



Foreman - Painting & Decorating

QP Code: CON/Q0505

Version: 1.0

NSQF Level: 5

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



Contents

CON/Q0505: Foreman - Painting & Decorating	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
CON/N0513: Read and interpret drawings, specification and standards, for painting and decorating works	5
CON/N0514: Direct and monitor the execution of painting and decorating works as per the specification/ requirements	9
CON/N7001: Plan, arrange and manage resources for execution of relevant work	16
CON/N8001: Work effectively in a team to deliver desired results at the workplace	21
CON/N8002: Plan and organize work to meet expected outcomes	25
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace	29
CON/N9002: Manage workplace for safe and healthy work environment	33
Assessment Guidelines and Weightage	37
<i>Assessment Guidelines</i>	37
<i>Assessment Weightage</i>	38
Acronyms	39
Glossary	40



CON/Q0505: Foreman - Painting & Decorating

Brief Job Description

The job role is responsible for reading and interpreting drawings, calculating quantity of materials required for painting works, arranging and allocating resources, inspecting and ensuring quality of painting and decorating work, executed as per plans, specifications and working drawings. 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 painting and decorating work at a construction site. The individual should be having strong organizational, interpersonal and communication skills, along with comprehensive technical knowledge of painting and decorating operations and ability to supervise construction crew.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N0513: Read and interpret drawings, specification and standards, for painting and decorating works](#)
2. [CON/N0514: Direct and monitor the execution of painting and decorating works as per the specification/ requirements](#)
3. [CON/N7001: Plan, arrange and manage resources for execution of relevant work](#)
4. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
5. [CON/N8002: Plan and organize work to meet expected outcomes](#)
6. [CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace](#)
7. [CON/N9002: Manage workplace for safe and healthy work environment](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Painting



Qualification Pack



Country	India
NSQF Level	5
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2004/7148.90
Minimum Educational Qualification & Experience	10th Class with 3-5 Years of experience as a certified Chargehand " Painter and Decorator OR 10th 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	Recommended training period of 16 to 20 weeks as per QP of Foreman Painting and Decorating
Minimum Job Entry Age	18 Years
Last Reviewed On	14/08/2015
Next Review Date	31/03/2022
Deactivation Date	31/03/2022
NSQC Approval Date	09/04/2018
Version	1.0
Reference code on NQR	2018/CON/CSDCI/02180
NQR Version	1.0



CON/N0513: Read and interpret drawings, specification and standards, for painting and decorating works

Description

This unit describes the skills and knowledge required to read and interpret drawings, specification and standards, for painting and decorating works

Scope

The scope covers the following:

- Read & interpret drawings, specification and standards, for painting and decorating works

Elements and Performance Criteria

Read & interpret drawings, specification and standards, for painting and decorating works

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

- PC1.** read and interpret details from relevant sectional drawings
- PC2.** read and understand all specification provided in the relevant drawing for painting and decorating works
- PC3.** read and understand schedule for painting and decorating works
- PC4.** read and understand operational standards of all relevant tools and equipments for painting and decorating works
- PC5.** read and understand method statement for painting and decorating works
- PC6.** read, understand and follow manufactures specification for paints, additives, varnishes and polishes for painting and decorating works
- PC7.** read and understand standard technical specification within scope of work
- PC8.** prepare hand sketches for describing work to sub-ordinates
- PC9.** carry out calculation for required quantity of material from sectional drawing for reconciliation works and records

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard procedure for painting works
- KU2.** safety rules and regulations for handling and storing required painting tools, equipment and materials
- KU3.** personal protection including the use of the related safety gears and equipment
- 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.** operational standards, maintenance of tools and equipments



Qualification Pack



- KU8.** how to read and interpret architectural drawing relevant to task
- KU9.** how to interpret 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.** linear conversion of units
- KU14.** units of measurement
- KU15.** basic computer literacy

Generic Skills (GS)

