



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR CONSTRUCTION INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Store Assistant - Construction

SECTOR: CONSTRUCTION

SUB-SECTOR: Real Estate and Infrastructure Construction

OCCUPATION: STORE KEEPING

REFERENCE ID: CON/Q1501

ALIGNED TO: NCO-2004/4131.10

This job role is responsible for providing support in store keeping operations at a construction site.

Brief Job Description: This job role is responsible for providing support in store operation by identifying, handling, storing and handing over material, tools, equipments used at construction site.

Personal Attributes: The individual is expected to be physically fit and should be able to work across various locations in extreme weather/site conditions. The person must be able to perform efficiently within a team, handle the various store keeping tools and materials and work responsibly.

Job Details	Qualifications Pack Code	CON/Q1501		
	Job Role	Store Assistant - Construction		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Construction	Drafted on	07/08/2015
	Sub-sector	Real Estate and Infrastructure Construction	Last reviewed on	23/08/2015
	Occupation	Store Keeping	Next review date	23/08/2017
	NSQC Clearance on	NA		

Job Role	Store Assistant - Construction
Role Description	This job role is responsible for providing support in store operations by identifying, handling, storing and handing over material, tools, equipments used at construction site under instructions and close supervision.
NSQF level	2
Minimum Educational Qualifications	Preferably 10 th standard
Maximum Educational Qualifications	N.A
Training (Suggested but not mandatory)	Recommended training period of 6 - 8 weeks as per QP of Store Assistant – Construction Normal literacy of reading, writing and understanding
Minimum Job Entry Age	18 years
Experience	Desirable: 1. Non trained worker : 1 year experience at construction site
Applicable National Occupational Standards (NOS)	Compulsory: 1. CON/N1501: Identify and handle materials, tools and equipments at stores / stock in a construction site 2. CON/N1502: Stack and store materials, tools and equipments at store/stock yard in construction site 3. CON/N8001: Work effectively in a team to deliver desired results at the workplace 4. CON/N9001: Work according to personal health, safety and environment protocol at construction site Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definitions	Keywords / Terms	Description
	Sector	Sector is 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 organization.
	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 they need to meet the standard consistently. Occupational Standards are applicable both in the Indian contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
	Qualifications Pack (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualification Pack is assigned a unique qualification pack code
	Qualification Pack Code	Qualification Pack Code is a unique reference code that identifies a qualifications pack.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
	Scope	Scope is the 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 the quality of performance required.
	Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard
	Organizational Context	Organizational Context includes the way the organization 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	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.	
Acronyms	Keywords /Terms	Description
	CON	Construction
	NSQF	National Skill Qualifications Framework
	QP	Qualification Pack
	OS	Occupational Standards
	TBD	To Be Decided

CON/N1501 Identify and handle materials, tools and equipments at stores / stock in a construction site

National Occupational Standard



Overview

This NOS covers the skills and knowledge required by a workman to be proficient in identifying and handling materials, tools and equipments at stores / stock in a construction site

CON/N1501 Identify and handle materials, tools and equipments at stores / stock in a construction site

National Occupational Standard

Unit Code	CON/N1501
Unit Title (Task)	Identify and handle materials, tools and equipments at stores / stock in a construction site
Description	This unit describes the skills and knowledge required to identify, handle and store materials, tools and equipments at construction site.
Scope	<p>The scope covers the following:</p> <ul style="list-style-type: none"> Identify materials, tools and equipments used at construction site Handle materials tools, and equipments in store/stock yard at construction site
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Identify materials, tools and equipments used at construction site	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify hand and power tools commonly used at construction site</p> <p>PC2. identify personal protective equipments such as safety helmets, hand gloves, safety shoes, respiratory mask, ear plug, safety apron etc used at construction site</p> <p>PC3. identify construction material such as cement, aggregate, reinforcement steel, timber, plywood, bricks, concrete blocks, bitumen, admixtures etc</p> <p>PC4. identify toxic, inflammable and other hazardous material</p> <p>PC5. identify materials such as structural steel sections, cutting, grinding and welding equipments and other associated accessories</p> <p>PC6. identify materials such as tiles, natural stones, paints, doors & windows and other associated accessories</p> <p>PC7. identify basic electrical and plumbing items which are commonly used at construction site</p> <p>PC8. identify consumables such as nails, masking tapes, cover blocks, line thread/string, shuttering oil, nut & bolts, fuel, cotton waste etc</p> <p>PC9. identify different types of formwork material and components with respect to their size</p> <p>PC10. identify rigging gears such as slings, shackles, lifting belts, steel ropes, chain pulleys used for lifting of heavy materials as per instruction</p> <p>PC11. read identification tags for easy identification of materials with respect to their types and size</p>
Handle materials tools, and equipments in store/stock yard at construction site	<p>PC12. select and use appropriate personal protective equipments (PPE's) when handling construction materials, tools, equipments and components</p> <p>PC13. select materials, tools, equipments and components as per instruction for loading, unloading and shifting</p>

