

Model Curriculum

Assembler-Doors/Windows (Glass)

Option: Wooden/Aluminium

SECTOR: Furniture & Fittings
SUB-SECTOR: Wooden Furniture
OCCUPATION: Production- Fittings
REF ID: FFS/Q6101, V1.0
NSQF LEVEL: 3

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FURNITURE & FITTINGS SKILLS COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Assembler- Doors/Windows- Glass' QP No. 'FFS/Q6101 NSQF Level 3'

Date of Issuance: February 15th, 2018

Valid up to*: February 14th, 2019

*Valid up to the next review date of the Qualification Pack


Authorized Signatory
(Furniture & Fittings Skill Council)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	10
3. Annexure: Assessment Criteria	11

Assembler-Doors/Windows (Glass) Option: Wooden/ Aluminium

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an “Assembler-Doors/Windows (Glass), Option: Wooden/ Aluminium”, in the “Furniture & Fittings” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Assembler-Doors/Window (Glass)		
Qualification Pack Name & Reference ID	FFS/Q6101, Version 1.0		
Version No.	1.0	Version Update Date	12-07-2017
Pre-requisites to Training	Class V, preferable 0 -1 years of experience		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Perform the job role of assembler: Assist activities involved in the job role, understand importance and prospects of the assembler in the industry • Identify and use basic tools, equipment and materials: Effectively identify, select and use the specified tools, fittings/ fixtures • Do preparatory work and on site assessment before work initiation: Assess the preparatory work and site assessment before the work • Assist in installing glass door, windows: Assist in installation of glass door, windows • Assist in installation of wooden/aluminium doors and windows with fittings and fixtures: Work with the lead technician for installation of doors and windows (wooden/ aluminium/ uPVC) with fittings and fixture. • Maintain the work area, tools and equipment: Appropriate method of handling tools, equipment and organizing the work area • Become well aware about environment health & safety: Well versed with health and safety measures in terms safety • Effectively do the work at work place: Work effectively with stakeholder, adhere to the organizational rules and regulations. 		

This course encompasses 4 out of 4 **Compulsory** National Occupational Standards (NOS), 1 out of 1 **Optional NOS**, of “Assembler-Doors/Windows (Glass) Option: Wooden/ Aluminium” Qualification Pack issued by “Furniture & Fittings Skill Council”.

COMPULSORY NOS:

Sr. No.	Module	Key Learning Outcomes	Equipment Require
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> • Maintain general discipline in the classroom • Define the responsibilities of an Assembler-Doors/ Window (Glass) Option: Wooden/Aluminium and its job opportunities • Interpret the scope of furniture & fittings industry • Impart basic skills of communication 	
2	<p>Understanding the organizational context/ company/ employer</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N6101</p>	<ul style="list-style-type: none"> • Acquire knowledge to understand the codes, standards, policies, manuals, rules and regulation of the organization • Contact the concerned persons in case of queries on procedures/products/ any problem • Explain the escalation procedure in organisation 	

<p>3</p>	<p>Maintenance of work area, tools and machines</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code FFS/N8501</p>	<ul style="list-style-type: none"> Handle material, machinery, equipment and tools with safety Optimally use materials to minimize wastage Prepare and organize work area Maintain a clean and hazard free working area Deal with work interruptions Ensure safe and correct handling of materials, equipment and tools Keep tools, equipment and consumables safely after use Work in a comfortable position with the correct posture Select the cleaning equipment and methods appropriately for the work to be carried out Disposal of waste safely in the designated location Store the cleaning equipment safely after use Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration 	<p>Hand Tools:- Allen key set, screw driver set</p> <p>Measurement tools:- Measurement tape, steel rule,</p> <p>Marking tools:- Pencil, marking knife, marking thread</p> <p>Striking tools:- Cross peen hammer, mallet</p> <p>Testing tools:- Try square, mitre square, spirit Level,</p> <p>Holding tools:- G clamp</p> <p>Power tools:- Tile cutter, drill machine, diamond blade</p>
<p>4</p>	<p>Ensuring health and safety at workplace</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> Work safely by complying relevant guidelines Assess the worksite for any possible health and safety hazards Follow instructions of manufacturer related to safe use of materials specifically chemicals and power equipment Ensure safe handling and disposal of waste and debris Identify and report of any hazards and potential risks/ threats to supervisors or other authorized personnel Undertake first aid activities in case of any accident Demonstrate use of appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Maintain correct body posture while working for long hours and carrying heavy materials Know the processes involved while lifting, carrying or moving heavy wooden furniture and accessories from one place to another using appropriate safe working practices Handle all required tools, machines, materials and equipment safely Adhere to relevant occupational safety procedures while handling sharp tools, glass, heavy wood, and chemicals 	<p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc. First aid, different types of fire extinguisher</p>

