

# Nepal Industrial and Business Sector **Occupational Standard (OS)** of Excavator Operator Level-2



In jointly implemented by



## **Occupational classification linkage with NSCO**

**Occupational Title: Excavator Operator**

**Level: 2 (Foreman Level)**

**Sector: Construction**

**Sub – Sector: Building, Infrastructure and Tunnel  
construction**

**OS ID No: CT-005-078**

**Major Group: 8**

**Sub-major Group: 83**

**Minor Group: 834**

**Unit Group: 8342**

**Occupation Specific Employers Panel:**

S.N.	Name	Designation	Organization
1.	Mr. Ain Bdr. Raut	Proprietor	Terije Construction, Sindhuli
2.	Mr. Durgan Nanda Shah	Proprietor	Heavy equipment Province -2
3.	Mr. Prem Raj Shrestha	Proprietor	Nawa Adarsha Nirman Sewa, Kathmandu
4.	Mr. Bal Krishna Koirala	Proprietor	BG and Construction, Pokhara
5.	Mr. Mahesh Raj Poudel	Proprietor	MR construction, Nepalgunj
6.	Mr. Madan Khadka	Proprietor	Heavy Equipment, Surkhet
7.	Mr. Dil Bdr. Rahul	Proprietor	DI Construction, Kailali
8.	Mr. Salik Ram Shrestha	Proprietor	Special Construction, Lalitpur
9.	Mr. Sunil Thapa	Proprietor	Thapa Construction, Dhading
10.	Mr. Gokul Bhurtel	Proprietor	B and D Nirman Sewa, Kavre
11.	Mr. Saroj Pradhanang	Proprietor	Duwakot Construction, Bhaktapur
12.	Mr. Tara Bdr Kunwar	Proprietor	Diptara Construction, Kathmandu

**Occupation Specific Expert Workers Panel:**

S.N.	Name	Designation	Organization
1.	Mr. Gun Bdr Tamang	Excavator operator	PR Nirman Sewa, Bhaktapur
2.	Mr. Rajendra Bastola	Excavator operator	Eastern Aggregate, Morang
3.	Mr. Abdul Miya Ansari	Excavator operator	Shivashakti Construction, Saptari
4.	Mr. Laxmi Pd Kandel	Excavator operator	Panchapuri Construction, Surkhet
5.	Mr. Surya Narayan Shrestha	Excavator operator	Nayan Construction, Okhaldhunga
6.	Mr. Manoj Ghimire	Excavator operator	Gwalek Nirman Sewa, Dhangadi
7.	Mr. Kuber Khadka	Excavator operator	Nipurna Construction, Ramechhap
8.	Mr. Buddhi Lal Shrestha	Excavator operator	Nawa Adarsha Nirman Sewa, Kavre
9.	Mr. Raju Tharu	Excavator operator	Uma Kunda Nirman Sewa, Banke
10.	Mr. Bishnu Pd. Shrestha	Excavator operator	SP Construction, Kathmandu

**OS Development Workshop facilitated by:**

S.N.	Name	Designation	Organization
1.	Khemraj Kafle	Facilitator / Expert	ELMS
2.	Mahendra Prasai	Co-facilitator/Recorder	LMI Unit, FNCCI

**OS Reviewed by ELMS Construction Sector Working Group:**

S.N.	Name	Designation	Representation (Organization)
1.	Mr. Gore Sherpa	General Secretary	FNCCI (IPAAN)
2.	Mr. Saurav Sharma	Member	CNI
3.	Mr. Satya Narayan Prajapati	Treasurer	FNCSI
4.	Mr. Santosh Shah	Executive board member	FCAN
5.	Mr. Ramesh Man Shakya	Construction Sector Expert	ELMS

**OS Verified by ELMS Technical Advisory Committee:**

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Kul Bahadur Phadera	Under secretary	MoEST
3.	Mr. Pravat Uprety	Associate Professor	TU
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sharada Ghimire	Deputy Director	CTEVT, Curriculum Division
6.	Mr. Keshab Ghimire	Deputy Director	CTEVT, NSTB

**OS Recommended by ELMS Coordination Committee:**

S.N.	Name	Designation	Organization
1.	Mr. Rabin Kumar Shrestha	Focal Person/Ex EC Member	FNCCI
2.	Mr. Sumit Kumar Kedia	Executive Committee Member	FNCCI
3.	Mr. Birendra Raj Pandey	Vice President	CNI
4.	Ms. Megh Nath Neupane	Senior Consultant	CNI
5.	Ms. Shobha Gurung	Vice President	FNCSI
6.	Mr. Mohan Katuwal	Vice President	FNCSI
7.	Mr. Binayak Shah	Senior Vice President	HAN
8.	Mr. Sajan Shakya	Secretary General	HAN
9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

**OS Approved by ELMS Board:**

S.N.	Name	Designation	Organization
1.	Mr. Shekhar Golchha	President	FNCCI
2.	Mr. Vishnu Kumar Agarwal	President	CNI
3.	Mr. Shyam Prasad Giri	President	FNCSI
4.	Ms. Srijana Rana	President	HAN
5.	Mr. Rabi Singh	President	FCAN
6.	Mr. Chandra Kanta Adhikari	Member Secretary	ELMS

**Occupational Description:**

The excavator operator needs to: operate excavator daily for 8-10 hours in the field; conduct routine checkup of excavator machine and equipment; prepare foundation for gabion box; cut hard rock, prepare road track, pile up construction materials (gravel, sand and stones); excavate foundation for bridge and buildings; prepare river diversion, fish ponds, drainage trench etc. In addition, coordination with team members, seniors and experts, regular reporting and record keeping are also prime duties of the excavator operator. Furthermore, the excavator operator must possess sound knowledge and skills of basic repair and maintenance of excavator, geographical knowledge of working sites, competencies in using software and updated in latest technology in the occupation.

Currently, few Nepali and others from abroad are working as an Excavator Operators. As per employers team, approximately 50000 excavators are still required in the country. It is essential to build dignity of the occupation in Nepalese context.

The occupation **Excavator operator Level-2 (Foreman Level)** describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment. Further, the Excavator Operator has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to operate machines and supervises assistant worker and labour in the team. Nepal's industrial & business sector expects Individual reserving set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

**Occupational and environmental safety:**

In construction sites, the specific parking area for heavy equipment and machines are required. But, in most of the cases, there is limited space for parking of excavators. So, improper parking of the excavators in the sites creates unpleasant environment. Likewise, poor maintenance and servicing of the excavators emit high level of heavy carbon thus by resulting air pollution in the surrounding area. The mishandling or negligence in use of excavators disturb natural landscape, destroy greenery, increase soil erosion etc. So, Environment Impact Assessment (EIA) needs to be carried out to address the environmental issues. Standard operating procedure of the heavy equipment and machines recommended by the engineering and environmental experts need to be followed prior operation of excavators. Furthermore, proper daily assessment of working sites is required to minimize the injuries, casualties and damage of equipment and machines caused by unavoidable accidents.

**Minimum Job Entry Requirement:**

Nepalese citizen aged 18 years and above having competencies in operating, repairing and maintenance of excavator are eligible to enter in this occupation. To cope the required knowledge and tasks performance standard of this occupation, 10th grade graduates or equivalent qualification are recommended to enter in the skills and knowledge impartation courses.

**Worker's traits:**

The occupation Excavator Operator demands higher level of dedication in occupational safety and safe handling of tools and machines. The excavator operator is required to: enjoy in use of equipment and machine, avoid alcoholic drinks and other bad feeding habits, motivated to work in machines in difficult and unusual situations.

Clear communication, pleasant interpersonal skills, sensitive with safety norms, healthy, physically fit, strong and free from nervousness, creative, problem solving, and high sense of work ethics, punctual, good in time management etc. are other qualities required for this profession.