CON/N1501 Identify and handle materials, tools and equipments at stores / stock in a construction site

	<p>PC14. check that route area is clear from obstruction for shifting of material to store or yard</p> <p>PC15. shift the construction material through identified/specified route to appropriate location as per instruction</p> <p>PC16. select, shift and hand over required material, tools and equipments as per the indent requirement and instruction provided</p> <p>PC17. apply correct manual techniques whilst lifting and moving material, tools, equipments and components</p> <p>PC18. apply correct method to avoid damage to construction items and personnel when handling manually</p> <p>PC19. apply appropriate methods for handling toxic, inflammable, hazardous material and delicate material appropriately and follow instructions</p> <p>PC20. use correct rigging gears such as slings, shackles, lifting belts, steel ropes for lifting and shifting of heavy weight material, components and equipments as per instruction</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard practices of store keeping works</p> <p>KA2. safety rules and regulation for handling and storing required store keeping tools, equipment and materials</p> <p>KA3. personal protection including the use of related safety gears & equipment</p> <p>KA4. how to request tools and materials as per set procedures</p> <p>KA5. maintenance of tools and equipment</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to identify hand tools on basis of their use, types and size</p> <p>KB2. how to identify power tools on basis of their use, types and size</p> <p>KB3. how to identify cement on basis of grade, brand</p> <p>KB4. how to identify reinforcement steel on basis of their grade, type and diameter</p> <p>KB5. how to identify toxic, inflammable and other hazardous material basis on their tags/labels</p> <p>KB6. how to identify basic electrical and plumbing items on basis of use, types, size and colour code etc</p> <p>KB7. different types of formwork material, fixtures, components, their unit weight and size</p> <p>KB8. different types of lifting gears such as slings, shackles, lifting belts, steel ropes, chain pulleys and their specific use</p> <p>KB9. different types of tags/colour code/ warning sign and their specific purpose</p> <p>KB10. how to identify and use personal protective equipments</p> <p>KB11. correct method of loading, lifting, shifting and unloading of material</p>

CON/N1501 Identify and handle materials, tools and equipments at stores / stock in a construction site

	<p>manually</p> <p>KB12. standard practices for handling of toxic, inflammable and other hazardous material at site</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write in at least one language, preferably in the local language of the site</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read in at least one language, preferably in the local language of the site</p> <p>SA3. read instructions, guidelines, sign boards, safety rules and safety tags</p> <p>SA4. read instructions and exit routes during emergency</p> <p>SA5. read identification tags for efficient storing of material</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. speak in one or more language, preferably in one of the local languages of the site</p> <p>SA7. listen and follow instructions communicated by supervisors</p> <p>SA8. orally and efficiently communicate with team member</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. decide whether the workplace is safe for working and also the relevant work is not creating hazardous conditions for others</p> <p>SB2. determine the type of item to be stored by identifying hand/ power tools, PPE, basic construction material, hazardous material, consumables, rigging gears along with components, tools and accessories relating to masonry, fabrication, electricals, etc.</p> <p>SB3. determine appropriate route for shifting of material, as per instructions</p> <p>SB4. determine appropriate manual techniques for lifting and moving items</p> <p>SB5. determine appropriate rigging gear required for handling heavy items</p> <p>SB6. determine suitability of storage area, such that it has appropriate lighting, is free of moisture and other accumulated materials which are hazardous</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. plan self-work as per the direction /close supervision of a level-5 junior store keeper and above</p>
	Customer centricity

CON/N1501 Identify and handle materials, tools and equipments at stores / stock in a construction site