		<ul style="list-style-type: none"> Apply good housekeeping practices by keeping the work area tidy Report any accident duly to the authorized person 	
5	Dealing with emergencies Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8601	<ul style="list-style-type: none"> Follow appropriate procedures in case of fire Follow the electrical safety measures while working with electrical power tools and equipment Follow the evacuation procedures in the event of an emergency or an accident, fire or a natural calamity Check and ensure general health and safety equipment are available at site Describe the use of general health and safety equipment Comply with the restrictions imposed on harmful chemicals during working hours Know the correct rescue techniques during a fire hazard Demonstrate good housekeeping to prevent accidents Demonstrate the correct use of a fire extinguisher Respond promptly and appropriately to an accident situation or medical emergency Know the methods of accident prevention in the working area 	Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid, different types of fire extinguisher
6	Interaction with seniors Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8801	<ul style="list-style-type: none"> Seek and obtain clarifications on policies from the supervisor or other authorized personnel Identify and report any deviations to the appropriate authority Address the problems effectively and report if required to immediate supervisor Seek instructions from supervisor and respond effectively Follow the escalation matrix in case of any grievance 	
7	Work effectively Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00	<ul style="list-style-type: none"> Coordinate and cooperate with colleagues to achieve work objectives Display courteous behaviour Respond politely to customer queries and team members Follow strict dress code at work place Keep work area in a tidy and organized manner Adhere to the timelines and quality standards Follow organizational policies and procedures 	

OPTION (Optional to choose any or all or none)

OPTION 1: Wooden/Aluminium

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Preparatory work and on site assessment before work initiation</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 56:00</p> <p>Corresponding NOS Code FFS/N6102</p>	<ul style="list-style-type: none"> Gather and organize required tools and equipment's, hardware fittings for assembling and installation of fitting Unpack the material /parts as per instructions of lead Assist in checking quality of material arrived at work site as per specification agreed by the client and inform lead for any repair/replacement needed Check the measurement of doors/windows aperture considering the size and material of doors/windows to be installed Assist in carrying out a risk assessment for the installation process and accordingly advise the client of the hazards associated with the work Support in checking for any apparent defects and deficiencies around the structural opening Inform client for repair before the new windows/doors being installed Check for presence of any electrical or specialist items such as television aerials and telephone wires in the aperture. If these items affect the performance of doors/windows suggest different route for them. Check the requirement of sill height and masonry opening for doors/windows and if any legal approval is required and inform seniors/client for necessary action. Clean the work area to ensure hazard free work Assist in requisite documentation as per organization protocol Ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual 	<p>1XBlackboard, chalk 2 packet, duster 1 pc</p> <p>Drill machine, marking tools, measurement tools, try square, testing tools</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
2	<p>Assist in installing doors /windows (wooden/aluminium/uPVC) with frame, fittings and fixtures</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 56:00</p> <p>Corresponding NOS Code FFS/6102</p>	<ul style="list-style-type: none"> Assist in removal of old windows and door along with other removable architectural fittings with hand and power tools Assist in checking trueness of structure using level and plumb bob tools Recheck the aperture sizes against the survey sizes to avoid damage during installation of windows/doors Take measurements and create markings to assemble different parts of door /window structure before installation Apply adhesives/screws/nails as per requirement for fastening the furniture parts to ensure quality and correct fitting Undertake checks at regular intervals to avoid any errors Undertake markings of placement positions and access the fastener system to fasten the hardware accessories or fittings as per worksite requirements Identify slots for placing/installing and assist in installation of door/windows frame by fastening to surface via appropriate usage of nails/screws Install the door/window into the frame by using appropriate door/window hinges Check for spacing ,alignment between the door /window and frame Assist in identifying and applying materials, sealant to fill gaps in surfaces and trim excess materials in installation 	<p>Hardware for door, windows, hinges, fittings like floor springs, floor pivots, overhead closers, channels and fixings, handles, latch/bolts, door stopper, overhead door closer, butt hinges, Aldrop, tower bolts, floor springs, tape</p>
3	<p>Assist in quality check and handover to client</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 56:00</p> <p>Corresponding NOS Code FFS/6102</p>	<ul style="list-style-type: none"> Ensure to deliver work within the timeframe and in accordance to quality standards Assist lead in testing of repaired/ serviced product /new installation Conduct any on site modifications that may be required Assist in checking for any blockage or damage Assist in advising customer of any relevant maintenance requirements in accordance with worksite requirements. Gather all the tools and equipment's and remove from the site Wipe the installation and clean the work area Remove the debris and dispose the waste appropriately after work completion in accordance to waste disposal policy Take note of inputs/ feedback received during work to incorporate in future Assist in completion of the procedural documents post completion and undertake 	<p>Hardware for door, windows, hinges, fittings like floor springs, floor pivots, overhead closers, channels and fixings, handles, latch/bolts, door stopper, overhead door closer, butt hinges, Aldrop, tower bolts, floor springs, tape</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		customer signoff digitally or on paper as acknowledgment for completion of installation	
	Option 1 : Total Duration Theory Duration 24:00 hrs Practical Duration 168:00 hrs	Unique Equipment Required: 1XBlackboard, Chalk 2 Packet, Duster 1 pc PPE :- Gloves, earplugs, safety goggles, nose mask, safety helmet, safety shoes hardware for door, windows, hinges, fittings like floor springs, floor pivots, overhead closers, channels and fixings, handles, latch/bolts, door stopper, overhead door closer, butt hinges, Aldrop, tower bolts, floor springs, tape etc.	
	GRAND Total Duration Minimum Duration for the QP= <u>240 hrs</u> Theory: <u>60 hrs</u> Practical: <u>180 hrs</u> Maximum Duration for the QP= <u>432 hrs</u> Theory: <u>84 hrs</u> Practical: <u>348 hrs</u>	Unique Equipment Required: PPE :- Gloves, earplugs, safety goggles, nose mask, safety helmet, safety shoes, hardware for door, windows, hinges, fittings like floor springs, floor pivots, overhead closers, channels and fixings, handles, latch/bolts, door stopper, overhead door closer, butt hinges, Aldrop, tower bolts, floor springs, tape etc.	