**Occupational carrier path:**

- **Above the Position-** Senior Excavator Operator- Level 3 (Supervisor Level)
- **Current Position-** Excavator Operator- Level 2 (Foreman Level)
- **Below the Position-** Assistant Excavator Operator- Level 1 (Assistant Level)

**Abbreviation used:**

Task Level	Rating number and their meaning
Significance	: 1- Important; 2-Moderately important; 3-Highly important
Ease	: 1- Easy; 2-Moderately easy; 3- Very easy
Occurrence	: 1-Rerely occurred; 2-Moderately occurred; 3-Frequently occurred

  

N/A	: Not Applicable
OS	: Occupation Standard
FNCCI	: Federation of Nepalese Chambers of Commerce & Industry
CNI	: Confederation of Nepalese Industries
FNCSI	: Federation of Nepali Cottage & Small Industries
FCAN	: Federation of Contractors' Associations of Nepal
HAN	: Hotel Association Nepal
ELMS	: Employers Led Market Secretariat
SWG	: Sector Working Group
TAC	: Technical Advisory Committee
SOP	: Standard Operating Procedure
KU	: Kathmandu University
MoEST	: Ministry of Education, Science & Technology
TU	: Tribhuvan University
CBS	: Central Bureau of Statics
CTEVT	: Council of Technical Education and Vocational Training
NSTB	: National Skill Testing Board
Div.	: Division
PPE	: Personal Protective Equipment

## List of duties and tasks of the Excavator Operator: level-2

Soft Skills Area			
SN	Duty statements	Task No	Task statements
1.	Demonstrate positive attitudes	1.	Manage time for occupational assignment
		2.	Exhibit empathy with customer and team members
		3.	Apply the work ethics of excavator operator
		4.	Respond assignment
		5.	Give/ Receive feedback and feed forward
2.	Exhibit interpersonal skills	6.	Listen customers' demands, complaints and other information
		7.	Communicate with others about products and services
		8.	Coordinate with customers, team members and stakeholders
		9.	Perform net-working with customers, team and stakeholders
3.	Demonstrate occupational leadership	10.	Exhibit behavior of team player among the members
		11.	Make decision at different situation of the occupation
		12.	Solve problem encountered in the occupation
		13.	Take responsibility and accountability of the assignment
		14.	Develop work plan of excavator operator
Core skills area			
SN	Duty statements	Task No	Task statements
4.	Maintain safety	15.	Wear safety dress
		16.	Inspect site situation
		17.	Wear seat belt
		18.	Prepare site for operation
		19.	Apply stabilizer for wheel excavator
		20.	Apply simple first aid for people in accident
		21.	Use fire extinguisher
5.	Perform pre-start inspection and simple maintenance	22.	Inspect excavator by walking around
		23.	Perform routine inspection of excavator
		24.	Top-up lubricants
		25.	Top-up coolant
		26.	Top-up hydraulic oil
		27.	Adjust mirror
		28.	Change fuel filter
		29.	Perform hand pumping
		30.	Tight wheel and other nuts
		31.	Clean air cleaner
		32.	Clean air filter
		33.	Tight the loose battery connection
		34.	Change gear oil
		35.	Change swing gear oil
		36.	Add the electrolyte/dist. water of the battery
		37.	Change bucket teeth
		38.	Change hose pipe
		39.	Clean excavator
6.	Perform post start inspection and simple maintenance	40.	Start up the engine
		41.	Warm up the hydraulic system
		42.	Lock / unlock hydraulic system
		43.	Control accelerator of excavator
		44.	Perform up/down boom
		45.	Perform in/out arm
		46.	Open/close bucket/breaker
		47.	Perform swing of the machine
		48.	Drive forward/reverse track

		49.	Follow rigger signals
		50.	Check brake of the excavator with tyre
		51.	Check steering of the excavator with tyre
		52.	Check reverse and other warning system
		53.	Clean wind screen by wiper
		54.	Fill grease gun
		55.	Perform greasing
		56.	Change the battery
		57.	Check pin, bushes, sprocket
		58.	Adjust fan belt for tension
		59.	Drain water from water separator
		60.	Replace the roller
		61.	Replace the idler
7.	Inspect working site	62.	Identify possible site hazards
		63.	Place safety symbols
		64.	Perform reporting of sites
8.	Perform basic operation	65.	Excavate trench
		66.	Perform pile stocking
		67.	Perform back filling
		68.	Load materials
		69.	Excavate in C/U turn
		70.	Perform step cutting
		71.	Perform square cutting
		72.	Perform slope cutting
		73.	Perform pipe laying
		74.	Perform lift/shift light object / materials
		75.	Fit breaker in the excavator
		76.	Perform rock cutting
		77.	Excavate foundation
		78.	Perform vertical cutting
		79.	Perform tunnel cutting
9.	Perform transportation	80.	Load excavator in transporter
		81.	Bind excavator by tochen
		82.	Unbind the excavator in transporter
		83.	Unload excavator from transporter
10.	Park the excavator	84.	Level the parking area
		85.	Place attachment on ground
		86.	Refill fuel
		87.	Switch off the excavator engine
		88.	Lock door /windows /ventilation
11.	Keep documents/records	89.	Keep operation records (log book)
		90.	Keep maintenance records
		91.	Keep troubleshooting records
		92.	Keep Safety and Security records

## Task Competency Standard

### Soft Skills Area:

<b>Task number:</b>	<b>1</b>		
<b>Task statement:</b>	<b>Manage time for occupational assignment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Regular duty hours and work plan.</li> </ul> <b>Task:</b> Manage time for occupational assignment. <b>Time:</b> N/A. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The daily work is started and ended as per given work plan (exhibited punctuality),</li> <li>The work activities are performed as per the given work plan,</li> <li>The task is completed within the given time frame.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of time management;</li> <li>Knowledge on work priority and rescheduling as per the urgency;</li> <li>Points to be consider while managing time during duty hours.</li> </ul>		

<b>Task number:</b>	<b>2</b>		
<b>Task statement:</b>	<b>Exhibit empathy with customers and team members</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	1
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any incident (Problems, awkward situation or unusual situation) of customer or team members.</li> </ul> <b>Task:</b> Exhibit empathy with customers and team members. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Feelings (body language, gesture, posture, facial expression) are expressed as per the given incident during the performance;</li> <li>Acted accordingly as per the feelings.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance empathy;</li> <li>Different situations of empathy;</li> <li>Points to be considered while exhibiting empathy.</li> </ul>		

<b>Task number:</b>	<b>3</b>		
<b>Task statement:</b>	<b>Apply the work ethics of the excavator operator</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Occupational ethics and Code of conduct of organization or standard operating procedure (SOP).</li> </ul> <b>Task:</b> Keep work ethics of the excavator operator. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Organisational Code of conduct and occupational ethics are followed;</li> <li>Standard Operating Procedure (SOP) is followed;</li> <li>The confidentiality of the information is maintained;</li> <li>The performer is satisfied and motivated in the occupation.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance work ethics;</li> <li>Occupational work ethics;</li> <li>Code of conducts of organization or SOP ;</li> </ul>		



<b>Task number:</b>	<b>4</b>		
<b>Task statement:</b>	<b>Respond assignment received</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any assignment or task order.</li> </ul> <b>Task:</b> Respond assignment. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The task is responded promptly;</li> <li>The given assignment is noted;</li> <li>The given assignment is completed within the agreed time.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Types of work and urgency;</li> <li>Importance of timely response;</li> <li>Time requirement of given assignment;</li> <li>Methods of dealing with stakeholders.</li> </ul>		

<b>Task number:</b>	<b>5</b>		
<b>Task statement:</b>	<b>Receive / give feedback and feed forward</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any assignment or task order</li> </ul> <b>Task:</b> Give/Receive feedback and feed forward <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The feedback is listened actively;</li> <li>The feedback and feed forward given is noted;</li> <li>Feedback is started with positive part of the performance;</li> <li>Constructive feedback is given objectively and specific;</li> <li>Digestible amount of feedback is given.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of feed forward and feedback;</li> <li>Types of feedback;</li> <li>Techniques of receiving and giving feed forward and feedback.</li> </ul>		

<b>Task number:</b>	<b>6</b>		
<b>Task statement:</b>	<b>Listen customers demand, complaints or others information</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Customer or team member is complaining / reporting.</li> </ul> <b>Task:</b> Listen customers demand, complaints or others information. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Complaints/ demand and information is listened actively;</li> <li>Response (Nodding the head) is exhibited during active listening;</li> <li>Questions are asked for clarification;</li> <li>Complaints/demands and/or other information are clearly noted;</li> <li>Reporter or complainant is satisfied with excavator operator's listening skills.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of active listening;</li> <li>Differences between active listening and hearing;</li> <li>Techniques of active listening.</li> </ul>		

<b>Task No:</b>	<b>7</b>		
<b>Task statement:</b>	<b>Communicate with others about products and services</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Information to be communicated;</li> <li>Relevant audience.</li> </ul> <b>Task:</b> Communicate with others about products and services. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Voice is clear, pleasant and audible;</li> <li>Visual expressions are natural;</li> <li>Information shared is concise and complete.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of effective communication;</li> <li>Effective communication model;</li> <li>Types and means of communication;</li> <li>Techniques of effective communication.</li> </ul>		

<b>Task number:</b>	<b>8</b>		
<b>Task statement:</b>	<b>Coordinate with customers, team members and stakeholders</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Agenda or issue or information to be coordinated;</li> <li>Team members or relevant stakeholders;</li> <li>Means of coordination.</li> </ul> <b>Task:</b> Coordinate with customers, team members and stakeholders. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The given agenda, issues or information is shared with respective customers, team members and stakeholders;</li> <li>The customers, team members and stakeholders are identified as per given the target receivers;</li> <li>Coordination is done based on the given means of coordination.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance coordination;</li> <li>Means and techniques of effective coordination.</li> </ul>		

<b>Task number:</b>	<b>9</b>		
<b>Task statement:</b>	<b>Perform net-working with customers, team and stakeholders</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assignment;</li> <li>Job description.</li> </ul> <b>Task:</b> Perform net-working with customers, team and stakeholders. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>List of customers and stakeholders are prepared;</li> <li>Necessary communication and coordination are made with customers, team and stakeholders;</li> <li>Service delivery is met the standard of the organization;</li> <li>Additional service procurement is easily available.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of networking;</li> <li>Means of networking;</li> <li>Techniques of effective networking.</li> </ul>		