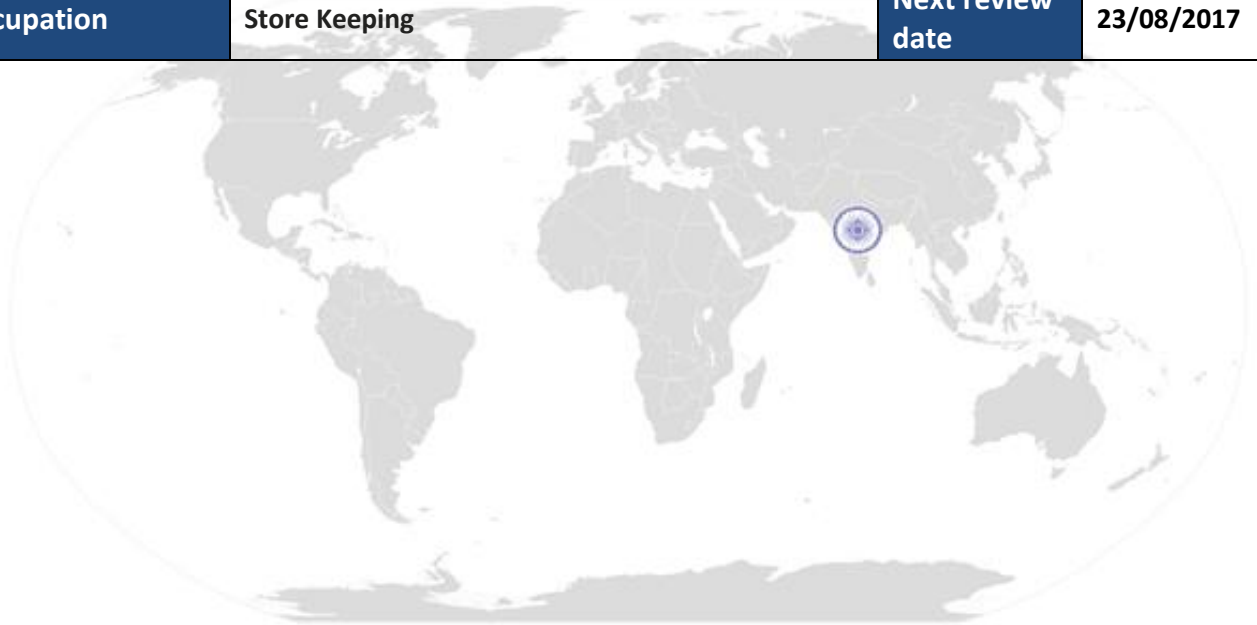
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. ensure work is done within time and as per desired quality as per instructions provided by superiors</p>
	<p>Problem solving</p>
	<p>SB9. N.A</p>
	<p>Analytical Thinking</p>
	<p>SB10. assess whether route area is free of obstruction for efficient storing process</p> <p>SB11. assess appropriate stacking arrangement based on item classification, sizes, lengths, etc.</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. identify location at which violation of any safety norms may lead to accident</p> <p>SB13. effectively handle items which are of toxic, inflammable, hazardous or delicate nature</p>



CON/N1501 Identify and handle materials, tools and equipments at stores / stock in a construction site

NOS Version Control

NOS Code	CON/N1501		
Credits (NSQF)	TBD	Version number	1.0
Industry	Construction	Drafted on	07/08/2015
Industry Sub-sector	Real Estate and Infrastructure Construction	Last reviewed on	23/08/2015
Occupation	Store Keeping	Next review date	23/08/2017



CON/N1502 Stack and store materials, tools and equipments at store/stock yard in construction site

National Occupational Standard



Overview

This NOS covers the skills and knowledge required by a workman to be proficient in stacking and storing materials, tools and equipments at store/stock yard in construction site

CON/N1502 Stack and store materials, tools and equipments at store/stock yard in construction site

National Occupational Standard

Unit Code	CON/N1507
Unit Title (Task)	Stack and store materials, tools and equipments at store/stock yard in construction site
Description	This unit describes the skills and knowledge required to stack and store materials, tools and equipments at store/stock yard in construction site
Scope	The scope covers the following: <ul style="list-style-type: none"> Stack and store materials, tools and equipments in store/stock yard at construction site
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Stack and store materials, tools and equipments in store/stock yard at construction site	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. visually check physical condition of the materials tools, equipment and components for breakage, dampness, deterioration prior to storage</p> <p>PC2. check the physical condition of storage area for moisture, lighting, direct sun-rays and ventilation prior to stacking and storing</p> <p>PC3. store and stack material based on their functions such as hand tools, power tools, construction material, formworks material, consumable, toxic and inflammable material separately as per instruction</p> <p>PC4. store and stack material in the appropriate partition and racks as per their types and uses</p> <p>PC5. check that storage areas are free from accumulated materials that cause fires or explosions or that may contribute to the harbouring of rats and other pests</p> <p>PC6. store cement bags in a covered area free from moisture and stack above ground level up-to a specified height as per instructions</p> <p>PC7. store bricks and blocks based on their type on the firm ground as per standard practices up-to a specified height as per instructions</p> <p>PC8. store plywood, timber, gypsum boards, fibre board on a flat platform above ground level in a covered clean and dry place up-to a specified height</p> <p>PC9. stack reinforcement steel, structural steel above ground levels separately based on their classification, sizes and length</p> <p>PC10. store toxic, inflammable and other hazardous material separately as per instructions</p> <p>PC11. maintain stack height for materials such as cements bag, plywood, timber, tiles box, scaffolding components or any other material used at construction site as per standard practices</p> <p>PC12. protect appropriate materials, tools , equipments and components from</p>

CON/N1502 Stack and store materials, tools and equipments at store/stock yard in construction site

