



Model Curriculum

Store Keeper – Construction

SECTOR: Construction
SUB-SECTOR: Real Estate and Infrastructure Construction
OCCUPATION: Storekeeper
REF ID: CON/Q1503
NSQF LEVEL: 6





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Store Keeper – Construction

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Store Keeper - Construction”, in the Construction Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Store Keeper - Construction		
Qualification Pack Name & Reference ID. ID	CON/Q1503, v1.0		
Version No.	1.0	Version Update Date	23-08-2017
Pre-requisites to Training	Preferably Graduate with 10 years site experience in same occupation for non-trained worker and 3 years site experience as a certified Junior Store Keeper - Construction for trained worker		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Manage the receipt, storage, issuance and delivery of material/items at a construction site: - Manage the receiving/ storing/ issuing & delivery of material/items at stores/stock yards in a construction site. • Maintain/update status of inventory using computer system: - Maintain/update status of inventory using computer system. • Supervise, monitor and evaluate performance of subordinates at workplace: - Monitor all construction work activities performed by subordinates, evaluate their performance and ensure strict adherence to quality instructions and timelines as per organizational policies and procedures. • Manage workplace for safe and healthy work environment: - Ensure healthy and safe working environment for subordinates, effective implementation of health, safety and environment policies and procedures also identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational & statutory requirement as followed. 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Store Keeper - Construction” Qualification Pack issued by “Construction Skill Development Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p>	<p>Theory:</p> <ul style="list-style-type: none"> • Introduction to the job roles • Major responsibilities of Store Keeper – Construction. • Role description/functions and tasks performed by Store Keeper – Construction. • Expected personal attributes from the job role • Brief description about course content, mode of learning and duration of course • Future possible progression and career development provisions for Store Keeper – Construction. 	<p>Classroom Requirement</p> <ol style="list-style-type: none"> 1. Classroom of 30 students capacity 2. Black/White board 3. Projector/LED Monitor 4. Computer 5. Registers 6. Trade specific charts and other teaching aids
2	<p>Manage the receipt, storage, issuance and delivery of material/items at a construction site</p> <p>Theory Duration (hh:mm) 296:00</p> <p>Practical Duration (Demonstration) (hh:mm) 80:00</p> <p>Practical Duration - On Job Training (hh:mm) 220:00(OJT)</p> <p>Corresponding NOS Code :- CON/N1506</p>	<p>Theory:</p> <ul style="list-style-type: none"> • Know about basic mathematical calculations related to linear, areal, volumetric measurement and conversion of units • Know & able to Co-ordinate with purchase department, account department & other department for PO creation, vendor finalization, and receiving of material at site. • Co-ordinate with other site know about the availability of material/machineries from other sites • Know about the importance of requirement of material on site. • Know about the process of receiving material in stores and checking of documents such as <ul style="list-style-type: none"> ✓ Delivery challan ✓ Invoice ✓ Purchase, order ✓ Test certificates ✓ Weighing slip ✓ guarantee/warranty period card • Familiar/aware with the visual and physical inspection of material/items for breakage, distortion, deterioration etc. • Co-ordinate with quality department & take the approval for material/items from quality department. • Know about the documentation and filing works related to material invoice, delivery receipt, receipt note, goods inspection reports, purchase order etc. • Know about the importance of maintaining daily goods receipt register or goods inward register 	<p>Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for:</p> <ol style="list-style-type: none"> 1. Masonry Trade 2. Bar bending Trade 3. Shuttering & carpentry Trade 4. Electrician Trade 5. Welding & others Trade

