



Store Keeper -Construction

QP Code: CON/Q1503

Version: 1.0

NSQF Level: 6

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



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CON/Q1503: Store Keeper -Construction

Brief Job Description

This job role is responsible for managing the timely receipt of material/items at stores/stock yard, ensuring proper storage, issuing and delivery system at construction site along with maintaining inventory through computer system. The individual should possess sound knowledge of store keeping operation as per organizational norms and ISO standards, 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 store keeping work at a construction site. The individual should be having strong organizational, interpersonal and communication skills, along with comprehensive technical knowledge of store keeping operations and ability to supervise construction crew

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N1506: Manage the receipt, storage, issuance and delivery of material/items at a construction site](#)
2. [CON/N1507: Maintain/update status of inventory using computer system](#)
3. [CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace](#)
4. [CON/N9002: Manage workplace for safe and healthy work environment](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
Country	India
NSQF Level	6
Credits	NA



Qualification Pack



Aligned to NCO/ISCO/ISIC Code	NCO-2004/4131.10
Minimum Educational Qualification & Experience	Graduate with 3-5 Years of experience as a certified Junior Store Keeper - Construction OR Graduate with 5-10 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 20-24 weeks as per QP of Store Keeper - Construction
Minimum Job Entry Age	18 Years
Last Reviewed On	23/08/2015
Next Review Date	31/03/2022
Deactivation Date	31/03/2022
NSQC Approval Date	09/10/2017
Version	1.0
Reference code on NQR	2017/CON/CSDCI/02010
NQR Version	1.0



CON/N1506: Manage the receipt, storage, issuance and delivery of material/items at a construction site

Description

This unit describes the skills and knowledge required to manage the receipt, storage, issuance and delivery of material/items at a construction site.

Scope

The scope covers the following:

- Manage the receiving of material/items at stores/stock yards in a construction site
- Manage the storing of material/items at stores/stock yards in a construction site
- Manage the issuing and delivery of material/item at stores/stock yard in a construction site

Elements and Performance Criteria

Manage the receiving of material/items at stores/stock yards in a construction site

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

- PC1.** follow up with purchase department for the said requisition for preparation of Purchase Order(PO)
- PC2.** obtain quotation from the local vendor, prepare comparative statement and forward it to purchase departments for approval as per the applicability
- PC3.** follow up with Vendors/Suppliers for the delivery of materials/items to ensure timely delivery at site
- 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
- PC5.** ensure material/items supplied from the vendor or transferred from other site should be received by staff of Store department
- PC6.** check all formality related to incoming items such as Delivery Challan, Invoice, Purchase order, Test certificate, Weight slip etc
- PC7.** ensure material/items is counted / weighed/ measured
- PC8.** ensure material is checked for adequacy such as breakage, distortion and deterioration by the sub-ordinate before unloading
- PC9.** ensure material/items is approved by Quality Department before accepting it for storage
- 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
- 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
- PC12.** periodically review the MRN, Goods inward register & other document for correctness
- PC13.** co-ordinate with Purchase, Accounts departments for purchasing of material and bill clearance
- PC14.** report to Store Incharge regarding day to day functioning of stores



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Manage the storing of material/items at stores/stock yards in a construction site

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

- PC15.** prepare Material storage list of all areas of projects
- PC16.** ensure location in stores/stock yards are marked with label/tags for easy identification, retrieving of material/items
- PC17.** 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 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
- PC19.** ensure all materials in stores/stock yards are stacked and stored as per the standard storing procedure
- 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
- PC21.** ensure good housekeeping in the stores/stock yard
- 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
- PC23.** carry out periodical verification of stock to match with the records and available physical stock of material/items
- PC24.** ensure separate storing of scarp/discarded material as per standard storing system
- PC25.** monitor the stock availability in the stores/stock yards to ensure No Excess and no Shortage of material/items at construction site

Manage the issuing and delivery of material/item at stores/stock yard in a construction site