	<p>natural and surrounding environment</p> <p>PC13. carry out regular cleaning and housekeeping of store/yard to maintain a clean and tidy workspace</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard practices of store keeping works</p> <p>KA2. safety rules and regulation for handling and storing required store keeping tools, equipment and materials</p> <p>KA3. personal protection including the use of related safety gears & equipment</p> <p>KA4. how to request tools and materials as per set procedures</p> <p>KA5. maintenance of tools and equipment</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to check physical condition for breakage, deterioration of materials, tools and equipments</p> <p>KB2. importance of proper storage area, lighting and proper ventilation</p> <p>KB3. procedure for storing of personal protective equipments</p> <p>KB4. procedure for storing and stacking of materials, tools and equipments based on their type, size, use, frequency, tags/labels in store or stock yard</p> <p>KB5. how to store cement bags, reinforcement steel, timber/plywood, pvc pipes, electrical items, mechanical parts, etc</p> <p>KB6. maximum stacking height up-to which cement, bricks/blocks, timber/plywood, fibre boards</p> <p>KB7. importance of storing cement bags in covered area free from moisture above ground</p> <p>KB8. importance of storing toxic, inflammable and hazardous material separately</p> <p>KB9. method of receiving and issuing of material in store</p> <p>KB10. basics of first in first out process</p> <p>KB11. importance of indenting procedure</p> <p>KB12. protection of material , tools and equipments form external environment</p> <p>KB13. importance of housekeeping</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write in at least one language, preferably in the local language of the site</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read in at least one language, preferably in the local language of the site</p> <p>SA3. read instructions, guidelines, sign boards, safety rules and safety tags</p> <p>SA4. read instructions and exit routes during emergency</p>

CON/N1502 Stack and store materials, tools and equipments at store/stock yard in construction site

	SA5. read identification tags for efficient storing of material
	Oral Communication (Listening and Speaking skills)
	The user/ individual on the job needs to know and understand how to: SA6. speak in one or more language, preferably in one of the local languages of the site SA7. listen and follow instructions communicated by supervisors SA8. orally and efficiently communicate with team member
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. decide whether the workplace is safe for working and also the relevant work is not creating hazardous conditions for others SB2. determine the type of item to be stored by identifying hand/ power tools, PPE, basic construction material, hazardous material, consumables, rigging gears along with components, tools and accessories relating to masonry, fabrication, electricals, etc. SB3. determine appropriate route for shifting of material, as per instructions SB4. determine appropriate manual techniques for lifting and moving items SB5. determine appropriate rigging gear required for handling heavy items SB6. determine suitability of storage area, such that it has appropriate lighting, is free of moisture and other accumulated materials which are hazardous
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB7. plan self-work as per the direction /close supervision of a level-5 junior store keeper and above
	Customer centricity
	The user/individual on the job needs to know and understand how to: SB8. ensure work is done within time and as per desired quality as per instructions provided by superiors
	Problem solving
	SB9. N.A
	Analytical Thinking
	SB10. assess whether route area is free of obstruction for efficient storing process SB11. assess appropriate stacking arrangement based on item classification, sizes, lengths, etc.
	Critical Thinking

CON/N1502 Stack and store materials, tools and equipments at store/stock yard in construction site

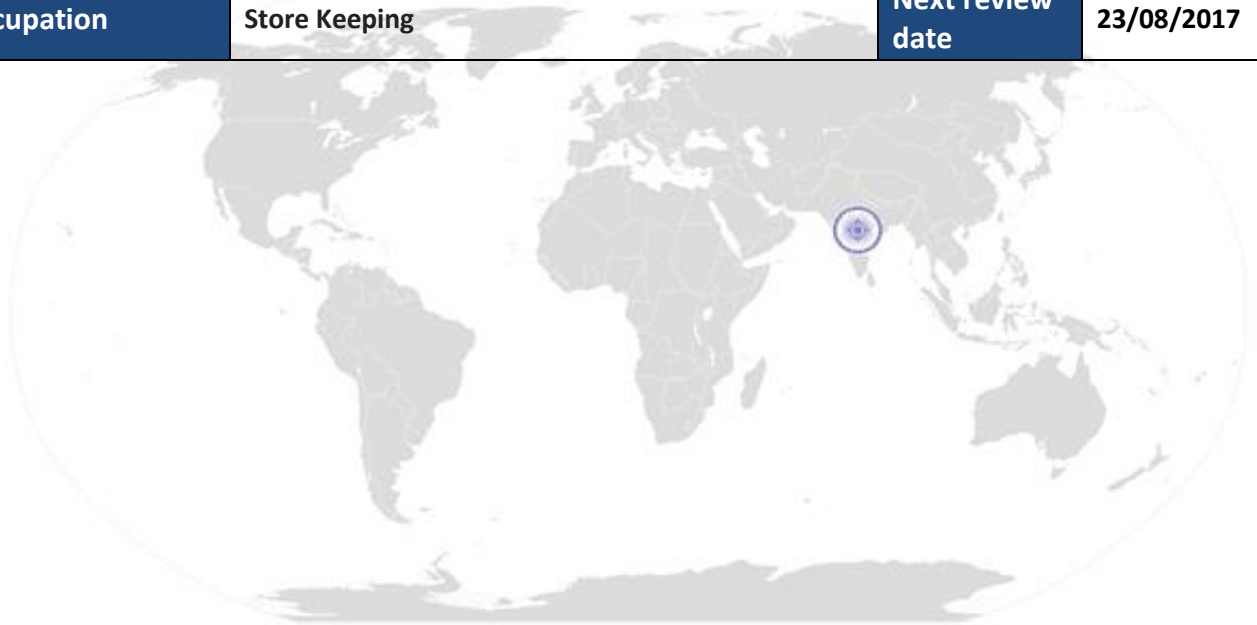
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB12. identify location at which violation of any safety norms may lead to accidentSB13. effectively handle items which are of toxic, inflammable, hazardous or delicate nature
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CON/N1502 Stack and store materials, tools and equipments at store/stock yard in construction site