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Know about the documentation and filing works related to issuing & receiving of materials in stores • Know about the reporting procedure, should report to store incharge & prepare monthly reports on material received quantity and balance quantity • Know about the selection of suitable place for stacking, storing of material based on <ul style="list-style-type: none"> ✓ Physical property ✓ Hazardous condition ✓ Size ✓ Volume ✓ Weight ✓ Frequency of movement etc. • Familiar with tagging/labelling/coding system & apply the same on type of material. • Know about the procedure to handle the hazardous material properly & store it as per its specifications. • Know about shelf life of construction material and their issuing method • Know about the importance of physical verification of material with respect to report and records • Know about the storing of scarp/discarded and rejected material in store/stock yard • Familiar with the process related to issuing of material/items such as indenting, requesting and approval signature, location where material/items will be used • Know about the safe procedures & safety practices for handling of tools/tackles/materials from stores to yard & vice versa. • Familiar with the issuing procedure & must follow as material which are issued on first in first out basis • Maintenance of ledger for maintaining current stock material register • Know about the statutory requirement related to dispatching of material to other job sites. <p><u>Practical:</u></p> <ul style="list-style-type: none"> • Able to ensure that safety to be followed along the store as per norms. • Able to follow up with purchase department for the said requisition for preparation of Purchase Order(PO) • Able to obtain quotation from the local vendor, prepare comparative statement and forward it to purchase departments for approval as per the applicability • Able to do the follow up with Vendors/Suppliers for the delivery of 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>materials/items to ensure timely delivery of materials at site</p> <ul style="list-style-type: none"> • Able to coordinate with PMV (Plant Machineries & vehicles) department regarding availability of machine to be use on site and take necessary action as per the requirement • Able to ensure documentation and filing is carried out by junior store keeper as per the quality management system of store • Able to ensure that the material/items supplied from the vendor or transferred from other site should be received by staff of store department • Able to check all formality related to incoming items such as delivery challan, invoice, purchase order, test certificate, weight slip etc. • Able to ensure material is checked for adequacy such as breakage, distortion and deterioration by the sub-ordinate before unloading • Able to ensure Material Receipt Note(MRN)/Stock Receipt Voucher(SRV), Goods Inspection Notes(GIN), Invoice, Purchase order(PO) are properly checked and documented/filed by the sub-ordinate • Able to ensure material/items is counted/ weighed/ measured • Able to ensure quality department before accepting it for storage approves material/items. • Able to ensure daily goods receipt register/goods inward register is maintained as per standard procedure by the sub-ordinate to determine current stock of material physically • Able to periodically review the MRN, Goods inward register & other document for correctness • Able to co-ordinate with purchase, accounts departments for purchasing of material and bill clearance • Able to report to Store In charge regarding day to day functioning of stores • Able to prepare material storage list of all areas of projects • Able to ensure location in stores/stock yards are marked with label/tags for easy identification, retrieving of material/items • Able to select appropriate location in store/stock yard for storing of material/items keeping in mind storing system on the basis of : 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> ✓ type of material-physical state ✓ toxicity, in-flammability and other hazards ✓ volume and weight - heavy or light ✓ on the basis of frequency of movement ✓ on the basis of material to be use at site • Able to ensure all hazardous material is handled carefully as per environment, health and safety norms • Able to ensure all materials in stores/stock yards are stacked and stored as per the standard storing procedure • Able to ensure appropriate manual/mechanical methods are adopted when loading, unloading, shifting and placing the material/item in stores/stock yard to ensure safety of personal and material/item • Able to ensure good housekeeping in the stores/stock yard • Able to ensure all material/items in the store/stock yard are only stored up-to their shelf life period or expiry period and shall be stored separately or returned to vendor after expiry of shelf life • Able to carry out periodical verification of stock to match with the records and available physical stock of material/items • Able to ensure separate storing of scarp/discarded material as per standard storing system. • Able to monitor the stock availability in the stores/stock yards to ensure “No Excess and no Shortage” of material/items at construction site • Able to ensure standard procedure are followed for issuing of material/items • Able to ensure indent is duly filled by the requisite, check and verify authorized signature before passing on to store incharge for approval. • Able to ensure material/item to be issued in minimum time. • Able to check proper manual/mechanical methods is adopted by the junior store keeper for shifting/handing over material/items to the issue counter/requisite • Able to adopt proper issuing method for material having limited/short shelf life such as cements, paints etc. on “first in first out” • Able to ensure proper ledger is maintained by the junior store keeper to maintain current stock of materials/items and check the same periodically 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Able to prepare monthly report for Issued material • Able to complete all statutory requirement before dispatching material/item to other job site as per the applicability 	
3	<p>Maintain/update status of inventory using computer system</p> <p>Theory Duration (hh:mm) 120:00</p> <p>Practical Duration (Demonstration) (hh:mm) 40:00</p> <p>Practical Duration - On Job Training (hh:mm) 80:00(OJT)</p> <p>Corresponding NOS Code :- CON/N1507</p>	<p>Theory:</p> <ul style="list-style-type: none"> • Know about the process of material item code generation and entry related to material request as per item code • Know about the process of requesting material at site • Know about the process related to material request, approval authority, Purchase Order creation , Purchase Order approval, vendor finalisation, material dispatch • Know about process of preparing good inspection note, material receipt note through any ERP software • Know about the process of receiving indent, posting indents, forwarding indents to account department for billing • Know about the process of transferring material to other job site, creation of material invoice, delivery challan • Know about how verification of stocks as per system is done <p>Practical:</p> <ul style="list-style-type: none"> • Able to carry out entry of item as per appropriate material code • Able to raise material request through appropriate system. • Able to obtain necessary approval from the concern authority on time. • Able to prepare goods inspection note through appropriate system available at site and circulate the same to concerned authority. • Able to generate material receipt note through appropriate system and forward the same to appropriate authority. • Able to carry out indent posting using appropriate system available at site and follow up for getting approval from concerned authority • Able to prepare delivery challan, material invoice at site for transferring material to other job site • Able to view stock of available material at site and ensure the correct quantity of available material through records and reports in system • Able to use system for viewing ✓ material approval status 	<p>Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for:</p> <ol style="list-style-type: none"> 1. Masonry Trade 2. Bar bending Trade 3. Shuttering & carpentry Trade 4. Electrician Trade 5. Welding & others Trade