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

- GS1.** write in one or more language, preferably in the local language of the site and basic English
- GS2.** provide clear and simple instructions, details & sketches to sub-ordinate
- GS3.** record and documents 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
- GS6.** read drawing, specification and standards for painting works
- GS7.** read key documents including quality standards, standards working methods& applicable tolerance limits
- GS8.** read various, sign boards, safety rules, safety tags and instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably in one of the local language of the sit
- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per the work plan, time schedule and quality
- GS12.** estimate required material and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** plan work & organize required resource in coordination with the team members and superiors
- GS15.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within the allocated time
- GS16.** ensure completion of work as per agreed time schedule and quality
- GS17.** resolve any conflict within the team
- GS18.** assess quantity of materials required for days work
- GS19.** optimize resources
- GS20.** minimize wastages
- GS21.** assess complexity of the tasks and provide guidance for carrying out corrective action as per the requirements
- GS22.** identify and assess violation of any safety norms which may lead to accidents



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Read & interpret drawings, specification and standards, for painting and decorating works</i>	40	60	-	-
PC1. read and interpret details from relevant sectional drawings	5	7	-	-
PC2. read and understand all specification provided in the relevant drawing for painting and decorating works	5	7	-	-
PC3. read and understand schedule for painting and decorating works	3	7	-	-
PC4. read and understand operational standards of all relevant tools and equipments for painting and decorating works	5	7	-	-
PC5. read and understand method statement for painting and decorating works	5	7	-	-
PC6. read, understand and follow manufactures specification for paints, additives, varnishes and polishes for painting and decorating works	4	6	-	-
PC7. read and understand standard technical specification within scope of work	4	6	-	-
PC8. prepare hand sketches for describing work to sub-ordinates	5	7	-	-
PC9. carry out calculation for required quantity of material from sectional drawing for reconciliation works and records	4	6	-	-
NOS Total	40	60	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0513
NOS Name	Read and interpret drawings, specification and standards, for painting and decorating works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Painting
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	14/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	09/04/2018



CON/N0514: Direct and monitor the execution of painting and decorating works as per the specification/ requirements

Description

This unit describes the skills and knowledge required to direct and monitor the execution of painting and decorating works as per the specification/ requirements

Scope

The scope covers the following:

- Check and ensure completion of preparatory works prior to commencement of painting works
- Direct and monitor appropriate mixing and application of paint materials on required surfaces

Elements and Performance Criteria

Check and ensure completion of preparatory works prior to commencement of painting works

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

- PC1.** prepare a detailed work plan for execution of painting and decorating work
- PC2.** check and ensure that the characteristics of paint ingredients including density, viscosity, drying time, surface coverage, etc. are as per specification prior to application
- PC3.** check and ensure working platforms, hand rails and access stairs are safe for working
- PC4.** inspect and ensure that surfaces to be painted are cleaned, sanded prepared as per the specification prior to painting
- PC5.** check and ensure that putty is applied evenly on the base surface prior to painting works
- PC6.** ensure that adjoining surfaces to paint application area are protected in accordance with worksite requirements
- PC7.** ensure proper ventilation is provided in paint application area
- PC8.** check and ensure that no any flux, spatter and surface defects are present on welded pieces prior to painting
- PC9.** report and ensure corrective action in case of fabrication defects on welded pieces of structural steel
- PC10.** ensure that the rusted metal is prime coated prior to paint process
- PC11.** check and ensure tools and equipment are cleaned, maintained and stored in accordance with manufacturers specifications and worksite requirements

Direct and monitor appropriate mixing and application of paint materials on required surfaces

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

- PC12.** check for shelf life of primer, putty, paint and other painting ingredients before usage and ensure correct materials are selected prior to usage by the painters
- PC13.** prescribe methods for application of paint to obtain desired finish
- PC14.** inspect and assist in using tools and equipments relevant to task
- PC15.** conduct check to ensure that uniform layer of putty is applied on base surface



Qualification Pack



- PC16.** inspect and ensure corners and crevices are evenly prepared and covered with putty prior to application of paint
- PC17.** check that the thickness of putty shall be as per shop drawing, ensuring no undulation on finished putty work
- PC18.** instruct and ensure sufficient time gap is provided for drying between every subsequent coat of paint to ensure desired finish
- PC19.** direct and monitor application of paint and related material as per specification/desired finish
- PC20.** monitor the usage of various paint related equipments like Spray Paint machine ,rollers, sanders etc. along with the preventive maintenance
- PC21.** ensure proper positioning of stencil on required surface to produce desired patterns
- PC22.** ensure the correct amount of paint material is mixed as per specified paint ratio
- PC23.** instruct proper application of paint by spray using correct overlapping technique
- PC24.** check and ensure that spray paint has achieved required level of opacity, finish texture and even finish as per specification
- PC25.** check and ensure that various paint coats are as per the shop drawings / sketches for the desired level of finishing / decoration
- PC26.** ensure synchronization of all above painting activities for obtaining a uniform finish
- PC27.** highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability
- PC28.** examine surface after painting works for surface deformities and defects
- PC29.** prescribe method for repair as per applicability
- PC30.** direct the removal and repair of painted surface with defects as approved by senior/client
- PC31.** ensure proper barricading and protection of painted surface