(This syllabus/ curriculum has been approved by [Furniture & Fittings Skill Council](#))

Trainer Prerequisites for Job role: “ Assembler-Doors/Windows (Glass) Option: Wooden/Aluminium” mapped to Qualification Pack: “FFS/Q6101”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q6101”.
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-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Minimum 10th pass Minimum age 25 year
4a	Domain Certification	Certified for Job Role: “Assembler-Doors/Windows (Glass) Option: Wooden/Aluminium” mapped to QP: “FFS/Q6101”. Minimum 80% score as per respective SSC guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score 80% as per respective SSC guidelines.
5	Experience	<ul style="list-style-type: none"> • Minimum five year site experience in woodworking and modular furniture. • Minimum two years of relevant experience

Annexure: Assessment Criteria

Job Role	Assembler- Doors/Windows (Glass) Option: Wooden/Aluminium
Qualification Pack	FFS/Q6101
Sector Skill Council	Furniture & Fittings Skill Council

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 theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
6. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
- 7 In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Compulsory NOS		Marks Allocation				
Total Marks: 400 +100= 500						
Assessment outcomes	Assessment criteria for outcomes		Total Marks	Out Of	Theory	Skills Practical
PC2.	unpack the material /parts as per instructions of lead	3	0	3		
PC3.	assist in checking quality of material arrived at work site as per specification agreed by the client and inform lead for any repair/replacement needed	5	0	5		
PC4.	re take measurement of the space/area for fitting of doors, windows against the glass door/window	4	1	3		
PC5.	assist in carrying out a risk assessment for the installation process and accordingly advise the client of the hazards associated with the work. (e.g. condition of wall)	5	1	4		