<b>Task number:</b>	<b>10</b>		
<b>Task statement:</b>	<b>Exhibit behavior of team player among the members</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	1	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Assignment;</li> <li>• Working team.</li> </ul> <b>Task:</b> Exhibit behavior of team player among the members. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Team members are encouraged;</li> <li>• Ownership of the work is taken collectively;</li> <li>• Cooperative and assertiveness are possessed in the team;</li> <li>• Responsibilities and accountabilities are taken.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of team work;</li> <li>• Characteristics of good team player;</li> <li>• Phases of team formation;</li> <li>• Tips of effective team work.</li> </ul>		

<b>Task number:</b>	<b>11</b>		
<b>Task statement:</b>	<b>Make decision at different situation of the occupation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any assignment with possible unusual situation during the process;</li> <li>• Problem or case and time frame.</li> </ul> <b>Task:</b> Make decision at different situation of the occupation. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Decision is taken within given time frame;</li> <li>• Desired result is achieved;</li> <li>• Decision has considered efficient use of time, money and resources.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of decision making;</li> <li>• Simple decision making process.</li> </ul>		

<b>Task number:</b>	<b>12</b>		
<b>Task statement:</b>	<b>Solve problem encountered in the occupation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any problem or case and time frame.</li> </ul> <b>Task:</b> Solve problem encountered in the occupation. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Problem is analyzed;</li> <li>• Possible solutions are identified;</li> <li>• Effective solution is selected;</li> <li>• Solution has considered efficient use of time, money and resources;</li> <li>• Problem is solved in given time frame;</li> <li>• Desired result is achieved.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of problem solving;</li> <li>• List of potential problems in the occupation excavator operator;</li> <li>• General problem solving techniques.</li> </ul>		

<b>Task number:</b>	<b>13</b>		
<b>Task statement:</b>	<b>Take responsibility and accountability of the assignment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assignment;</li> <li>Job description.</li> </ul> <b>Task:</b> Take responsibility and accountability of the assignment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>All team members exhibited dedication to the assignment;</li> <li>Every member has taken their respective responsibilities and attempted to complete the assignment;</li> <li>The assignment is completed in time;</li> <li>The ownership of the results of the assignment are taken collectively.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of responsibility and accountability;</li> <li>Importance of responsibility and accountability for excavator operator.</li> </ul>		

<b>Task No:</b>	<b>14</b>		
<b>Task statement:</b>	<b>Develop work plan of excavator operator</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>List of tasks and their priority order;</li> <li>Planning forms and format;</li> <li>Job description.</li> </ul> <b>Task:</b> Develop work plan of excavator operator. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Plan is developed as per given task;</li> <li>Planning is done in given forms and formats;</li> <li>Activities are listed sequentially in the given forms and format;</li> <li>The start time and end time of every activity is mentioned;</li> <li>The responsible person for the activity is mentioned in the plan;</li> <li>The work plan has considered efficient use of resources (time, money, and people).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of planning;</li> <li>Importance of planning;</li> <li>Different planning tools;</li> <li>Points to be considered while planning;</li> </ul>		

Core Skills Area			
<b>Task number:</b>	<b>15</b>		
<b>Task statement:</b>	<b>Wear safety dress</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assignment or any duty periods.</li> </ul> <b>Task:</b> Wear safety dress. <b>Time:</b> 10 minutes /safety dress. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Helmet is tightened;</li> <li>Boot lace is fixed;</li> <li>Jockeypipe is closed;</li> <li>Glove is used;</li> <li>Safety goggle is used;</li> <li>Ear plug is used;</li> <li>Mask is used.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of safety for excavator operator;</li> <li>Types of safety equipment and materials;</li> <li>Points to be considered while using safety gears;</li> <li>Care of safety gears.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Zip should be closed;</li> <li>Bootlace should be tightened.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Safety boot, safety goggle, mask, gloves, safety jacket, helmet.</li> </ul>		

<b>Task number:</b>	<b>16</b>		
<b>Task statement:</b>	<b>Inspect site situation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site or location of assignment;</li> <li>Land area to be covered;</li> <li>Desired design of the assignment.</li> </ul> <b>Task:</b> Inspect site situation. <b>Time:</b> 5-10 minutes /100 sq m area. (depending on land situation) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The site is inspected for geographical condition (slope, vertical, horizontal area) of the site;</li> <li>The site is inspected for the existence of obstacles, high voltage lines etc.;</li> <li>The inspection report given by the performer is matched with the inspection done by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of site inspection;</li> <li>Points to be considered during inspection;</li> <li>Safety precaution to be taken during site inspection.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Safety gear.</li> </ul>		

<b>Task number:</b>	<b>17</b>		
<b>Task statement:</b>	<b>Wear seat belt</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with safety belt, inspected site;</li> <li>Operation hour of the excavator.</li> </ul> <b>Task:</b> Wear seat belt. <b>Time:</b> 1 minute /seat belt. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Seat belt is tightened;</li> <li>Seat belt is locked;</li> <li>Seat belt is free from twisted;</li> <li>Seat belt is wear throughout the given operation hour.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of seat belt;</li> <li>Procedure of applying seat belt.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Use seat belt in each operation of excavator.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator with seat belt.</li> </ul>		

<b>Task number:</b>	<b>18</b>		
<b>Task statement:</b>	<b>Prepare site for operation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site or location, assignment, area to be prepared and dumping/filling site.</li> </ul> <b>Task:</b> Prepare site for operation. <b>Time:</b> N/A (depends on the geographical situation, types and area of the site). <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Location is identified as per the given assignment;</li> <li>Top layer of the soil in the given area of the site is removed;</li> <li>All obstacles in the operation area are removed;</li> <li>Excess materials are dumped or filled in the given location;</li> <li>The site is levelled as per the given assignment;</li> <li>Demarcation of the operation area is done.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of site preparation;</li> <li>Points to be considered while preparing site operation.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wear safety gear, observed site for safety concern.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator, pegs, safety gears, quick lime, safety gear.</li> </ul>		

<b>Task number:</b>	<b>19</b>		
<b>Task statement:</b>	<b>Apply stabilizer for wheel excavator</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site or location,;</li> </ul> <b>Task:</b> Apply stabilizer for wheel excavator <b>Time:</b> 2 minutes /stabilizer <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Machine is fixed;</li> <li>Stabilizer is fixed in the given site or location or point.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of applying stabilizer;</li> <li>Procedure of stabilization.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator.</li> </ul>		

<b>Task number:</b>	<b>20</b>		
<b>Task statement:</b>	<b>Apply simple first aid for people in accident</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>When people in accident;</li> <li>Standard procedure of first aid service;</li> <li>First aid box/kit.</li> </ul> <b>Task:</b> Apply simple first aid for people in accident. <b>Time:</b> 10 minutes /person in incident. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The injured person is diagnosed for airway, breadth and consensus. (ABC);</li> <li>The first aid is applied as per the given standard procedure.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of first aid;</li> <li>Potential accidents during operating excavator;</li> <li>Standard procedures/check lists of providing first aid in different accident case.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply first aid only when you are confident.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>First aid kit, water</li> </ul>		

<b>Task number:</b>	<b>21</b>		
<b>Task statement:</b>	<b>Use fire extinguisher</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with fire extinguisher and burning situation.</li> </ul> <b>Task:</b> Use fire extinguisher. <b>Time:</b> 1 minute /fire extinguisher. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>An excavator operator is escaped with in one minutes from the burning area;</li> <li>Fire extinguisher is used with in one minute to put off the fire;</li> <li>The fire is put off in the burning area;</li> <li>The incident is reported to the senior.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of applying fire extinguisher;</li> <li>Procedure of using fire extinguisher;</li> <li>Points to be consider while applying fire extinguisher.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Escape immediately from the burning area, use fire extinguisher to put off the fire and put on the fire protective dress</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Fire extinguisher, manual for use of fire extinguisher,</li> </ul>		

<b>Task number:</b>	<b>22</b>		
<b>Task statement:</b>	<b>Inspect excavator by walking around</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>parked excavator;</li> <li>Inspection guideline / checklist.</li> </ul> <b>Task:</b> Inspect excavator by walking around. <b>Time:</b> 2 minutes /inspection. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Given excavator is inspected;</li> <li>The inspection done by the performer is same as the inspection done by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of land preparation inspection of excavator;</li> <li>Standard procedure of inspection of excavator.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Maintenance tool kit.</li> </ul>		

<b>Task number:</b>	<b>23</b>		
<b>Task statement:</b>	<b>Perform routine inspection of excavator.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Regular operated excavator;</li> <li>Standard checklist of routine inspection.</li> </ul> <b>Task:</b> Perform routine inspection of excavator. <b>Time:</b> 10 minutes./inspection. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Mobil, water, hydraulic, gear oil, air filter and fuel oil are checked and reported;</li> <li>Inspection report prepared and is matched with inspection made by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of routine checkup;</li> <li>Meaning and use of Mobil, water, hydraulic, gear oil, air filter and fuel oil</li> <li>Key points of routine checkup;</li> <li>Standard checklist of routine inspection.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Handle the tools safely, wear safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Safety gear, tool kit, dry cloth.</li> </ul>		