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard procedure for painting works
- KU2.** safety rules and regulations for handling and storing required painting tools, equipment and materials
- KU3.** personal protection including the use of the related safety gears and equipment
- 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.** basic principal of measurement, arithmetic and geometric calculations
- KU8.** linear conversion of units
- KU9.** units of measurement
- KU10.** basic computer literacy
- KU11.** simple technical drawings and applicable principles
- KU12.** appropriate proportions for mixing painting materials
- KU13.** appropriate techniques for all aspects of painting works
- KU14.** various type of paint finishes and the appropriateness / suitability for a specific structure



KU15. preventive and corrective action to ensure painting work meets the required standards of quality

KU16. equipment, materials and tools used in painting works

Generic Skills (GS)

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

- GS1.** write in 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 documents 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
- GS6.** read drawing, specification and standards for painting works
- GS7.** read key documents including quality standards, standards working methods & applicable tolerance limits
- GS8.** read various, sign boards, safety rules, safety tags and instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably in one of the local language of the site
- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per the work plan, time schedule and quality
- GS12.** estimate required material and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** plan work & organize required resource in coordination with the team members and superiors
- GS15.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within the allocated time
- GS16.** ensure completion of work as per agreed time schedule and quality
- GS17.** resolve any conflict within the team
- GS18.** assess quantity of materials required for days work
- GS19.** optimize resources
- GS20.** minimize wastages
- GS21.** assess complexity of the tasks and provide guidance for carrying out corrective action as per the requirements
- GS22.** identify and assess violation of any safety norms which may lead to accidents



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check and ensure completion of preparatory works prior to commencement of painting works</i>	9	12	-	-
PC1. prepare a detailed work plan for execution of painting and decorating work	2	3	-	-
PC2. check and ensure that the characteristics of paint ingredients including density, viscosity, drying time, surface coverage, etc. are as per specification prior to application	0.5	0.5	-	-
PC3. check and ensure working platforms, hand rails and access stairs are safe for working	2	3	-	-
PC4. inspect and ensure that surfaces to be painted are cleaned, sanded prepared as per the specification prior to painting	0.5	0.5	-	-
PC5. check and ensure that putty is applied evenly on the base surface prior to painting works	0.5	0.5	-	-
PC6. ensure that adjoining surfaces to paint application area are protected in accordance with worksite requirements	0.5	0.5	-	-
PC7. ensure proper ventilation is provided in paint application area	0.5	0.5	-	-
PC8. check and ensure that no any flux, spatter and surface defects are present on welded pieces prior to painting	0.5	0.5	-	-
PC9. report and ensure corrective action in case of fabrication defects on welded pieces of structural steel	1	2	-	-
PC10. ensure that the rusted metal is prime coated prior to paint process	0.5	0.5	-	-
PC11. check and ensure tools and equipment are cleaned, maintained and stored in accordance with manufacturers specifications and worksite requirements	0.5	0.5	-	-
<i>Direct and monitor appropriate mixing and application of paint materials on required surfaces</i>	31	48	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. check for shelf life of primer, putty, paint and other painting ingredients before usage and ensure correct materials are selected prior to usage by the painters	0.5	0.5	-	-
PC13. prescribe methods for application of paint to obtain desired finish	2	3	-	-
PC14. inspect and assist in using tools and equipments relevant to task	1	2	-	-
PC15. conduct check to ensure that uniform layer of putty is applied on base surface	1	2	-	-
PC16. inspect and ensure corners and crevices are evenly prepared and covered with putty prior to application of paint	1	1	-	-
PC17. check that the thickness of putty shall be as per shop drawing, ensuring no undulation on finished putty work	2	3	-	-
PC18. instruct and ensure sufficient time gap is provided for drying between every subsequent coat of paint to ensure desired finish	0.5	0.5	-	-
PC19. direct and monitor application of paint and related material as per specification/desired finish	2	3	-	-
PC20. monitor the usage of various paint related equipments like Spray Paint machine ,rollers, sanders etc. along with the preventive maintenance	2	3	-	-
PC21. ensure proper positioning of stencil on required surface to produce desired patterns	2	3	-	-
PC22. ensure the correct amount of paint material is mixed as per specified paint ratio	2	3	-	-
PC23. instruct proper application of paint by spray using correct overlapping technique	2	3	-	-
PC24. check and ensure that spray paint has achieved required level of opacity, finish texture and even finish as per specification	2	3	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. check and ensure that various paint coats are as per the shop drawings / sketches for the desired level of finishing / decoration	2	3	-	-
PC26. ensure synchronization of all above painting activities for obtaining a uniform finish	2	3	-	-
PC27. highlight errors to workers, suggest remedial action & demonstrate correct work processes as per applicability	2	3	-	-
PC28. examine surface after painting works for surface deformities and defects	2	3	-	-
PC29. prescribe method for repair as per applicability	0.5	2.5	-	-
PC30. direct the removal and repair of painted surface with defects as approved by senior/client	2	3	-	-
PC31. ensure proper barricading and protection of painted surface	0.5	0.5	-	-
NOS Total	40	60	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0514
NOS Name	Direct and monitor the execution of painting and decorating works as per the specification/ requirements
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Painting
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	14/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	09/04/2018