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

- PC26.** ensure standard procedure are followed for issuing of material/items
- PC27.** ensure indent is duly filled by the requisite, check and verify authorised signature before passing on to Store Incharge for approval
- PC28.** ensure material/item to be issued in minimum time
- PC29.** check proper manual/mechanical methods is adopted by the Junior store keeper for shifting/handing over material/items to the issue counter/requisite
- PC30.** adopt proper issuing method for material having limited/short shelf life such as cements, paints etc
- PC31.** ensure proper ledger is maintained by the junior store keeper to maintain current stock of materials/items and check the same periodically
- PC32.** prepare monthly report for Issued material
- PC33.** ensure documentation and filing is carried out by Junior Store keeper as per the Quality management system of Store
- PC34.** complete all statutory requirement before despatching material/item to other job site as per the applicability

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** standard practices for store keeping works
- KU2.** safety rules and regulation for handling and storing required store keeping tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipments
- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirement related to workmen engagement
- KU6.** co-ordination with purchase department for PO creation, vendor finalization, and receiving of material at site
- KU7.** how to check availability of material/machineries from other site
- KU8.** process of receiving material in stores and checking of documents such as delivery challan, invoice, purchase, order, test certificates, weighing slip, guarantee/warranty period card
- KU9.** visual and physical inspection of material/items for breakage, distortion, deterioration etc
- KU10.** approval of material/items from the quality department
- KU11.** documentation and filing works related to material receipt note, goods inspection reports, purchase order etc
- KU12.** maintenance of goods receipt register
- KU13.** co-ordination with purchase, account department and other department
- KU14.** reporting to store incharge - preparation of monthly reports received material quantity and balance quantity
- KU15.** selection of suitable place for stacking, storing of material based on physical property, hazardous condition, size, volume, weight, frequency of movement etc.
- KU16.** tagging/labelling/coding basis on type of material
- KU17.** handling of hazardous material
- KU18.** shelf life of construction material and their issuing method
- KU19.** importance of physical verification of material with respect to report and records
- KU20.** storing of scarp/discarded and rejected material in store/stock yard
- KU21.** process related to issuing of material/items such as indenting, requesting and approval signature, location where material/items will be used
- KU22.** material which are issued on first in first out basis
- KU23.** maintenance of ledger for maintaining current stock material register
- KU24.** documentation and filing works related to issuing of material
- KU25.** statutory requirement related to dispatching of material to other job sites

Generic Skills (GS)

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

- GS1.** read in at least two language, preferably in the local language of the site and English
- GS2.** read key documents including stores keeping manual, ISO manual
- GS3.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS4.** speak in atleast two language, preferably in the local languages of the site and English
- GS5.** listen and follow instructions clearly given by the superior



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- GS6.** provide clear instructions to subordinates related to store keeping operation
- GS7.** decide on the layout of store
- GS8.** decide on the location for material based on their type for storage
- GS9.** decide on storing of scrap/discarded material and their location
- GS10.** determine whether necessary internal documentation has been completed
- GS11.** determine whether necessary statutory documentation has been completed
- GS12.** select appropriate method for issuance of stock (e.g. FIFO, LIFO, etc.)
- GS13.** plan work & organize required resource in coordination with team members and superior
- GS14.** select and identify area in stores/stock yard for fast moving material
- GS15.** select storage area in store/ stock yards for material on the basis of their use
- GS16.** use identification tag/color code/label/markings for easy identification and retrieval of materials from stores
- GS17.** check material stock regularly and monitor consumption at site so as to ensure availability of material at any time
- GS18.** make material request well before in advance considering delivery times
- GS19.** maintain stock availability in the stores/stock yards to ensure No Excess and no Shortage of material/items at construction site
- GS20.** maintain all documents up to date related to stores
- GS21.** decide on storage area on the basis of types of material, movement frequency, size and shape, volume and weight etc.
- GS22.** ensure receiving /delivery of material at site as per requirements
- GS23.** maintain physical and system stock balance
- GS24.** reduce time of material delivery by co-coordinating with purchase department
- GS25.** verify physical stock of material at sites
- GS26.** physically verify material with respect to reports and records
- GS27.** decide on storage area on the basis of types of material, movement frequency, size and shape, volume and weight etc.
- GS28.** carry out comparative analysis of vendor quotations
- GS29.** store hazardous material in stores
- GS30.** maintain store/stock area so as to store different types of material in store related to civil, electrical, plumbing, mechanical , HVAC works
- GS31.** ensure safety of material stored in stores/ stock yard
- GS32.** ensure minimum time in issuance of items from stores