<b>Task number:</b>	<b>24</b>		
<b>Task statement:</b>	<b>Top-up lubricants</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator that was inspected and reported to top-up lubricant;</li> <li>Specified lubricant.</li> </ul> <b>Task:</b> Top-up lubricants. <b>Time:</b> 30 minutes /event <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The expiry date of the lubricant is checked.</li> <li>The lubricant is filled up to the mark;</li> <li>O - ring is tight and in their position;</li> <li>Lubricant is filled up without spilling.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of top-up lubricants;</li> <li>Requirement of top-up lubricants;</li> <li>Procedure for top-up lubricants.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Excavator should be in levelled or free from tilt.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Lubricant, slide wrench, alien-key, pieces of cloths.</li> </ul>		

<b>Task number:</b>	<b>25</b>		
<b>Task statement:</b>	<b>Top-up coolant</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator that was inspected and reported for top-up coolant;</li> </ul> <b>Task:</b> Top-up coolant. <b>Time:</b> 5 minutes /event. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The expiry date of the coolant is checked;</li> <li>The coolant having valid date is filled up to the mark;</li> <li>Cap is tightened and locked;</li> <li>Coolant is filled up without spilling.</li> </ul>		



<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of coolant;</li> <li>• When to perform top-up of coolant;</li> <li>• Points to be consider while performing top-up coolant;</li> <li>• Standard procedure of top-up coolant.</li> </ul>
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Expiry date of coolant should be checked.</li> </ul>
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Coolant, water.</li> </ul>

<b>Task number:</b>	<b>26</b>		
<b>Task statement:</b>	<b>Top-up hydraulic oil</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Excavator that was inspected and reported to top-up hydraulic oil;</li> <li>• Hydraulic oil.</li> </ul> <b>Task:</b> Top-up hydraulic oil. <b>Time:</b> 30 minutes /event <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Performance is within the given time;</li> <li>• The expiry date of the hydraulic oil is checked;</li> <li>• The hydraulic oil is filled up to the mark;</li> <li>• O-ring, nut bolt and plate are tightened;</li> <li>• Hydraulic oil is filled up without spilling.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of top-up of hydraulic oil;</li> <li>• When to perform top-up of hydraulic oil;</li> <li>• Points to be consider while performing top-up of hydraulic oil;</li> <li>• Standard procedure of top-up of hydraulic oil.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Alien key, slide wrench, muslin cloth.</li> </ul>		

<b>Task number:</b>	<b>27</b>		
<b>Task statement:</b>	<b>Adjust mirror</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Excavator with unadjusted mirror.</li> </ul> <b>Task:</b> Adjust mirror <b>Time:</b> 5 minutes /mirror. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Side mirrors are cleaned;</li> <li>• Side mirrors are adjusted till the intended side view is visible;</li> <li>• After adjustment, the side mirrors are fixed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of side mirror;</li> <li>• Standard procedure of adjusting side mirror.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Turn the side mirrors gently.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator with side mirror.</li> </ul>		

<b>Task number:</b>	<b>28</b>		
<b>Task statement:</b>	<b>Change fuel filter</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with damaged fuel filter.</li> </ul> <b>Task:</b> Change fuel filter. <b>Time:</b> 5 minutes /fuel filter. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Damaged fuel filter is replaced with new one;</li> <li>Alignment is vertical;</li> <li>O-ring is tightened;</li> <li>Fuel filter is free from damage.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of fuel filter;</li> <li>When to change fuel filter;</li> <li>Standard procedure of changing fuel filter.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the fuel filter safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Filter belt, fuel filter, muslin cloth.</li> </ul>		

<b>Task number:</b>	<b>29</b>		
<b>Task statement:</b>	<b>Perform hand pumping</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with obstacle in delivery pipe in passing fuel.</li> </ul> <b>Task:</b> Perform hand pumping <b>Time:</b> 10 minutes /pumping. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Obstacles in the delivery pipe is removed;</li> <li>Pump cap is locked;</li> <li>Engine is started when tested.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of hand pumping;</li> <li>Points to be considered while doing hand pumping;</li> <li>Procedure of hand pumping.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, give time to cool down the engine prior hand pumping.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Muslin cloth, wrench.</li> </ul>		

<b>Task number:</b>	<b>30</b>		
<b>Task statement:</b>	<b>Tight wheel and other nuts</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with loosen nuts and different sized wrench set.</li> </ul> <b>Task:</b> Tight wheel and other nuts. <b>Time:</b> 30 minutes /wheel. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Number of loose nuts in the given excavator including wheel nuts are identified;</li> <li>Right sized wrench is used for tightening the nuts;</li> <li>All loose nuts including wheel nuts are tight, when tested.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and functions of nuts;</li> <li>Reasons of loose nuts;</li> <li>Standard procedure of fighting nuts.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Nuts, different sized wrenches, wheel, tool kits.</li> </ul>		

<b>Task number:</b>	<b>31</b>		
<b>Task statement:</b>	<b>Clean air cleaner</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with dirty/filthy air cleaner.</li> </ul> <b>Task:</b> Clean air cleaner. <b>Time:</b> 5 minutes /event or air cleaner <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Air cleaner is free from dirt, dust or filth and damage.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of air cleaner;</li> <li>When to clean air cleaner;</li> <li>Standard procedure of cleaning air cleaner.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the air cleaner safely/gently by soft cloths.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Muslin cloth, water.</li> </ul>		

<b>Task number:</b>	<b>32</b>		
<b>Task statement:</b>	<b>Clean air filter</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with dusty and filthy air filter.</li> </ul> <b>Task:</b> Clean air filter. <b>Time:</b> 10 minutes /air filter <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Air filter is free from any dust particles and filth when observed;</li> <li>Alignment is horizontal and locked;</li> <li>Air filter is free from damage.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of air filter;</li> <li>When to clean air filter or sign of cleaning time of air filter;</li> <li>Standard procedure of cleaning air filter.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the tool, and handle gently the air filter.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Muslin cloth, compressor machine.</li> </ul>		

<b>Task number:</b>	<b>33</b>		
<b>Task statement:</b>	<b>Tight the loose battery connection</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with loose battery connection.</li> </ul> <b>Task:</b> Tight the loose battery connection. <b>Time:</b> 5 minutes /battery. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The connection are tight when tested;</li> <li>Safety precaution are followed;</li> <li>Cover is placed and tightened;</li> <li>The terminal nut is free from slip;</li> <li>Terminal connection is greased;</li> <li>Working place is cleaned.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of battery in vehicle;</li> <li>Safety points when tightening battery connection;</li> <li>Reasons of greasing;</li> <li>Standard procedure of tightening loose battery connection.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the tool safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Wrench, grease, muslin cloth.</li> </ul>		

<b>Task number:</b>	<b>34</b>		
<b>Task statement:</b>	<b>Change gear oil</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator when prescribed hour operated (usually 500 hours).</li> </ul> <b>Task:</b> Change gear oil. <b>Time:</b> 1 hour /event <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Nuts and bolts are opened without damage;</li> <li>Old or damaged gear oil is poured out into a vessel from the given excavator;</li> <li>Old or damaged gear oil is stored in safe place;</li> <li>Surrounding of the oil changing hole is cleaned prior pouring the new fresh gear oil;</li> <li>The gear oil is poured up to the mark;</li> <li>The gear oil is poured without spill on the floor;</li> <li>Nut and bolts are tightened back without any damage.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of gear oil;</li> <li>Types of gear oil;</li> <li>Points to be consider when changing gear oil;</li> <li>Standard procedure of changing gear oil.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the tool safely, handle gear oil safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Safety gear, alien-key, muslin cloth, brush, funnel, delivery pipe, GI-pipe, gear oil.</li> </ul>		

<b>Task number:</b>	<b>35</b>		
<b>Task statement:</b>	<b>Change swing gear oil</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator when prescribed hour operated (usually 500 hours).</li> </ul> <b>Task:</b> Change swing gear oil. <b>Time:</b> 1 hour /event <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Nuts and bolts are opened without damage.</li> <li>Old or damaged swing gear oil is poured out into a vessel from the given excavator</li> <li>Old or damaged swing gear oil is stored in safe place</li> <li>Surrounding of the oil changing hole is cleaned prior pouring the new fresh swing gear oil;</li> <li>The swing gear oil is poured up to the mark;</li> <li>The swing gear oil is poured without spill on the floor,</li> <li>Nut and bolts are tightened and cap is locked without any damage.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of swing gear oil;</li> <li>Standard procedure of changing gear oil of swing gear.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the tool safely, handle gear oil gently, use funnel.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Gear oil;</li> <li>Funnel;</li> <li>Cloth;</li> <li>Wrench;</li> <li>Goti-T-handle;</li> <li>Safety gear.</li> </ul>		