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> ✓ purchase order status ✓ delivery status ✓ material transfer status ✓ bill creation ✓ Bill approval etc. <p>and carry out necessary follow ups required</p> <ul style="list-style-type: none"> • Able to prepare a detail monthly reports on material received, material issued, balance stock, Fast & Slow moving items etc. 	
4	<p>Supervise, monitor and evaluate performance of subordinates at workplace</p> <p>Theory Duration (hh:mm) 36:00</p> <p>Practical Duration - On Job Training (hh:mm) 40:00(OJT)</p> <p>Corresponding NOS Code :- CON/N8003</p>	<p>Theory:-</p> <ul style="list-style-type: none"> • Identify and allocate work to sub-ordinates based on the requirement • Calculate expected productivity requirement to meet assigned task and deadlines for work completion • Calculate man, material and tools requirement based on the scope of work • Know about the progressive checking of records to ensure quality outcome • Know about the final check for the work performed by the sub-ordinates to meet expected outcome. <p>Practical :-</p> <ul style="list-style-type: none"> •Able to establishment of targets •Able to establishment of performance standards •Ensure quality checks for materials/tools/tackles etc. as per standards. •Monitoring and evaluation of performance of sub-ordinates as per quality standards •Organizational policies and procedures for workmen engagement 	
5	<p>Manage workplace for safe and healthy work environment</p> <p>Theory Duration (hh:mm) 40:00</p> <p>Practical Duration - On Job Training (hh:mm) 40:00(OJT)</p> <p>Corresponding NOS Code :- CON/N9002</p>	<p>Theory :-</p> <ul style="list-style-type: none"> •Know about the methods for safe handling and stacking of store material. •Knowledge of proper housekeeping at work place •Knowledge & use of Safety PPE •Know about safe handling of tools and tackles relevant to specific location in stores/sites •Identification of hazards and reporting procedures •Know about proper reporting in case of emergency •Know about use of Fire extinguishers based on the types of fire <p>Practical :-</p> <ul style="list-style-type: none"> •Demonstration of housekeeping Standard procedures •Ensure/check/inspect proper handling and stacking of materials at workplace/stores •Know about various kind of hazards associated with handling work in stores/sites 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Safety, its importance and protective measures • Demonstrate correct uses of tools and tackles • Personal Protective Equipments (PPE's) <ol style="list-style-type: none"> 1. Head protection (Helmets) 2. Ear protection 3. Fall protection 4. Foot protection 5. Face and Eye protection 6. Hand & body protection 7. Respiratory protection • Ensure and check of organizational Policies related to Health, Environment and Safety: <ol style="list-style-type: none"> 1. Methods of receiving or sourcing information 2. Dealing with accidents and emergencies associated with the work and environment 3. Reporting 4. Emergency evacuation 5. Fire risks an 6. The safe exit procedures • Able to maintain entrances & exit from confined spaces and other location in concurrence with safety parameters or instruction form safety personals • Implement control measure to reduce risk & meet legal requirement as per company policies. • Ensure the proper reporting procedure to the concerned authority in emergencies. • Demonstrate and explain use of Fire extinguishers based on the types of fire 	
	Total Duration Theory Duration 500:00 Hrs. Practical Duration 120:00 Hrs. On job training (OJT) 380:00	Classroom Requirement (for 30 students) Black/White board, marker, Projector/LED Monitor, Computer, Trade specific charts, registers and other teaching aids Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for: Masonry Trade, Bar bending Trade ,Shuttering & carpentry Trade, Electrician Trade, Welding & others Trade	

