and sketches for false ceiling, dry wall, partitions and faade work
- KU12.** how to check for alignment, straightness and plumb
- KU13.** tools and tackles used for carrying out field measurements
- KU14.** significance in laying panels vertically or horizontally as per requirements of specific structure
- KU15.** how to carry out markings to guide activities of subordinates
- KU16.** manufacturers instructions for of false ceiling, dry wall, partitions and faade work at construction site
- KU17.** different type of glass used for panels
- KU18.** different type of frame materials like timber, steel, aluminium, PVCu, composites etc.
- KU19.** different type of curtain walls such as panelized curtain wall, unitised curtain wall, stick system curtain wall, rainscreens etc.
- KU20.** types of paneling material (aluminium composite panel, glass, glass fiber reinforced concrete, stone, ceramic) and their respective properties and applications



Qualification Pack



- KU21.** selection and use of tools and equipments required for fixing false ceiling including broad knives, , electric screw guns, hand and power drills, hand saws, scaffold planks, t squares, taping knives, trestles, etc
- KU22.** appropriate method of storing and stacking gypsum board, plasterboard, fibre board
- KU23.** selection and use of appropriate materials including beads cement render, fibre cement sheets, finishing materials, plaster compounds, plasterboard, etc.
- KU24.** different type of false ceiling including grid ceiling, gypsum board ceiling, fiber board ceiling, concealed ceiling, semi concealed ceiling
- KU25.** appropriate techniques (including use of tools, equipment and material) for all aspects of interior and exterior finishing works
- KU26.** methodology for checking line ,level and alignment for various interior and exterior finishing works
- KU27.** methodology for installing panels and partition works
- KU28.** methodology of installing panels for architectural / ornamental designs
- KU29.** different type of joints for installation of panels and partitions
- KU30.** basic computer literacy
- KU31.** preventive and corrective action to ensure that the interior and exterior 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
- GS3.** record and document daily productivity report, daily labour attendance & details regarding work
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read one or more language, preferably in the local language of the site and basic English
- GS6.** read drawing, specification and standards related to relevant work
- GS7.** read key documents including quality standards and standard working methods
- GS8.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably in one of the local languages of the site and basic English
- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS12.** estimate required material, time and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** determine whether setting out of interior and exterior finishing works is as per drawings
- GS15.** determine whether materials have been appropriately stacked and aligned at the workplace
- GS16.** determine whether panels, false ceiling, penetrations, etc. have been installed as per drawings and designs



Qualification Pack



- GS17.** plan work & organize required resource in coordination with team members and superior
- GS18.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within allocated time
- GS19.** ensure completion of work as per agreed time schedule and quality
- GS20.** resolve and solve any conflict within the team
- GS21.** assess quantity of materials for day work
- GS22.** optimize resources
- GS23.** minimize wastages
- GS24.** assess and evaluate correctness of markings as per specifications
- GS25.** analyze and evaluate alignment and level of panels installed
- GS26.** assess complexity of the tasks and provide guidance for carrying out corrective action as per requirement
- GS27.** identify and assess how violation of any safety norms may lead to accidents
- GS28.** evaluate whether works carried out are within pre-defined tolerance levels



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise and ensure execution of faade installation, false ceiling and dry wall partition works in accordance with agreed workplan</i>	50	50	-	-
PC1. plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and file and prepare reports for faade installation, false ceiling and dry wall partition works	2	2	-	-
PC2. supervise closely faade installation, false ceiling and dry wall partition works requiring high degree of skill	2	2	-	-
PC3. provide estimates of personnel and material required for a job	2	2	-	-
PC4. inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met	2	2	-	-
PC5. record information such as personnel, production, or operational data on specified forms or reports	2.5	2.5	-	-
PC6. coordinate work activities with other construction project activities	2.5	2.5	-	-
PC7. read & interpret specification, standards, and schematic working drawings for interior and exterior finishing works	2.5	2.5	-	-
PC8. check and ensure setting out for false ceiling, dry wall, partitions and faade work is as per the approved drawings	2.5	2.5	-	-
PC9. check and ensure working platforms, hand rails and access stairs are safe for working	2	2	-	-
PC10. ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work	2	2	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. check material for false ceiling such as boards, grids and for fixing hangers, grids and firings etc are stacked and aligned appropriately at the workplace	2	2	-	-
PC12. check and ensure markings are done for ceiling brackets/perimeter for false ceiling works ,partitions and dry wall installation as per specification	2	2	-	-
PC13. check and ensure that suitable lifting equipment is in place at point of installation	2	2	-	-
PC14. ensure proper placement of studs, frames and other sub structures as per approved drawings	2	2	-	-
PC15. ensure proper fixing of panels and partitions as per approved drawings	2	2	-	-
PC16. ensure proper fixing of false ceiling as per approved pattern and design	2	2	-	-
PC17. ensure execution of panel installations for ornamental / architectural designs	2	2	-	-
PC18. ensure that wall wrap is fixed to the exterior wall framing prior to installation of panels	2	2	-	-
PC19. ensure that all penetrations such as waste water pipes, etc	2	2	-	-
PC20. ensure application of approved flexible flashing tape around openings prior to the installation of any joinery	2	2	-	-
PC21. check and ensure panel joints are finished as per instructions	2	2	-	-
PC22. ensure proper fixing of panels as per approved drawings	2	2	-	-
PC23. check line, level & alignment of installed panels for the interior and exterior finishing works	2	2	-	-
PC24. carry out checks to ensure panel and partitions installation works are within specified tolerances limit and as per specified standards	2	2	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	50	50	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0142
NOS Name	Supervise and monitor execution of faade installation, false ceiling and dry wall partition works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018