PC6.	support in checking for any apparent defects and deficiencies around the structural opening. Inform client for repair before the new windows/doors being installed.	4	0	4
PC7.	check for presence of any electrical or specialist items such as television aerials and telephone wires in the aperture. If these items affect the performance of doors/windows suggest different route for them.	3	0	3
PC8.	clean the work area to ensure hazard free work	3	1	2
PC9.	assist in requisite documentation as per organization protocol	3	1	2
PC10.	ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles ,mask	2	0	2
PC11.	assist in removal of old windows and door along with other removable architectural fittings with hand and power tools for repairing or installing new pieces	4	1	3
PC12.	assist in checking trueness of structure using level and plumb bob tools	4	1	3
PC13.	measure materials using appropriate tools and equipment's and mark outlines or pattern on glass for cutting	4	1	3
PC14.	assist in cutting, grinding or polishing glass, smoothening surfaces with materials or tools as needed in accordance to design and client requirement	5	1	4
PC15.	place toughened/glazed/plain glass in windows, doors and entrances at the marked location or as per fittings placement	5	1	4
PC16.	assist in identifying and applying materials and sealant to fill gaps in surfaces and trim excess materials in installation and smoothening of surfaces as per quality standards	4	1	3

PC17.	check for functioning ,alignment etc. and rectify any error found	3	1	2
PC18.	put markings of placement positions and access the fastener system (e.g. power drills) to fasten the hardware accessories or fittings as per worksite requirements. E.g. Fittings like floor springs, floor pivots, overhead closers, channels and fixings, handles, latch/bolts etc.	4	1	3
PC19.	assist lead in testing of repaired/ serviced product /new installation w.r.t functioning, alignment, placement etc. against the specifications before handing over to client	5	1	4
PC20.	conduct any on site modifications that may be required and touch up if needed	4	1	3
PC21.	assist in checking for any path blockage or damage like pre-installed decorative materials, ducts or any other structure in building and suggest remedies if required	4	1	3
PC22.	assist in advising customer of any relevant maintenance requirements in accordance with organizational policy	4	1	3
PC23.	gather all the tools and equipment's and remove from the site	3	1	2
PC24.	wipe the installation and clean the work area	3	1	2
PC25.	remove the debris and dispose the waste appropriately after work completion in accordance to waste disposal policy	3	1	2
PC26.	take note of inputs/ feedback received during work to incorporate in future	3	1	2
PC27.	assist in completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation	3	1	2
		100	20	80

2. FFS/N8601 Ensure health and safety at workplace	PC1.	work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	2	1
	PC2.	ensure that health and safety instructions applicable to the work place are being followed		3	1	2
	PC3.	check the worksite for any possible health and safety hazards		3	1	2
	PC4.	follow manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment		3	1	2
	PC5.	ensure safe handling and disposal of waste and debris		3	0	3
	PC6.	identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.		3	1	2
	PC7.	undertake first aid activities in case of any accident, if required and asked to do so		3	0	3
	PC8.	select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.		3	0	3
	PC9.	maintain correct body posture while standing and working for long hours and carrying heavy materials		3	0	3
	PC10.	lift, carry or move heavy wooden furniture and accessories from one		4	2	2

	place to another using approved safe working practices			
PC11.	handle all required tools, machines , materials & equipment safely	4	2	2
PC12.	adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings	3	0	3
PC13.	take safety measures while handling glass, heavy wood, materials, chemicals etc.	3	0	3
PC14.	apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	3	2	1
PC15.	report accident/incident report to authorised personal	3	1	2
PC16.	perform basic safety checks before operation of all machines, tools and electrical equipment	3	2	1
PC17.	follow recommended material handling procedure to control damage and personal injury	3	1	2
PC18.	follow safe working practices at all times	3	1	2
PC19.	follow appropriate procedure in case a of fire emergency	3	1	2
PC20.	follow electrical safety measures while working with electrically powered tools & equipment	4	2	2
PC21.	follow agreed work location procedures in the event of an emergency or an accident	3	1	2
PC22.	follow emergency and evacuation procedures in case of accidents, fires, natural calamities	3	1	2
PC23.	check and ensure general health and safety equipment are available at work site	4	1	3

	PC32. state methods of accident prevention in the work environment Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors		3	3	0
		Total	100	30	70
3. FFS/N8501 Maintain work area, tools and machines	PC1. handle materials, machinery, equipment and tools safely and correctly	100	8	4	4
	PC2. use correct handling procedures		8	4	4
	PC3. use materials to minimize waste		8	4	4
	PC4. prepare and organize work		8	4	4
	PC5. maintain a clean and hazard free working area		8	4	4
	PC6. deal with work interruptions		8	4	4
	PC7. maintain tools equipment and consumables		8	4	4
	PC8. work in a comfortable position with the correct posture		8	4	4
	PC9. use cleaning equipment and methods appropriate for the work to be carried out		8	4	4
	PC10. dispose of waste safely in the designated location		8	5	3
	PC11. store cleaning equipment safely after use		7	3	4
	PC12. ensure safe and correct handling of materials, equipment and tools		7	3	4