<b>Task number:</b>	<b>36</b>		
<b>Task statement:</b>	<b>Add the electrolyte/distilled water in the battery</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>The level of electrolyte and distilled water is reduced.</li> </ul> <b>Task:</b> Add the electrolyte/distilled water in the battery. <b>Time:</b> 20 minutes /change <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The level of the electrolyte and distilled water is filled up to the mark;</li> <li>The distilled water is filled in the battery without spilling on the floor;</li> <li>The alignment and position of cap is horizontal;</li> <li>The cap of battery is tightened;</li> <li>Cap is free from damage.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of distilled water and electrolyte;</li> <li>Condition to add distilled water and electrolyte;</li> <li>Standard procedure of adding distilled water and electrolyte.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the tool safely, handle electrolyte carefully.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Screw driver / coin, distilled water, electrolyte, muslin cloth, wrench.</li> </ul>		

<b>Task number:</b>	<b>37</b>		
<b>Task statement:</b>	<b>Change bucket teeth</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Bucket with blunt teeth, broken teeth, wear and tear teeth.</li> </ul> <b>Task:</b> Change bucket teeth. <b>Time:</b> 30 minutes /change. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Washer is placed;</li> <li>Changed teeth is locked;</li> <li>Safety adopted;</li> <li>Old teeth is stored.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and functions of bucket teeth;</li> <li>Reasons of changing bucket teeth;</li> <li>Standard procedure of changing bucket teeth.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the tool safely, handle bucket teeth safely</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Hammer, new bucket teeth, lever rod, teeth lock, washer.</li> </ul>		

<b>Task number:</b>	<b>38</b>		
<b>Task statement:</b>	<b>Change hose pipe</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with leakage or broken/cracked hose pipe.</li> </ul> <b>Task:</b> Change hose pipe. <b>Time:</b> 1 hour /change (depends on place of hose pipe) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Ends are aligned as per the port;</li> <li>Fitted hose pipe is free from leakage;</li> <li>Fitted hose pipe is tight;</li> <li>Working area is cleaned;</li> <li>Damaged hoses pipe is stored.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of hose pipe;</li> <li>Types and size of hose pipe;</li> <li>Reasons and standard procedure of changing hose pipe.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the tool safely, handle hose pipe safely</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Hose pipe, tool kit, allen-key, wrench, cloth, water, clamp, sealing liquid.</li> </ul>		

<b>Task number:</b>	<b>39</b>		
<b>Task statement:</b>	<b>Clean excavator</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>When excavator is dirty and muddy.</li> </ul> <b>Task:</b> Clean excavator. <b>Time:</b> 2 hours /excavator. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Excavator is cleaned in outer and inner side of the cabin and filth free;</li> <li>Excavator parts are safe and undamaged;</li> <li>Working area is cleaned;</li> <li>Resources are used wisely.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of cleaning of excavator;</li> <li>Standard procedure of cleaning excavator.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle the tool safely, apply resource wisely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Water, brush, muslin cloth, diesel, surf, bucket, nozzle pipe, motor, electricity.</li> </ul>		

<b>Task number:</b>	<b>40</b>		
<b>Task statement:</b>	<b>Start up the engine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with pre-startup inspection and maintenance completed.</li> </ul> <b>Task:</b> Start up the engine . <b>Time:</b> 1 minut /start up <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Clutch pedal is pressed before startup of the engine;</li> <li>All gears are placed in neutral position;</li> <li>Key is inserted in the key hole and turned clockwise;</li> <li>Engine is started within the given time.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Points to be consider when performing startup engine.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Assure to perform start up the engine;</li> <li>Keep all gears in neutral position prior start up the engine.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Key and excavator.</li> </ul>		

<b>Task number:</b>	<b>41</b>		
<b>Task statement:</b>	<b>Warm up the hydraulic system</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with startup engine;</li> <li>Hydraulic system warm up Time (5')</li> </ul> <b>Task:</b> Warm up the hydraulic system. <b>Time:</b> 5 minutes /event <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Hydraulic system is warmed up within the given time period (5').</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of warming up;</li> <li>Points to be consider during warming up;</li> <li>Procedure of warming up hydraulic system.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator.</li> </ul>		

<b>Task number:</b>	<b>42</b>		
<b>Task statement:</b>	<b>Lock / unlock hydraulic system</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator after warming up.</li> </ul> <b>Task:</b> Lock / unlock hydraulic system. <b>Time:</b> 5 minutes /event <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Hydraulic system is operated when system is unlocked;</li> <li>Hydraulic system is stopped when system is locked.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of hydraulic system;</li> <li>Points to be consider while performing lock/unlock of hydraulic system.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear during the process.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator.</li> </ul>		

<b>Task number:</b>	<b>43</b>		
<b>Task statement:</b>	<b>Control accelerator of excavator</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>After hydraulic lock on;</li> </ul> <b>Task:</b> Control accelerator of excavator. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Smooth transition of the speed;</li> <li>Power is decreased and increased as per the requirement;</li> <li>The transition speed of the excavator is smooth.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of accelerator;</li> <li>Points to be consider while power increase and decrease.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear during the operation.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator.</li> </ul>		

<b>Task number:</b>	<b>44</b>		
<b>Task statement:</b>	<b>Up/down boom</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>After warming up of excavator.</li> </ul> <b>Task:</b> Perform up/down boom. <b>Time:</b> 2 minutes. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Machine is free from vibration when performing up/down boom;</li> <li>Machine is in the ground level when boom is down;</li> <li>Safety precautions are followed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of boom up/down;</li> <li>Points to be consider while up/down boom;</li> <li>Standard procedure of up/down boom.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, observe surrounding while up down boom.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator.</li> </ul>		

<b>Task number:</b>	<b>45</b>		
<b>Task statement:</b>	<b>Perform in/out arm</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator after warming up.</li> </ul> <b>Task:</b> Perform In/out arm. <b>Time:</b> 2 minutes /in or out <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Excavator is free from vibration when performing in/out arm;</li> <li>Excavator is in the ground level when arm is performed in/out;</li> <li>The in/out arm performance is smooth and noise free;</li> <li>Safety precautions are followed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of in/out arm;</li> <li>Points to be consider while performing in/out arm;</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator.</li> </ul>		

<b>Task number:</b>	<b>46</b>		
<b>Task statement:</b>	<b>Open/close bucket/breaker</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>After in/out of the bucket arm of the excavator.</li> </ul> <b>Task:</b> Open/close bucket/breaker. <b>Time:</b> 2 minutes /event. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Opening and closing performance of Bucket/breaker is smooth;</li> <li>Opening and closing performance Bucket/breaker process is free from sound/noise.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of open/close bucket/breaker;</li> <li>Procedure of open/close of bucket/breaker.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator.</li> </ul>		



<b>Task number:</b>	<b>47</b>		
<b>Task statement:</b>	<b>Perform swing of the machine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Old plant in vase;</li> <li>• Roots are observed in the soil surface;</li> <li>• Plant showing stunted and restarted growth.</li> </ul> <b>Task:</b> Perform swing of the machine. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Machine is swing freely without vibration;</li> <li>• Swing is performed when the machine is in the ground level;</li> <li>• Arm and bucket are moved freely without any obstacles;</li> <li>• Safety precautions are followed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of swing;</li> <li>• Points to be consider while swing;</li> <li>• Procedure of swing.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear, handle tools safely; caution with rotation of bucket.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator.</li> </ul>		

<b>Task number:</b>	<b>48</b>		
<b>Task statement:</b>	<b>Drive forward/reverse track</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Driving to the working site of the excavator.</li> </ul> <b>Task:</b> Drive forward/reverse track. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Excavator is driven freely without vibration;</li> <li>• Excavator is driven in track;</li> <li>• Other functions are free.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of driving reverse and forward;</li> <li>• Points to be considered while driving reverse and forward.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety ware.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator.</li> </ul>		

<b>Task number:</b>	<b>49</b>		
<b>Task statement:</b>	<b>Follow rigger signals</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Not observable site from the cabin of the excavator.</li> </ul> <b>Task:</b> Follow rigger signals. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The given rigger signal is followed by the excavation operator.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Rigger signal and its importance;</li> <li>• Points to be consider while following rigger signal;</li> <li>• Procedure of following rigger signal.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gears.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator, rigger person.</li> </ul>		

<b>Task number:</b>	<b>50</b>		
<b>Task statement:</b>	<b>Check brake of the excavator with tyre</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with tyre.</li> </ul> <b>Task:</b> Check brake of the excavator with tyre. <b>Time:</b> 5 minutes /checking <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The brake pedal of the given excavator is pressed;</li> <li>The excavator is stopped after press of the brakes;</li> <li>The reporting of performer is exactly matching with the result obtained by the supervisor when tested.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Break system in excavator and its importance;</li> <li>Types of brake system;</li> <li>Points to be consider while using brake.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gears, use break smoothly.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator having tyre.</li> </ul>		

<b>Task number:</b>	<b>51</b>		
<b>Task statement:</b>	<b>Check steering of the excavator with tyre</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any excavator with tyre;</li> </ul> <b>Task:</b> Check steering of excavator with tyre. <b>Time:</b> 2 minutes /checking <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The tyre of the excavator is moved to the intended direction when the steering is rotated clockwise/anticlockwise direction;</li> <li>The reporting of performer is matching with the observation/test result of the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of steering;</li> <li>Points to be consider while using steering.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply seat belt, observe right, left and forward while using steering.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator with tyre.</li> </ul>		