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage the receiving of material/items at stores/stock yards in a construction site</i>	15	15	-	-
PC1. follow up with purchase department for the said requisition for preparation of Purchase Order(PO)	1	1	-	-
PC2. obtain quotation from the local vendor, prepare comparative statement and forward it to purchase departments for approval as per the applicability	1	1	-	-
PC3. follow up with Vendors/Suppliers for the delivery of materials/items to ensure timely delivery at site	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	1	1	-	-
PC5. ensure material/items supplied from the vendor or transferred from other site should be received by staff of Store department	1	1	-	-
PC6. check all formality related to incoming items such as Delivery Challan, Invoice, Purchase order, Test certificate, Weight slip etc	1	1	-	-
PC7. ensure material/items is counted / weighed/ measured	1	1	-	-
PC8. ensure material is checked for adequacy such as breakage, distortion and deterioration by the sub-ordinate before unloading	1	1	-	-
PC9. ensure material/items is approved by Quality Department before accepting it for storage	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	1.5	1.5	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	1	1	-	-
PC12. periodically review the MRN, Goods inward register & other document for correctness	1	1	-	-
PC13. co-ordinate with Purchase, Accounts departments for purchasing of material and bill clearance	1	1	-	-
PC14. report to Store Incharge regarding day to day functioning of stores	1	1	-	-
<i>Manage the storing of material/items at stores/stock yards in a construction site</i>	20	20	-	-
PC15. prepare Material storage list of all areas of projects	2	2	-	-
PC16. ensure location in stores/stock yards are marked with label/tags for easy identification, retrieving of material/items	2	2	-	-
PC17. 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 volume and weight - heavy or light on the basis of frequency of movement on the basis of material to be use at site	2	2	-	-
PC18. ensure all hazardous material is handled carefully as per environment, health and safety norms	2	2	-	-
PC19. ensure all materials in stores/stock yards are stacked and stored as per the standard storing procedure	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	2	2	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC21. ensure good housekeeping in the stores/stock yard	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	1	1	-	-
PC23. carry out periodical verification of stock to match with the records and available physical stock of material/items	2.5	2.5	-	-
PC24. ensure separate storing of scarp/discarded material as per standard storing system	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	2.5	2.5	-	-
<i>Manage the issuing and delivery of material/item at stores/stock yard in a construction site</i>	15	15	-	-
PC26. ensure standard procedure are followed for issuing of material/items	1.5	1.5	-	-
PC27. ensure indent is duly filled by the requisite, check and verify authorised signature before passing on to Store Incharge for approval	2	2	-	-
PC28. ensure material/item to be issued in minimum time	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	1.5	1.5	-	-
PC30. adopt proper issuing method for material having limited/short shelf life such as cements, paints etc	2	2	-	-
PC31. ensure proper ledger is maintained by the junior store keeper to maintain current stock of materials/items and check the same periodically	1.5	1.5	-	-
PC32. prepare monthly report for Issued material	1.5	1.5	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC33. ensure documentation and filing is carried out by Junior Store keeper as per the Quality management system of Store	1.5	1.5	-	-
PC34. complete all statutory requirement before despatching material/item to other job site as per the applicability	2	2	-	-
NOS Total	50	50	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N1506
NOS Name	Manage the receipt, storage, issuance and delivery of material/items at a construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	09/10/2017



CON/N1507: Maintain/update status of inventory using computer system

Description

This unit describes the skills and knowledge required to maintain/update status of inventory using computer system.