Grand Total Course Duration: **1000 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Construction Skill Development Council of India](#))

Trainer Prerequisites for Job role: “Store Keeper -Construction” mapped to Qualification Pack: “CON/Q1503, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “CON/Q1503”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field
3	Minimum Educational Qualifications	ITI/12th
4a	Domain Certification	Trainer/Assessor-50% in each NOS & 80% overall, Lead trainer/ Lead Assessors- 50% in each NOS and overall 90%
4b	Platform Certification	Trainer/Assessor-80% in each NOS and Lead trainer/Lead Assessors-90% in each NOS
5	Experience	i. Technical Degree holder with minimum three years of Field experience and preferably two years of teaching experience or, ii. In case of a Diploma Holder five years of field experience and preferably two years of teaching experience or, iii. In case of ITI/12 th pass minimum eight years of field experience and preferably two years of teaching Experience.



CRITERIA FOR ASSESSMENT OF TRAINEES

<u>Job Role</u>	Store Keeper - Construction
<u>Qualification Pack</u>	CON/Q1503
<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 centre based on assessment criteria.
5. The passing percentage for each QP will be 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.
7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
8. After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
CON/N1506: Manage the receipt, storage, issuance and delivery of material/items at a construction site	PC1. follow up with purchase department for the said requisition for preparation of Purchase Order(PO)	100	2	1	1
	PC2. obtain quotation from the local vendor, prepare comparative statement and forward it to purchase departments for approval as per the applicability		2	1	1
	PC3. follow up with Vendors/Suppliers for the delivery of materials/items to ensure timely delivery at site		2	1	1
	PC4. coordinate with PMV (Plant Machineries & vehicles) department regarding availability of machine to be use on site and take necessary action as per the requirement		2	1	1
	PC5. ensure material/items supplied from the vendor or transferred from other site should be received by staff of Store department		2	1	1
	PC6. check all formality related to incoming items such as Delivery Challan, Invoice, Purchase order, Test certificate, Weight slip etc.		2	1	1
	PC7. ensure material/items is counted / weighed/ measured		2	1	1
	PC8. ensure material is checked for adequacy such as breakage, distortion and deterioration by the sub-ordinate before unloading		2	1	1
	PC9. ensure material/items is approved by Quality Department before accepting it for storage		3	1.5	1.5
	PC10. ensure Material Receipt Note(MRN)/Stock Receipt Voucher(SRV), Goods Inspection Notes(GIN), Invoice, Purchase order(PO) are properly checked and documented/filed by the sub-ordinate		3	1.5	1.5
	PC11. ensure Daily goods receipt register/Goods Inward register is maintained as per standard procedure by the sub-ordinate to determine current stock of material physically		2	1	1
	PC12. periodically review the MRN, Goods inward register & other document for correctness		2	1	1
	PC13. co-ordinate with Purchase, Accounts departments for purchasing of material and bill clearance		2	1	1
	PC14. report to Store Incharge regarding day to day functioning of stores		2	1	1
	PC15. prepare Material storage list of all areas of projects		4	2	2
	PC16. ensure location in stores/stock yards are marked with label/tags for easy identification, retrieving of material/items		4	2	2
	PC17. select appropriate location in store/stock yard for storing of material/items keeping in mind storing system on basis of : • type of material-physical state • toxicity, in-flammability and other hazards		4	2	2