<b>Task number:</b>	<b>52</b>		
<b>Task statement:</b>	<b>Check reverse and other warning system</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator.</li> </ul> <b>Task:</b> Check reverse and other warning system. <b>Time:</b> 2 minutes /checking <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Reverse and other warning system of the excavator is checked and reported;</li> <li>Reporting is matching with the observation/test result of the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of reverse and other warning system;</li> <li>Types of different warning system;</li> <li>Points to be consider while checking warning system.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gears.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator with tyre.</li> </ul>		

<b>Task number:</b>	<b>53</b>		
<b>Task statement:</b>	<b>Clean wind screen by wiper</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator.</li> </ul> <b>Task:</b> Clean wind screen by wiper. <b>Time:</b> 3 minutes /event <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The wipers are moved smoothly;</li> <li>Wind screen is cleaned within the given time;</li> <li>The visibility through wind screen is clear after cleaning;</li> <li>The wiper is switched off after completion of cleaning;</li> <li>Remaining parts of wind screen is cleaned manually.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of windscreen;</li> <li>Functions of wiper;</li> <li>Points to be consider while cleaning wind screen by wiper;</li> <li>Procedure of cleaning wind screen by wiper.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle wind screen carefully.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Muslin cloth (Jute), water, excavator.</li> </ul>		

<b>Task number:</b>	<b>54</b>		
<b>Task statement:</b>	<b>Fill grease gun</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Empty grease gun.</li> </ul> <b>Task:</b> Fill grease gun. <b>Time:</b> 5 minutes /grease gun. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Grease gun is filled (1 kg) without spilling grease on the floor;</li> <li>Cap is tightened after filling grease;</li> <li>Grease gun is free from air sack.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance grease gun;</li> <li>Points to be considered while filling grease gun;</li> <li>Procedure of filling grease gun.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, carefully observe placing of machine / excavator.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Grease, grease gun, muslin cloth, water and soap.</li> </ul>		

<b>Task number:</b>	<b>55</b>		
<b>Task statement:</b>	<b>Perform greasing</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Routine work schedule and every 3 hrs. of operation.</li> </ul> <b>Task:</b> Perform greasing. <b>Time:</b> 30 minutes /event or excavator. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Grease is observed in periphery of the joints;</li> <li>Sound is reduced when tested or operated.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance greasing;</li> <li>Types of grease;</li> <li>Points to be consider while greasing;</li> <li>Procedure of greasing.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Greasing gun, safety gear, grease, excavator, nipple, muslin cloth.</li> </ul>		

<b>Task number:</b>	<b>56</b>		
<b>Task statement:</b>	<b>Change the battery</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Troubleshooted damaged battery of the excavator.</li> </ul> <b>Task:</b> Change the battery. <b>Time:</b> 30 minutes /battery. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Old/damaged battery is removed safely;</li> <li>Positive and negative terminals of the battery are connected tightly with respective poles/cables;</li> <li>Old or damaged battery is stored safely;</li> <li>Working area is cleaned.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance changing battery;</li> <li>Needs of changing of battery;</li> <li>Points to be consider while changing battery;</li> <li>Procedure of changing battery.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gears, consider right poles for right cable.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Wrench, new battery, muslin cloth, grease.</li> </ul>		

<b>Task number:</b>	<b>57</b>		
<b>Task statement:</b>	<b>Check pin, bushes, sprocket</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator at routine checkup of excavator.</li> </ul> <b>Task:</b> Check pin, bushes, sprocket. <b>Time:</b> 5 minutes /checking <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Observation report given by performer is matching with the observation done by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance pin, bushes and sprocket;</li> <li>Points to be consider during checkup;</li> <li>Procedure of checkup.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gears, never use finger while checking.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Screw driver, excavator.</li> </ul>		

<b>Task number:</b>	<b>58</b>		
<b>Task statement:</b>	<b>Adjust fan belt for tension</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with loose fan belt.</li> </ul> <b>Task:</b> Adjust fan belt for tension. <b>Time:</b> 30 minutes /adjustment <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Fan belt is tight when tested;</li> <li>High pitch sound is heard when blicked;</li> <li>Nuts are tightened;</li> <li>Working area is cleaned.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of fan belt;</li> <li>Points to be consider while tightening fan belt;</li> <li>Procedure of tightening fan belt.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Wrench, excavator, muslin cloths.</li> </ul>		

<b>Task number:</b>	<b>59</b>		
<b>Task statement:</b>	<b>Drain water from water separator</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Observed water in the water separator of the excavator.</li> </ul> <b>Task:</b> Drain water from water separator. <b>Time:</b> 2 minutes /water separator. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Separator is free from water when observed;</li> <li>Drain plug is tighten after water is drained off;</li> <li>Working area is cleaned.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of draining water from water separator;</li> <li>Complication of water available in the water separator for the engine;</li> <li>Safety precaution during draining of water from water separator;</li> <li>Procedure of draining water.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gears, tight the drain plug cautiously.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Muslin cloth, excavator, plier.</li> </ul>		

<b>Task number:</b>	<b>60</b>		
<b>Task statement:</b>	<b>Replace the roller</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Reported wear and tear of rollers of the excavator.</li> </ul> <b>Task:</b> Replace roller. <b>Time:</b> 30 minutes /roller <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Nuts are tightly tightened;</li> <li>Roller is rotated in both side when tested;</li> <li>Alignment of roller is in horizontal/original position.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of roller;</li> <li>Reasons for replacement of roller;</li> <li>Types of roller found as per the company and machine;</li> <li>Procedure of changing roller.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gears, handle with care for the roller.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>New roller, wrench, hammer, GI-pipe, goti handle (heavy), excavator.</li> </ul>		

<b>Task number:</b>	<b>61</b>		
<b>Task statement:</b>	<b>Replace the idler</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Reported wear and tear of idler of the excavator.</li> </ul> <b>Task:</b> Replace the idler. <b>Time:</b> 3 hours /excavator (assistant needed). <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Nuts are tight;</li> <li>Alignment is in original position;</li> <li>Chain is connected;</li> <li>Greasing is done after replacement;</li> <li>Idler is rotated straight forward when tested.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of idler in the excavator;</li> <li>Types and size of idler found in the market;</li> <li>Procedure of replacing idler of excavator.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Gall, hammer, goti handle, tochen, grease, grease gun, five assistants, rope, excavator.</li> </ul>		

<b>Task number:</b>	<b>62</b>		
<b>Task statement:</b>	<b>Identify possible site hazards</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site and location.</li> </ul> <b>Task:</b> Identify possible site hazards. <b>Time:</b> Depends on area and distance. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The reporting of the performer is as per the observation done by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of site inspection before operation;</li> <li>Safety precaution while inspection of the site;</li> <li>Procedure of observation and reporting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gears.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Safety gears, sickle / khukuri</li> </ul>		

<b>Task number:</b>	<b>63</b>		
<b>Task statement:</b>	<b>Place safety symbols</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Given site of operation.</li> </ul> <b>Task:</b> Place safety symbols. <b>Time:</b> Depends on the area to be covered. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Symbols are placed as per the reporting of the observation;</li> <li>Placed safety symbols are big, bold and visible to everybody;</li> <li>Safety precaution adopted.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of safety symbols;</li> <li>Points to be consider while placing safety symbols.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gears.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Hammer, pegs, red cloths, rope.</li> </ul>		

<b>Task number:</b>	<b>64</b>		
<b>Task statement:</b>	<b>Perform reporting of sites</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Observation of given site.</li> </ul> <b>Task:</b> Perform reporting of sites. <b>Time:</b> 10 minutes /reporting. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The work progress, issues, problems and suggested possible solutions are covered in the reporting;</li> <li>The reporting of the performer is matched with the observation made by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of reporting;</li> <li>Points to be considered while reporting;</li> <li>Procedure of reporting of observed sites.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Paper, pen.</li> </ul>		

<b>Task number:</b>	<b>65</b>		
<b>Task statement:</b>	<b>Excavate trench</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Location and site of the trench to be prepared;</li> <li>• Given drawing of the trench;</li> <li>• Quantity/length of the trench to be prepared;</li> <li>• Dumping site of the soil or gravel.</li> </ul> <p><b>Task:</b> Excavate trench.</p> <p><b>Time:</b> 2 bucket soil/gravel /minute (can be differ based on working place).</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The trench is excavated as per given shape and size and as per the given drawing;</li> <li>• The trench is excavated in the given site the excess material is dumped at the given location.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of trench;</li> <li>• Common place of making trench;</li> <li>• Points to be consider while making trench;</li> <li>• Procedure of making trench;</li> <li>• Location for dumping excess materials.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear, apply safety code.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator, assistant, safety code, lime.</li> </ul>		