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



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- 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



Qualification Pack



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Arrange and manage manpower</i>	28	28	-	-
PC1. determine quantum and nature of work under assigned activity	2	2	-	-
PC2. calculate requirement of manpower for assigned activities	4	4	-	-
PC3. submit manpower requirement to superiors	2	2	-	-
PC4. allocate and extract work as per plan	4	4	-	-
PC5. provide clear instructions to workmen for execution of work	4	4	-	-
PC6. ensure optimum utilization of manpower resources	4	4	-	-
PC7. record the daily labour attendance	4	4	-	-
PC8. record the daily productivity report	4	4	-	-
<i>Arrange allocate and manage tools, material and equipment</i>	22	22	-	-
PC9. estimate quantity of assigned work	4	4	-	-
PC10. estimate requirement for material, components and fixtures	4	4	-	-
PC11. estimate equipment, tools and accessories required	4	4	-	-
PC12. submit material, equipment and tool requirement to superiors	4	4	-	-
PC13. allocate material, equipment and tools to workmen and extract the work as per plan	3	3	-	-
PC14. provide clear instructions for optimized use of resources	3	3	-	-
NOS Total	50	50	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N7001
NOS Name	Plan, arrange and manage resources for execution of relevant work
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	1.1
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015



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



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N8002
NOS Name	Plan and organize work to meet expected outcomes
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	1.1
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	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>	50	50	-	-
PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates	7.5	7.5	-	-
PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes	7.5	7.5	-	-
PC3. inspect assigned work to the respected gang of workers through progressive checking	10	10	-	-
PC4. observe and verify the work activities performed by the subordinates at the construction site	10	10	-	-
PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority	7.5	7.5	-	-
PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations	7.5	7.5	-	-
NOS Total	50	50	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N8003
NOS Name	Supervise, monitor and evaluate performance of subordinates at workplace
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	1.1
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	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>	25	25	-	-
PC1. ensure proper housekeeping at workplace	2.5	2.5	-	-
PC2. implement safe handling , stacking methods at workplace / store	2.5	2.5	-	-
PC3. ensure that health and safety plan is followed by all subordinates	2.5	2.5	-	-
PC4. Identify any hazard in workplace and notify them to appropriate authority	2.5	2.5	-	-
PC5. ensure that all safety and protection installation are correctly placed & adequate	2.5	2.5	-	-
PC6. ensure safe access is available at work place for movement of workers & materials	2.5	2.5	-	-
PC7. ensure safe use of tools and tackles by the workmen as per applicability	2.5	2.5	-	-
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	5	5	-	-
PC9. maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals	2.5	2.5	-	-
<i>Identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational & statutory requirement as followed</i>	25	25	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	5	5	-	-
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	2.5	2.5	-	-
PC12. ensure effective adherence to response to emergency procedures /protocols	3.75	3.75	-	-
PC13. report any case of emergency / risks to the concern people at the construction site	3.75	3.75	-	-
PC14. report any perceived risk hazards to the superiors / concerned EHS	3.75	3.75	-	-
PC15. demonstrate the use of fire protection equipments for different type of fire hazard	3.75	3.75	-	-
PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies	2.5	2.5	-	-
NOS Total	50	50	-	-



National Occupational Standards (NOS) Parameters

NOS Code	CON/N9002
NOS Name	Manage workplace for safe and healthy work environment
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	1.1
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	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/N0138.Read & interpret drawings, specifications and standards for finishing works	50	50	-	-	100	8
CON/N0139.Allocate and monitor man and material resources at site, procure approvals and fill checklist for finishing works	50	50	-	-	100	12
CON/N0140.Supervise and monitor execution of wet finishing and flooring	50	50	-	-	100	14
CON/N0141.Supervise and monitor execution of painting works	50	50	-	-	100	15
CON/N0142.Supervise and monitor execution of faade installation, false ceiling and dry wall partition works	50	50	-	-	100	15
CON/N7001.Plan, arrange and manage resources for execution of relevant work	50	50	-	-	100	10
CON/N8002.Plan and organize work to meet expected outcomes	40	60	-	-	100	8
CON/N8003.Supervise, monitor and evaluate performance of subordinates at workplace	50	50	-	-	100	8



Qualification Pack



National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N9002.Manage workplace for safe and healthy work environment	50	50	-	-	100	10
Total	440	460	-	-	900	100



Qualification Pack



Acronyms

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



Qualification Pack



Glossary

Sector	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.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	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.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	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.
Knowledge and Understanding (KU)	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



Organisational Context	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	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.
Options	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.