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



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



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	5
Credits	TBD
Version	1.0
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	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>	28	42	-	-
PC1. pass on work related information/ requirement clearly to the team members	4	6	-	-
PC2. inform co-workers and superiors about any kind of deviations from work	4	6	-	-
PC3. address the problems effectively and report if required to immediate supervisor appropriately	8	12	-	-
PC4. receive instructions clearly from superiors and respond effectively on the same	4	6	-	-
PC5. communicate to team members/subordinates for appropriate work technique and method	4	6	-	-
PC6. seek clarification and advice as per the requirement and applicability	4	6	-	-
<i>Support co-workers to execute project requirements</i>	12	18	-	-
PC7. hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams	6	9	-	-
PC8. work together with co-workers in a synchronized manner	6	9	-	-
NOS Total	40	60	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

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



Qualification Pack



- 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



Qualification Pack



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



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	5
Credits	TBD
Version	1.0
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 stopping 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>	20	30	-	-
PC1. ensure proper housekeeping at workplace	2	3	-	-
PC2. implement safe handling , stacking methods at workplace / store	2	3	-	-
PC3. ensure that health and safety plan is followed by all subordinates	2	3	-	-
PC4. Identify any hazard in workplace and notify them to appropriate authority	2	3	-	-
PC5. ensure that all safety and protection installation are correctly placed & adequate	2	3	-	-
PC6. ensure safe access is available at work place for movement of workers & materials	2	3	-	-
PC7. ensure safe use of tools and tackles by the workmen as per applicability	4	6	-	-
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	2	3	-	-
PC9. 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 & statutory requirement as followed</i>	20	30	-	-



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	4	6	-	-
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	2	3	-	-
PC12. ensure effective adherence to response to emergency procedures /protocols	3	4.5	-	-
PC13. report any case of emergency / risks to the concern people at the construction site	3	4.5	-	-
PC14. report any perceived risk hazards to the superiors / concerned EHS	3	4.5	-	-
PC15. demonstrate the use of fire protection equipments for different type of fire hazard	3	4.5	-	-
PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies	2	3	-	-
NOS Total	40	60	-	-



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	5
Credits	TBD
Version	1.0
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/N0513.Read and interpret drawings, specification and standards, for painting and decorating works	40	60	-	-	100	15
CON/N0514.Direct and monitor the execution of painting and decorating works as per the specification/ requirements	40	60	-	-	100	25
CON/N7001.Plan, arrange and manage resources for execution of relevant work	40	60	-	-	100	15
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	12
CON/N8003.Supervise, monitor and evaluate performance of subordinates at workplace	40	60	-	-	100	10
CON/N9002.Manage workplace for safe and healthy work environment	40	60	-	-	100	15
Total	280	420	-	-	700	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.