<b>Task number:</b>	<b>66</b>		
<b>Task statement:</b>	<b>Perform pile stocking</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Excavated soil/sand/gravel;</li> <li>• Requirement of filling and reuse of excavated soil/sand or gravel.</li> </ul> <p><b>Task:</b> Perform pile stocking.</p> <p><b>Time:</b> 5 minutes for loading 8 cubic meter soil, sand or gravel.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The pile is straight;</li> <li>• The pile is uniform;</li> <li>• The pile stock is as per the given site;</li> <li>• The loading is 2 cubic meter /minutes.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of stocking or piling;</li> <li>• Points to be consider while pile stocking;</li> <li>• Procedure of pile stocking.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gears.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator.</li> </ul>		

<b>Task number:</b>	<b>67</b>		
<b>Task statement:</b>	<b>Perform back filling</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Given site of the construction and contract.</li> </ul> <b>Task:</b> Perform back filling. <b>Time:</b> The gap filling rate is 1 cubic meter /minute (Can be varied based on the gap of the construction and distance of soil). <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Construction site is safe;</li> <li>Back filling is done based on the given time/rate;</li> <li>The back filling is matched with the agreed contract;</li> <li>Safety precaution is adopted.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of back filling;</li> <li>Points to be consider while back filling;</li> <li>Procedure of back filling.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Safety of construction.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator, soil/gravel/sand.</li> </ul>		

<b>Task number:</b>	<b>68</b>		
<b>Task statement:</b>	<b>Load materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Demand/requirement of transport of soil, sand or gravel;</li> <li>Volume of soil, sand or gravel to be loaded.</li> </ul> <b>Task:</b> Load materials. <b>Time:</b> 5 minutes /8 cubic meter. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>8 cubic meter of material is loaded within 5 min in tipper.</li> <li>Tipper is safe;</li> <li>Levelling or level of material is made uniform on the tipper;</li> <li>Signal is given after filling of the tipper.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of loading;</li> <li>When to load;</li> <li>Points to be consider while loading;</li> <li>Procedure of loading.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, consider safety of tipper and other object.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator, soil, tipper or tractor.</li> </ul>		

<b>Task number:</b>	<b>69</b>		
<b>Task statement:</b>	<b>Excavate in C/U turn</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site or location;</li> <li>Engineering drawing;</li> <li>Instruction for dumping.</li> </ul> <b>Task:</b> Excavate in C/U turn. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The cutting is done as per the given engineering drawing (C/U turn);</li> <li>Finishing is made uniform and consistent;</li> <li>Dumping is done as per the instruction given;</li> <li>Excavator is safe.</li> </ul>		



<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of cutting in C/U turn;</li> <li>• Points to be considered while cutting C/U turn;</li> <li>• Procedure of cutting C/U turn.</li> </ul>
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Take assistant, be careful while cutting in steep.</li> </ul>
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator, assistant, diesel.</li> </ul>

<b>Task number:</b>	<b>70</b>		
<b>Task statement:</b>	<b>Perform step cutting</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Site or location;</li> <li>• Engineering drawing;</li> <li>• Instruction for dumping.</li> <li>• Area to be cut and height.</li> </ul> <p><b>Task:</b> Perform step cutting.  <b>Time:</b> N/A  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The cutting is done as per the given engineering drawing;</li> <li>• Finishing is made uniform and consistent;</li> <li>• Dumping is done as per the given instruction;</li> <li>• Excavator is safe.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of step cutting;</li> <li>• Points to be considered while step cutting;</li> <li>• Procedure of step cutting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE set, handle tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator, engineering drawing, diesel, assistant; grease.</li> </ul>		

<b>Task number:</b>	<b>71</b>		
<b>Task statement:</b>	<b>Perform square cutting</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Site or location;</li> <li>• Engineering drawing;</li> <li>• Instruction for dumping.</li> <li>• Area to be cut and size of square.</li> </ul> <p><b>Task:</b> Perform square cutting.  <b>Time:</b> N/A  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The cutting is done as per the given engineering drawing;</li> <li>• Finishing is made uniform and consistent and in square shape;</li> <li>• Dumping is done as per the given instruction;</li> <li>• Excavator is safe.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of square cutting;</li> <li>• Points to be considered while square cutting;</li> <li>• Procedure of square cutting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator, engineering drawing, diesel, assistant and grease.</li> </ul>		

<b>Task number:</b>	<b>72</b>		
<b>Task statement:</b>	<b>Perform slope cutting</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site or location;</li> <li>• Engineering drawing;</li> <li>• Instruction for dumping.</li> <li>• Area to be cut and slope gradient.</li> </ul> <b>Task:</b> Perform slope cutting. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The cutting is done as per the given engineering drawing;</li> <li>• Finishing is made uniform and consistent and in given slope gradient;</li> <li>• Dumping is done as per the given instruction;</li> <li>• Excavator is safe.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of slope cutting;</li> <li>• Points to be considered while slop cutting;</li> <li>• Procedure of slope cutting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator;</li> <li>• Engineering drawing;</li> <li>• Diesel;</li> <li>• Grease.</li> </ul>		

<b>Task number:</b>	<b>73</b>		
<b>Task statement:</b>	<b>Perform pipe laying</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site or location;</li> <li>• Engineering drawing;</li> <li>• Length to be pipe laid.</li> </ul> <b>Task:</b> Perform pipe laying. <b>Time:</b> 15 minutes for single pipe <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Alignment is maintained as per the given engineering drawing;</li> <li>• Slope is made consistent and uniform;</li> <li>• Safety rules are followed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Importance of coloring of pipe laying;</li> <li>• Points to be considered while laying pipe;</li> <li>• Procedure of laying pipe.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear and take help of the other.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator;</li> <li>• Diesel;</li> <li>• Grease;</li> <li>• Helper;</li> <li>• Drawing;</li> <li>• Wrench;</li> <li>• Plier;</li> <li>• Crane belt / tochen;</li> <li>• Assistant person.</li> </ul>		

<b>Task number:</b>	<b>74</b>		
<b>Task statement:</b>	<b>Perform lift/shift light object / materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>Any site or location or place to be cleaned or evacuated;</li> <li>Location or site of the object or materials;</li> <li>Number or volume of object or materials.</li> </ul> <p><b>Task:</b> Perform lift/shift light object / materials</p> <p><b>Time:</b> 2-5 /object (can be varied based on types of object and distance to be shift).</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>Objects or materials are lifted safely;</li> <li>Objects or materials are lifted without spilling;</li> <li>Objects or materials are shifted in given place;</li> <li>All the given materials or objects are shifted/lifted.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of lifting / shifting of object;</li> <li>Points to be considered while lifting /shifting object or materials;</li> <li>Procedure of lifting / shifting of object and materials.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator;</li> <li>Materials / objects;</li> <li>Tochen;</li> <li>Tipper or tractor trolley;</li> <li>Assistant person</li> </ul>		

<b>Task number:</b>	<b>75</b>		
<b>Task statement:</b>	<b>Fit breaker in the excavator</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>Assignment of rock cutting or requirement</li> </ul> <p><b>Task:</b> Fit breaker in the excavator.</p> <p><b>Time:</b> 1 hour /breaker</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>Breaker is fitted straight;</li> <li>Locking pins are locked;</li> <li>Hydraulic pipes are fitted;</li> <li>Hydraulic lock of breaker is opened.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of fitting breaker;</li> <li>Points to be considered while fitting breaker;</li> <li>Procedure of fitting breaker.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Muslin cloth;</li> <li>Wrench;</li> <li>Gall;</li> <li>Hammer;</li> <li>Breaker;</li> <li>Grease;</li> <li>Grease gun;</li> <li>Water/soap.</li> </ul>		

<b>Task number:</b>	<b>76</b>		
<b>Task statement:</b>	<b>Perform rock cutting</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Location or site of rock cutting;</li> <li>• Area or volume to be cut;</li> <li>• Engineering drawing;</li> <li>• Dumping site.</li> </ul> <b>Task:</b> Perform rock cutting. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Cutting volume is matched with the given assignment;</li> <li>• Cutting is done as per the given drawing;</li> <li>• All rocks are dumped in given site;</li> <li>• Excavator and breaker, and bucket are safe;</li> <li>• Safety is adopted while cutting.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of rock cutting;</li> <li>• Types of rock to be cut;</li> <li>• Points to be consider while cutting rock;</li> <li>• Procedure of rock cutting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear, caution with rock and gravel during cutting.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator, breaker, bucket, gall, hammer, wrench, muslin cloth, grease, GI-pipe, assistant, safety gears, tipper.</li> </ul>		

<b>Task number:</b>	<b>77</b>		
<b>Task statement:</b>	<b>Excavate foundation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Location or site;</li> <li>• Drawing;</li> <li>• Dumping site;</li> <li>• Area of foundation.</li> </ul> <b>Task:</b> Excavate foundation. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The foundation is excavated as per the given drawing;</li> <li>• Excavated foundation is uniform and consistent;</li> <li>• Dumping of the materials is done as per the given instruction;</li> <li>• Area completed as per the given assignment.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance foundation cutting;</li> <li>• Points to be considered while cutting foundation;</li> <li>• Procedure of cutting foundation.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear, carefully observe placing of machine / excavator.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator;</li> <li>• Assistant person;</li> <li>• Breaker;</li> <li>• Wrench;</li> <li>• Pipe;</li> <li>• Hammer;</li> <li>• Gall;</li> <li>• Cloth;</li> <li>• Grease.</li> </ul>		