NOS Version Control

NOS Code	CON/N1502		
Credits (NSQF)	TBD	Version number	1.0
Industry	Construction	Drafted on	07/08/2015
Industry Sub-sector	Real Estate and Infrastructure Construction	Last reviewed on	23/08/2015
Occupation	Store Keeping	Next review date	23/08/2017



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

National Occupational Standard



Overview

This NOS covers the skill and knowledge required to work effectively within a team to achieve the desired results.

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

National Occupational Standard

Unit Code	CON/N8001
Unit Title (Task)	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	<p>The scope covers the following:</p> <ul style="list-style-type: none"> Interact and communicate effectively with co-workers, superiors and subordinates across different teams Support co-workers, superiors and subordinates within the team and across interfacing teams to ensure effective execution of assigned task
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Interact and communicate in effective and conclusive manner	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC1. pass on work related information/ requirement clearly to the team members</p> <p>PC2. inform co-workers and superiors about any kind of deviations from work</p> <p>PC3. address the problems effectively and report if required to immediate supervisor appropriately</p> <p>PC4. receive instructions clearly from superiors and respond effectively on same</p> <p>PC5. communicate to team members/subordinates for appropriate work technique and method</p> <p>PC6. seek clarification and advice as per requirement and applicability</p>
Support co-workers to execute project requirements	<p>PC7. hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams</p> <p>PC8. work together with co-workers in a synchronized manner</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. own roles and responsibilities</p> <p>KA2. importance of effective communication and establishing strong working relationships with co-workers</p> <p>KA3. risks of a failure in teamwork in terms of effects on project outcomes, timelines, safety at the construction site, etc.</p> <p>KA4. different modes of communication, and its appropriate usage</p> <p>KA5. importance of creating healthy and cooperative work environment among the gangs of workers</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different activities within his work area where an interaction with other</p>

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

	<p>workers is required</p> <p>KB2. applicable techniques of work, properties of materials used, tools and tackles used, safety standards that co- workers might need as per the requirement</p> <p>KB3. importance of proper and effective communication and the expected adverse effects in case of failure relating to quality, timelines, safety, risks at the construction project site</p> <p>KB4. importance and need of supporting co-workers facing problems for smooth functioning of work</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write in one or more languages, preferably in the local language of the site</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read in one or more languages, preferably the local language of the site</p> <p>SA3. read communication from team members regarding work completed, materials used, tools and tackles used, support required</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. speak in one or more languages, preferably in one of the local language of the site</p> <p>SA5. listen and follow instructions / communication shared by superiors/ co-workers regarding team requirements or interfaces during work processes</p> <p>SA6. orally communicate with co-workers regarding support required to complete the respective work</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. decide on what information is to be shared with co-workers within the team or from interfacing gang of workers</p>
	Plan and Organise
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. plan work and organize required resources in coordination with team members</p>
Customer centricity	

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

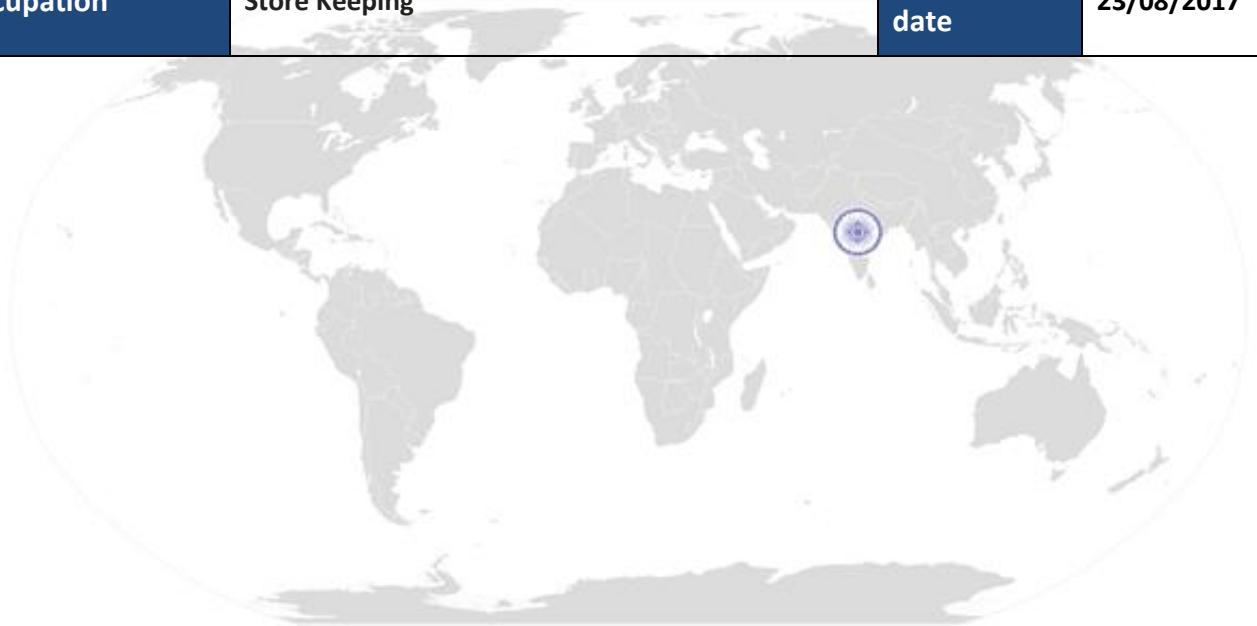
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. complete all assigned task in coordination with team members</p>
	<p>Problem solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. take initiative in resolving issues among co-workers or report the same to superiors</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. ensure best ways of coordination among team members</p> <p>SB6. communicate with co-workers considering their educational / social background</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. evaluate the complexity of task and determine if any guidance is required from superiors</p>