	PC13. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		6	3	3
		Total	100	50	50
4. FFS/N8801 Work effectively with others	PC1. seek assistance from supervisor or any such appropriate authority as and when required	100	3	1	2
	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		6	4	2
	PC8. accurately receive information and instructions from the supervisor related to one's work		5	3	2
	PC9. coordinate and cooperate with colleagues to achieve work objectives		5	0	5
	PC10. display courteous behaviour at all times		5	0	5
	PC11. respond politely to customer queries and other team members		5	1	4
	PC12. follow work place dress code		5	0	5

	PC13. keep work area in a tidy and organized state		5	0	5
	PC14. adhere to time lines and quality standards		5	2	3
	PC15. follow organizational policies and procedures		4	4	0
	PC16. share information with team wherever and whenever required to enhance quality and productivity at work place		5	2	3
	PC17. work together with co-workers in a synchronized manner		6	0	6
	PC18. communicate with others clearly, at a pace and in a manner that helps them to understand		6	3	3
	PC19. show respect to other and their work		5	0	5
	PC20. display active listening skills while interacting with others at work		5	0	5
	PC21. demonstrate responsible and disciplined behaviors at the workplace disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		6	0	6
		Total	100	30	70

Optional: FFS/Q6102- Wooden/Aluminium

Optional NOS		Marks Allocation			
Total Marks: 400+100 =500					
Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Th eo ry	Skills Practic al

1 FFS/N6102 (Assist lead technician in work process- wooden/aluminium doors and windows)	PC1. gather and organize required tools and equipment's, hardware fittings for assembling and installation of fitting	100	2	0	2
	PC2. unpack the material /parts as per instructions of lead		2	0	2
	PC3. assist in checking quality of material arrived at work site as per specification agreed by the client and inform lead for any repair/replacement needed		3	0	3
	PC4. check the measurement of doors/windows aperture considering the size and material of doors/windows to be installed, if necessary provide suggestions for modification considering expansion/contraction in material under temperature fluctuations		5	0	5
	PC5. assist in carrying out a risk assessment for the installation process and accordingly advise the client of the hazards associated with the work. (e.g. condition of wall)		4	1	3
	PC6. support in checking for any apparent defects and deficiencies around the structural opening. Inform client for repair before the new windows/doors being installed		4	1	3
	PC7. check for presence of any electrical or specialist items such as television aerials and telephone wires in the aperture. If these items affect the performance of doors/windows suggest different route for them.		4	1	3
	PC8. check the requirement of sill height and masonry opening for doors/windows and if any legal approval is required and inform seniors/client for necessary action		4	1	3

	PC9. clean the work area to ensure hazard free work		2	0	2
	PC10. assist in requisite documentation as per organization protocol		2	0	2
	PC11. ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles ,mask		2	0	2
	PC12. assist in removal of old windows and door along with other removable architectural fittings with hand and power tools for repairing or installing new pieces.		4	1	3
	PC13. assist in checking trueness of structure using level and plumb bob tools and checking condition of walls (strength of wall, plaster, load bearing capacity etc.)		4	1	3
	PC14. recheck the aperture sizes against the survey sizes to avoid damage during installation of windows/doors		3	1	2
	PC15. take measurements and create markings to assemble different parts of door /window structure before installation		3	1	2
	PC16. apply adhesives/screws/nails as per requirement for fastening the furniture parts to ensure quality and correct fitting.		3	1	2
	PC17. undertake checks at regular intervals to avoid any errors		2	0	2

	PC27. assist in advising customer of any relevant maintenance requirements in accordance with worksite requirements.		3	1	2
	PC28. gather all the tools and equipment's and remove from the site		2	0	2
	PC29. wipe the installation and clean the work area		2	0	2
	PC30. remove the debris and dispose the waste appropriately after work completion in accordance to waste disposal policy		3	1	2
	PC31. take note of inputs/ feedback received during work to incorporate in future.		2	0	2
	PC32. assist in completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation		2	0	2
			100	20	80
	Grand Total		500	150	350
	Percentage Weightage		100	30%	70%
	Minimum Pass% to qualify (aggregate)			50%	