	<ul style="list-style-type: none"> • volume and weight - heavy or light • on the basis of frequency of movement • on the basis of material to be use at site 				
	PC18. ensure all hazardous material is handled carefully as per environment, health and safety norms		4	2	2
	PC19. ensure all materials in stores/stock yards are stacked and stored as per the standard storing procedure		4	2	2
	PC20. ensure appropriate manual/mechanical methods are adopted when loading, unloading, shifting and placing the material/item in stores/stock yard to ensure safety of personal and material/item		4	2	2
	PC21. ensure good housekeeping in the stores/stock yard		2	1	1
	PC22. ensure all material/items in the store/stock yard are only stored up-to their shelf life period or expiry period and shall be stored separately or returned to vendor after expiry of shelf life		2	1	1
	PC23. carry out periodical verification of stock to match with the records and available physical stock of material/items		5	2.5	2.5
	PC24. ensure separate storing of scarp/discarded material as per standard storing system		2	1	1
	PC25. monitor the stock availability in the stores/stock yards to ensure "No Excess and no Shortage" of material/items at construction site		5	2.5	2.5
	PC26. ensure standard procedure are followed for issuing of material/items		2	1	1
	PC27. ensure indent is duly filled by the requisite, check and verify authorised signature before passing on to Store Incharge for approval		3	1.5	1.5
	PC28. ensure material/item to be issued in minimum time		3	1.5	1.5
	PC29. check proper manual/mechanical methods is adopted by the Junior store keeper for shifting/handing over material/items to the issue counter/requisite		3	1.5	1.5
	PC30. adopt proper issuing method for material having limited/short shelf life such as cements, paints etc. on "First In First Out"		3	1.5	1.5
	PC31. ensure proper ledger is maintained by the junior store keeper to maintain current stock of materials/items and check the same periodically		3	1.5	1.5
	PC32. prepare Monthly report for Issued material		3	1.5	1.5
	PC33. ensure documentation and filing is carried out by Junior Store keeper as per the Quality management system of Store		3	1.5	1.5
	PC34. complete all statutory requirement before despatching material/item to other job site as per the applicability		3	1.5	1.5
		Total	100	50	50
CON/N1507: Maintain/update	PC1. carry out entry of item as per appropriate material code	100	10	5	5



status of inventory using computer system	PC2. raise material request through appropriate system and obtain necessary approval		10	5	5
	PC3. prepare Goods inspection note through appropriate system and circulate the same to concerned authority		10	5	5
	PC4. generate material receipt note through appropriate system and forward the same to appropriate authority		10	5	5
	PC5. carry out indent posting using appropriate system available at site and follow up for getting approval from concerned authority		10	5	5
	PC6. prepare Delivery Challan, material invoice at site for transferring material to other job site		10	5	5
	PC7. view stock of available material at site and check quantity of available material through records and reports in system		10	5	5
	PC8. use system for Viewing material approval status, Purchase order status, Delivery status, for material transfer status, Bill creation, Bill approval etc. and carry out necessary follow ups		15	7.5	7.5
	PC9. prepare monthly reports such as Material Received, Material issued, Balance Stock, Fast & Slow moving items etc.		15	7.5	7.5
		Total	100	50	50
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace	PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates	100	15	7.5	7.5
	PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes		15	7.5	7.5
	PC3. inspect assigned work to the respected gang of workers through progressive checking		20	10	10
	PC4. observe and verify the work activities performed by the subordinates at the construction site		20	10	10
	PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority		15	7.5	7.5
	PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations		15	7.5	7.5
			Total	100	50
CON/N9002: Manage workplace for safe and healthy work environment	PC1. ensure proper housekeeping at workplace	100	5	2.5	2.5
	PC2. implement safe handling , stacking methods at workplace / store		5	2.5	2.5
	PC3. insure that health and safety plan is followed by all subordinates		5	2.5	2.5
	PC4. identify any hazard in workplace and notify them to appropriate authority		5	2.5	2.5
	PC5. ensure that all safety and protection installation are correctly placed & adequate		5	2.5	2.5
	PC6. ensure safe access is available at work place for movement of workers & materials		5	2.5	2.5
	PC7. ensure safe use of tools and tackles by the workmen as per applicability		5	2.5	2.5
			100	5	2.5

<p>PC8. ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Head Protection (Helmets) <input type="checkbox"/> Ear Protection <input type="checkbox"/> Fall Protection <input type="checkbox"/> Foot Protection <input type="checkbox"/> Face and Eye Protection, <input type="checkbox"/> Hand &Body Protection <input type="checkbox"/> Respiratory Protection 	10	5	5
PC9. maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals.	5	2.5	2.5
PC10. ensure organizational policies and procedures are followed for health , safety and welfare, in relation to:	10	5	5
<input type="checkbox"/> methods of receiving or sourcing information			
<input type="checkbox"/> dealing with accidents and emergencies associated with the work and environment			
<input type="checkbox"/> reporting			
<input type="checkbox"/> stopping work			
<input type="checkbox"/> evacuation			
<input type="checkbox"/> fire risks and safe exit procedures			
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	5	2.5	2.5
PC12. ensure effective adherence to response to emergency procedures / protocols	7.5	3.75	3.75
PC13. report any case of emergency / risks to the concern people at the construction site	7.5	3.75	3.75
PC14. report any perceived risk hazards to the superiors / concerned EHS	7.5	3.75	3.75
PC15. demonstrate the use of fire protection equipments for different type of fire hazard	7.5	3.75	3.75
PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies	5	2.5	2.5
Total	100	50	50