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

NOS Version Control

NOS Code	CON/N8001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Construction	Drafted on	07/08/2015
Industry Sub-sector	Real Estate and Infrastructure Construction	Last reviewed on	23/08/2015
Occupation	Store Keeping	Next review date	23/08/2017



CON/N9001 Work according to personal health, safety and environment protocol at construction site

National Occupational Standard



Overview

This NOS covers the skill and knowledge required for an individual to work according to personal health, safety and environmental protocol at construction site.

CON/N9001 Work according to personal health, safety and environment protocol at construction site

National Occupational Standard

Unit Code	CON/N9001
Unit Title (Task)	Work according to personal health, safety and environment protocol at construction site
Description	This NOS covers the skill and knowledge required for an individual to work according to personal health, safety and environmental protocol at construction site
Scope	<p>The scope covers the following:</p> <ul style="list-style-type: none"> Follow safety norms as defined by organization Adopt healthy & safe work practices Implement good housekeeping and environment protection process and activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Follow safety norms as defined by organization	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC1. identify and report any hazards, risks or breaches in site safety to the appropriate authority</p> <p>PC2. follow emergency and evacuation procedures in case of accidents, fires, natural calamities</p> <p>PC3. follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable</p> <p>PC4. participate in safety awareness programs like Tool Box Talks, safety demonstrations, mock drills, conducted at site</p> <p>PC5. identify near miss , unsafe condition and unsafe act</p>
Adopt healthy & safe work practices	<p>PC6. use appropriate Personal Protective Equipment (PPE) as per work requirements including:</p> <ul style="list-style-type: none"> Head Protection (Helmets) Ear protection Fall Protection Foot Protection Face and Eye Protection, Hand and Body Protection Respiratory Protection (if required) <p>PC7. handle all required tools, tackles , materials & equipment safely</p> <p>PC8. follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines</p> <p>PC9. install and apply properly all safety equipment as instructed</p> <p>PC10. follow safety protocol and practices as laid down by site EHS department</p>

CON/N9001 Work according to personal health, safety and environment protocol at construction site

<p>Implement good housekeeping practices</p>	<p>PC11. collect and deposit construction waste into identified containers before disposal, separate containers that may be needed for disposal of toxic or hazardous wastes</p> <p>PC12. apply ergonomic principles wherever required</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. reporting procedures in cases of breaches or hazards for site safety, accidents, and emergency situations as per guidelines</p> <p>KA2. types of safety hazards at construction sites</p> <p>KA3. basic ergonomic principles as per applicability</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the procedure for responding to accidents and other emergencies at site</p> <p>KB2. appropriate personal protective equipment to used based on various working conditions</p> <p>KB3. importance of handling tools, equipment and materials as per applicable</p> <p>KB4. health and environments effect of construction materials as per applicability</p> <p>KB5. various environmental protection methods as per applicability</p> <p>KB6. storage of waste including the following at appropriate location:</p> <ul style="list-style-type: none"> • non-combustible scrap material and debris • combustible scrap material and debris • general construction waste and trash (non-toxic, non-hazardous) • any other hazardous wastes • any other flammable wastes <p>KB7. how to use hazardous material, in a safe and appropriate manner as per applicability</p> <p>KB8. safety relevant to tools, tackles, & requirement as per applicability</p> <p>KB9. housekeeping activities relevant to task</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write in one or more language, preferably in the local language of the site</p> <p>SA2. fill safety formats for near miss, unsafe conditions and safety suggestions</p>
	<p>Reading Skills</p>
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. read in one or more language, preferably in the local language of the site</p> <p>SA4. read sign boards, notice boards relevant to safety</p>	