Scope

The scope covers the following:

- Maintain/update status of inventory using computer system

Elements and Performance Criteria

Maintain/update status of inventory using computer system

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

- PC1.** carry out entry of item as per appropriate material code
- PC2.** raise material request through appropriate system and obtain necessary approval
- PC3.** prepare Goods inspection note through appropriate system and circulate the same to concerned authority
- PC4.** generate material receipt note through appropriate system and forward the same to appropriate authority
- PC5.** carry out indent posting using appropriate system available at site and follow up for getting approval from concerned authority
- PC6.** prepare Delivery Challan, material invoice at site for transferring material to other job site
- PC7.** view stock of available material at site and check quantity of available material through records and reports in system
- 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
- PC9.** prepare monthly reports such as Material Received, Material issued, Balance Stock, Fast & Slow moving items etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for store keeping works
- KU2.** safety rules and regulation for handling and storing required store keeping tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipments
- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirement related to workmen engagement
- KU6.** material item code generation process and entry related to material request as per item code



Qualification Pack



- KU7.** process of requesting material at site
- KU8.** process related to material request, approval authority, PO creation , PO approval, vendor finalisation, material dispatch
- KU9.** process of preparing good inspection note, material receipt note through any ERP software
- KU10.** process of receiving indent, posting indents, forwarding indents to account department for billing
- KU11.** process of transferring material to other job site, creation of material invoice, delivery challan
- KU12.** verification of stocks as per system

Generic Skills (GS)

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

- GS1.** write in at least two language, preferably in the local language of the site and English
- GS2.** record and documents inventory of stores, Goods Inspection Notes (GIN), material receipt notes (MRN), and details as per organization norms
- GS3.** prepare status updates for the Store Incharge regarding day to day functioning of stores
- GS4.** write material request, purchase request, prepare comparative statement for purchase departments
- GS5.** read in at least two language, preferably in the local language of the site and English
- GS6.** read key documents including stores keeping manual, ISO manual
- GS7.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS8.** speak in atleast two language, preferably in the local languages of the site and English
- GS9.** listen and follow instructions clearly given by the superior
- GS10.** provide clear instructions to subordinates related to store keeping operation
- GS11.** decide on creation of an item code if not available
- GS12.** decide on transferring on material to other job sites if not required
- GS13.** decide on scrapping and selling scarp/discarded material in confirmation with Store Incharge
- GS14.** plan work & organize required resource in coordination with team members
- GS15.** use computer system for preparing monthly report, preparing Goods Inspection Note, comparative statement, Delivery challan etc, determining material availability
- GS16.** maintain stock availability in the stores/stock yards to ensure No Excess and no Shortage of material/items at construction site
- GS17.** maintain all inventory and other details updated using computer system
- GS18.** decide on storage area on the basis of types of material, movement frequency, size and shape, volume and weight etc.
- GS19.** ensure receiving /delivery of material at site as per requirements
- GS20.** maintain physical and system stock balance
- GS21.** reduce time of material delivery by co-coordinating with purchase department
- GS22.** physically verify material with respect to reports and records



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- GS23.** decide on storage area on the basis of types of material, movement frequency, size and shape, volume and weight etc.
- GS24.** prepare comparative analysis of vendor quotations
- GS25.** store hazardous material in stores
- GS26.** maintain store/stock area so as store different types of material in store related to civil, electrical, plumbing, mechanical , HVAC works
- GS27.** ensure safety of material stored in stores/ stock yard
- GS28.** ensure minimum time in issuance of items from stores



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain/update status of inventory using computer system</i>	50	50	-	-
PC1. carry out entry of item as per appropriate material code	5	5	-	-
PC2. raise material request through appropriate system and obtain necessary approval	5	5	-	-
PC3. prepare Goods inspection note through appropriate system and circulate the same to concerned authority	5	5	-	-
PC4. generate material receipt note through appropriate system and forward the same to appropriate authority	5	5	-	-
PC5. carry out indent posting using appropriate system available at site and follow up for getting approval from concerned authority	5	5	-	-
PC6. prepare Delivery Challan, material invoice at site for transferring material to other job site	5	5	-	-
PC7. view stock of available material at site and check quantity of available material through records and reports in system	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	7.5	7.5	-	-
PC9. prepare monthly reports such as Material Received, Material issued, Balance Stock, Fast & Slow moving items etc.	7.5	7.5	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1507
NOS Name	Maintain/update status of inventory using computer system
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	09/10/2017