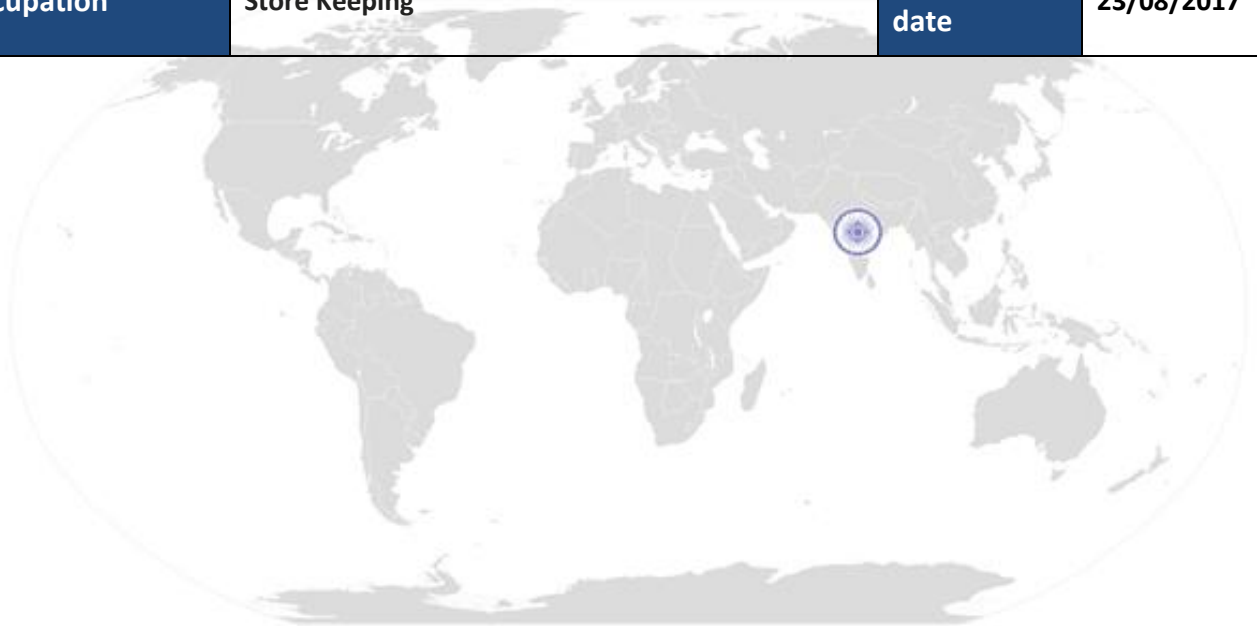
CON/N9001 Work according to personal health, safety and environment protocol at construction site

	Oral Communication (Listening and Speaking skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. speak in one or more language, preferably in one of the local language of the site</p> <p>SA6. listen instructions / communication shared by site EHS and superiors regarding site safety, and conducting tool box talk</p> <p>SA7. communicate reporting of site conditions, hazards, accidents, etc.</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. not create unsafe conditions for others</p> <p>SB2. keep the workplace clean and tidy</p>
	Plan and Organise
	SB3. N.A
	Customer centricity
	SB4. N.A
	Problem solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. identify safety risks that affect the health, safety and environment for self and others working in the vicinity, tackle it if within limit or report to appropriate authority</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. assess and analyze areas which may affect health, safety and environment protocol on the site</p>
Critical Thinking	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. ensure personal safety behavior</p> <p>SB8. respond to emergency</p>	

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NOS Version Control

NOS Code	CON/N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Construction	Drafted on	07/08/2015
Industry Sub-sector	Real Estate and Infrastructure Construction	Last reviewed on	23/08/2015
Occupation	Store Keeping	Next review date	23/08/2017



Assessment Criteria for Store Assistant - Construction

CRITERIA FOR ASSESSMENT OF TRAINEES

<u>Job Role</u>	Store Assistant - Construction
<u>Qualification Pack</u>	CON/Q1501
<u>Sector Skill Council</u>	Construction

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 50%. To pass the Qualification Pack, every trainee should score a minimum of 50% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.
7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
8. After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
CON/N1501: Identify and handle materials, tools and equipments at stores / stock in a construction site	PC1. identify hand and power tools commonly used at construction site	100	5	1	4
	PC2. identify personal protective equipments such as safety helmets, hand gloves, safety shoes, respiratory mask, ear plug, safety apron etc used at construction site		5	1	4
	PC3. identify construction material such as cement, aggregate, reinforcement steel, timber, plywood, bricks, concrete blocks, bitumen, admixtures etc.		5	1	4
	PC4. identify toxic, inflammable and other hazardous material		5	1	4