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:



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



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise, monitor and evaluate performance of all subordinates and ensure adherence to organizational policies and procedures</i>	50	50	-	-
PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates	7.5	7.5	-	-
PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes	7.5	7.5	-	-
PC3. inspect assigned work to the respected gang of workers through progressive checking	10	10	-	-
PC4. observe and verify the work activities performed by the subordinates at the construction site	10	10	-	-
PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority	7.5	7.5	-	-
PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations	7.5	7.5	-	-
NOS Total	50	50	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N8003
NOS Name	Supervise, monitor and evaluate performance of subordinates at workplace
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	1.1
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015



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

Description

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

Scope

This unit/task covers the following:

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

Elements and Performance Criteria

Ensure healthy and safe working environment for subordinates

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

- PC1.** ensure proper housekeeping at workplace
- PC2.** implement safe handling , stacking methods at workplace / store
- PC3.** ensure that health and safety plan is followed by all subordinates
- PC4.** Identify any hazard in workplace and notify them to appropriate authority
- PC5.** ensure that all safety and protection installation are correctly placed & adequate
- PC6.** ensure safe access is available at work place for movement of workers & materials
- PC7.** ensure safe use of tools and tackles by the workmen as per applicability
- PC8.** ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability: Head Protection (Helmets Ear Protection Fall Protection Foot Protection Face and Eye Protection, Hand &Body Protection Respiratory Protection
- PC9.** maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction from safety personals

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

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

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



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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure healthy and safe working environment for subordinates</i>	25	25	-	-
PC1. ensure proper housekeeping at workplace	2.5	2.5	-	-
PC2. implement safe handling , stacking methods at workplace / store	2.5	2.5	-	-
PC3. ensure that health and safety plan is followed by all subordinates	2.5	2.5	-	-
PC4. Identify any hazard in workplace and notify them to appropriate authority	2.5	2.5	-	-
PC5. ensure that all safety and protection installation are correctly placed & adequate	2.5	2.5	-	-
PC6. ensure safe access is available at work place for movement of workers & materials	2.5	2.5	-	-
PC7. ensure safe use of tools and tackles by the workmen as per applicability	2.5	2.5	-	-
PC8. ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability: Head Protection (Helmets Ear Protection Fall Protection Foot Protection Face and Eye Protection, Hand &Body Protection Respiratory Protection	5	5	-	-
PC9. maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals	2.5	2.5	-	-
<i>Identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational & statutory requirement as followed</i>	25	25	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. ensure organizational policies and procedures are followed for health , safety and welfare, in relation to: methods of receiving or sourcing information dealing with accidents and emergencies associated with the work and environment reporting stooping work evacuation fire risks and safe exit procedures	5	5	-	-
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	2.5	2.5	-	-
PC12. ensure effective adherence to response to emergency procedures /protocols	3.75	3.75	-	-
PC13. report any case of emergency / risks to the concern people at the construction site	3.75	3.75	-	-
PC14. report any perceived risk hazards to the superiors / concerned EHS	3.75	3.75	-	-
PC15. demonstrate the use of fire protection equipments for different type of fire hazard	3.75	3.75	-	-
PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies	2.5	2.5	-	-
NOS Total	50	50	-	-



National Occupational Standards (NOS) Parameters

NOS Code	CON/N9002
NOS Name	Manage workplace for safe and healthy work environment
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	1.1
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Minimum Aggregate Passing % at QP Level : 70



Qualification Pack



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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N1506.Manage the receipt, storage, issuance and delivery of material/items at a construction site	50	50	-	-	100	36
CON/N1507.Maintain/update status of inventory using computer system	50	50	-	-	100	46
CON/N8003.Supervise, monitor and evaluate performance of subordinates at workplace	50	50	-	-	100	8
CON/N9002.Manage workplace for safe and healthy work environment	50	50	-	-	100	10
Total	200	200	-	-	400	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.