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PC5. identify materials such as structural steel sections, cutting, grinding and welding equipments and other associated accessories	5	1	4
PC6. identify materials such as tiles, natural stones, paints, doors & windows and other associated accessories	5	1	4
PC7. identify basic electrical and plumbing items which are commonly used at construction site	5	1	4
PC8. identify consumables such as nails, masking tapes, cover blocks, line thread/string, shuttering oil, nut & bolts, fuel, cotton waste etc.	5	1	4
PC9. identify different types of formwork material and components with respect to their size	5	1	4
PC10. identify rigging gears such as slings, shackles, lifting belts, steel ropes, chain pulleys used for lifting of heavy materials as per instruction	5	1	4
PC11. read identification tags for easy identification of materials with respect to their types and size	6	1.2	4.8
PC12. select and use appropriate personal protective equipments (PPE's) when handling construction materials, tools, equipments and components.	5	1	4
PC13. select materials, tools, equipments and components as per instruction for loading, unloading and shifting	5	1	4
PC14. check that route area is clear from obstruction for shifting of material to store or yard	3	0.6	2.4
PC15. shift the construction material through identified/specified route to appropriate location as per instruction	5	1	4
PC16. select, shift and hand over required material, tools and equipments as per the indent requirement and instruction provided	5	1	4
PC17. apply correct manual techniques whilst lifting and moving material, tools, equipments and components	5	1	4
PC18. apply correct method to avoid damage to construction items and personnel when handling manually	5	1	4
PC19. apply appropriate methods for handling toxic, inflammable, hazardous material and delicate material appropriately and follow instructions	6	1.2	4.8
PC20. use correct rigging gears such as slings, shackles, lifting belts, steel ropes for lifting and shifting of heavy weight material, components and equipments as per instruction	5	1	4
Total	100	20	80

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CON/N1502: Stack and store materials, tools and equipments at store/stock yard in construction site	PC1. visually check physical condition of the materials tools, equipment and components for breakage, dampness, deterioration prior to storage	100	7	1.4	5.6
	PC2. check the physical condition of storage area for moisture, lighting, direct sun-rays and ventilation prior to stacking and storing		7	1.4	5.6
	PC3. store and stack material based on their functions such as hand tools, power tools, construction material, formworks material, consumable, toxic and inflammable material separately as per instruction		7	1.4	5.6
	PC4. store and stack material in the appropriate partition and racks as per their types and uses		11	2.2	8.8
	PC5. check that storage areas are free from accumulated materials that cause fires or explosions or that may contribute to the harbouring of rats and other pests.		7	1.4	5.6
	PC6. store cement bags in a covered area free from moisture and stack above ground level up-to a specified height as per instruction		7	1.4	5.6
	PC7. store bricks and blocks based on their type on the firm ground as per standard practices up-to a specified height as per instructions		7	1.4	5.6
	PC8. store plywood, timber, gypsum boards, fibre board on a flat platform above ground level in a covered clean and dry place up-to a specified height		7	1.4	5.6
	PC9. stack reinforcement steel, structural steel above ground levels separately based on their classification, sizes and length		7	1.4	5.6
	PC10. store toxic, inflammable and other hazardous material separately as per instructions		12	2.4	9.6
	PC11. maintain stack height for materials such as cements bag, plywood, timber, tiles box, scaffolding components or any other material used at construction site as per standard practices		7	1.4	5.6
	PC12. protect appropriate materials, tools , equipments and components from natural and surrounding environment		7	1.4	5.6
	PC13. carry out regular cleaning and housekeeping of store/yard to maintain clean and tidy workspace		7	1.4	5.6
	Total	100	20	80	
CON/N8001: Work effectively in a team to deliver desired	PC1. pass on work related information/ requirement clearly to the team members	100	10	2	8
	PC2. inform co-workers and superiors about any kind of deviations from work		5	1	4

Assessment Criteria for Store Assistant - Construction

results at the workplace	PC3. address the problems effectively and report if required to immediate supervisor appropriately		5	1	4
	PC4. receive instructions clearly from superiors and respond effectively on the same		5	1	4
	PC5. communicate to team members/subordinates for appropriate work technique and method		5	1	4
	PC6. seek clarification and advice as per the requirement and applicability		10	2	8
	PC7. hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams		30	6	24
	PC8. work together with co-workers in a synchronized manner		30	6	24
			100	20	80
CON/N9001: Work according to personal health, safety and environment protocol at construction site	PC1. identify and report any hazards, risks or breaches in site safety to the appropriate authority	100	5	1	4
	PC2. follow emergency and evacuation procedures in case of accidents, fires, natural calamities		5	1	4
	PC3. follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable		10	2	8
	PC4. participate in safety awareness programs like Tool Box Talks, safety demonstrations, mock drills, conducted at site		5	1	4
	PC5. identify near miss , unsafe condition and unsafe act		5	1	4
	PC6. use appropriate Personal Protective Equipment (PPE) as per work requirements including: • Head Protection (Helmets) • Ear protection • Fall Protection • Foot Protection • Face and Eye Protection, • Hand and Body Protection • Respiratory Protection (if required)		10	2	8
	PC7. handle all required tools, tackles , materials & equipment safely		5	1	4
	PC8. follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines		5	1	4
	PC9. install and apply properly all safety equipment as instructed		15	3	12
	PC10. follow safety protocol and practices as laid down by site EHS department		15	3	12



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PC11. collect and deposit construction waste into identified containers before disposal, separate containers that may be needed for disposal of toxic or hazardous wastes		10	2	8
PC12. apply ergonomic principles wherever required		10	2	8
	Total	100	20	80