<b>Task number:</b>	<b>78</b>		
<b>Task statement:</b>	<b>Perform vertical cutting</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Location or site;</li> <li>• Drawing;</li> <li>• Dumping site;</li> <li>• Area or volume of cutting.</li> </ul> <p><b>Task:</b> Perform vertical cutting.  <b>Time:</b> N/A</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The vertical cutting is done as per the given drawing;</li> <li>• Cutting is made uniform and consistent;</li> <li>• Dumping of the materials is done as per the given instruction;</li> <li>• Vertical cutting in give area is completed as per the given assignment.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance vertical cutting;</li> <li>• Points to be considered while cutting vertically;</li> <li>• Procedure of vertical cutting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear;</li> <li>• Cut with caution.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator, drawing, breaker, bucket, assistant, gall, wrench, muslin cloth, tipper / tractor.</li> </ul>		

<b>Task number:</b>	<b>79</b>		
<b>Task statement:</b>	<b>Perform tunnel cutting</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Location or site;</li> <li>• Drawing;</li> <li>• Dumping site;</li> <li>• Area or volume of cutting.</li> </ul> <p><b>Task:</b> Perform tunnel cutting.  <b>Time:</b> N/A</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The tunnel cutting is performed as per the given drawing;</li> <li>• Tunnel cutting is made uniform and consistent;</li> <li>• Materials are dumped as per the given instruction;</li> <li>• Tunnel cutting in given area is completed as per the given assignment.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance vertical tunnel cutting;</li> <li>• Points to be considered while cutting tunnel;</li> <li>• Procedure of tunnel cutting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety gear. Take caution while cutting.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Excavator;</li> <li>• Drawing;</li> <li>• Breaker;</li> <li>• Bucket;</li> <li>• Assistant person;</li> <li>• Gall;</li> <li>• Wrench;</li> <li>• Muslin cloth;</li> <li>• Tipper/ tractor</li> </ul>		

<b>Task number:</b>	<b>80</b>		
<b>Task statement:</b>	<b>Load excavator in transporter</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Given task is completed and new assignment is signed;</li> <li>Site or location.</li> </ul> <b>Task:</b> Load excavator in transporter. <b>Time:</b> 30 minutes /loading <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Excavator is place at the center of the transporter;</li> <li>Alignment is made straight;</li> <li>Tochen and chain pulley is tightened;</li> <li>Polythene pipe is placed and tied in the upper side;</li> <li>Bucket and stick are placed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Reasons and importance of loading excavator in transporter;</li> <li>Loading excavator in transporter;</li> <li>Procedure of loading excavator in transporter.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, adjust balance of the excavator.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Transporter, excavator, tochen, chain pulley, assistant, gall, hammer.</li> </ul>		

<b>Task number:</b>	<b>81</b>		
<b>Task statement:</b>	<b>Bind excavator by tochen</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Products has to be delivered as per the demand or order;</li> <li>Instantly sold or counter sold products;</li> <li>Quantity of products to be packaged or wrapped.</li> </ul> <b>Task:</b> Bind excavator by tochen <b>Time:</b> 30 minutes /binding <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Excavator is bind tight and safe.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of tochen and transportation of excavator;</li> <li>Points to be considered while binding excavator in transporter;</li> <li>Procedure of binding excavator in transporter.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE set, handle tochen safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Safety gear, tochen, wrench, and assistant.</li> </ul>		

<b>Task number:</b>	<b>82</b>		
<b>Task statement:</b>	<b>Unbind the excavator in the transporter</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Transporter with loaded excavator;</li> </ul> <b>Task:</b> Unbind the excavator in transporter <b>Time:</b> 10 minutes /unbinding <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Excavator is unbounded safely within the given time;</li> <li>Tochen and chain pulley are safely removed;</li> <li>Excavator is free from damage and scratch.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Points to be considered while unbinding the excavator in the transporter;</li> <li>Methods of unbinding the excavator in the transporter.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear and handle tochen carefully</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Gloves, wrench, safety gear</li> </ul>		

<b>Task number:</b>	<b>83</b>		
<b>Task statement:</b>	<b>Unload excavator from transporter</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Unbind excavator loaded transporter.</li> </ul> <b>Task:</b> Unload excavator from transporter. <b>Time:</b> 15 minutes unloads. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Excavator is unloaded safely;</li> <li>Excavator is unloaded in the given safe place;</li> <li>Excavator is aligned horizontally on the ground.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of unloading excavator;</li> <li>Point to be considered while unloading excavator.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, observe left-right up down to be free movement.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator;</li> <li>Assistant person.</li> </ul>		

<b>Task number:</b>	<b>84</b>		
<b>Task statement:</b>	<b>Level the parking area</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Parking site or location;</li> <li>Unloaded excavator.</li> </ul> <b>Task:</b> Level the parking area. <b>Time:</b> N/A ( Depends on the size of the business). <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Parking area is levelled;</li> <li>The surface of the ground is horizontal.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of levelling of parking area;</li> <li>Procedure of levelling parking area.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle leveler carefully.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator and leveler;</li> <li>Safety gear.</li> </ul>		

<b>Task number:</b>	<b>85</b>		
<b>Task statement:</b>	<b>Place attachment on ground</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Given excavator;</li> <li>Site or location for placing.</li> </ul> <b>Task:</b> Place attachment on ground. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Excavator is attached on the ground level;</li> <li>Attachment is placed in the given ground.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of ground attachment;</li> <li>Points to be considered while attaching machine.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE set, handle plants safely</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>PPE set;</li> <li>Wheelbarrow,</li> </ul>		

<b>Task number:</b>	<b>86</b>		
<b>Task statement:</b>	<b>Refill fuel</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with vacant fuel tank.</li> </ul> <b>Task:</b> Refill fuel. <b>Time:</b> 20 minutes /refilling <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Fuelling is done without spill on the ground;</li> <li>Fuel tank is filled fully with fuel;</li> <li>Cap/lid is tightened after refueling;</li> <li>Remaining fuel is safely stored.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of refueling;</li> <li>Points to be considered while refueling;</li> <li>Procedure of refueling.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wear safety gear, free from spell, lid or cap should be tightened</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Fuel, opener, wrench, delivery pipe, cloth, rod, fine net or netting cloth or netting funnel.</li> </ul>		

<b>Task number:</b>	<b>87</b>		
<b>Task statement:</b>	<b>Switch off the excavator engine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator engine is in "switched on" position</li> </ul> <b>Task:</b> Switch off the excavator engine. <b>Time:</b> 5 minutes /excavator engine <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Excavator is kept in slow motion for 5 minutes;</li> <li>Engine key is turned to off position to stop the engine;</li> <li>The engine is switched off safely.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of cooling machine while stopping engine;</li> <li>Procedure of stopping engine.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, don't stop engine accidently.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excavator with engine key.</li> </ul>		

<b>Task number:</b>	<b>88</b>		
<b>Task statement:</b>	<b>Lock door /windows /ventilation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Excavator with immediately switched off. engine</li> </ul> <b>Task:</b> Lock door /windows /ventilation. <b>Time:</b> 5 minutes /event <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Windows are closed and locked;</li> <li>Ventilation are closed and locked;</li> <li>Door are closed and locked.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of locking door, window and ventilation;</li> <li>Procedure of locking window, ventilation and door.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety gear, handle ventilation, window and door safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Door key/engine key.</li> </ul>		



<b>Task number:</b>	<b>89</b>		
<b>Task statement:</b>	<b>Keep operation records (log book)</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Forms and formats or logbooks.</li> </ul> <b>Task:</b> Keep operation records (log book). <b>Time:</b> 2 minutes /operation <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Records kept as per the given forms and formats;</li> <li>Records are updated / recent or daily;</li> <li>Records are clear and understandable to the users.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of operation record;</li> <li>Points to be considered while keeping operation records;</li> <li>Procedure of keeping operation records.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>N/A.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Logbook / form / format, pen.</li> </ul>		

<b>Task number:</b>	<b>90</b>		
<b>Task statement:</b>	<b>Keep maintenance records</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Maintenance activities, forms formats, or maintenance log book.</li> </ul> <b>Task:</b> Keep maintenance records. <b>Time:</b> 5 minutes / reocrd. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Records are maintained in the given forms, format;</li> <li>The records are recorded as per the given maintenance activities.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of maintenance record;</li> <li>Types of forms and formats to keep maintenance record;</li> <li>Points to be considered while keeping maintenance record;</li> <li>Procedure of keeping maintenance record.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>N/A.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Form or format or maintenance log book, pen.</li> </ul>		

<b>Task number:</b>	<b>91</b>		
<b>Task statement:</b>	<b>Keep troubleshooting records</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Forms or format or logbooks.</li> </ul> <b>Task:</b> Keep troubleshooting records. <b>Time:</b> 2 minutes./record. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>All the problems are recorded;</li> <li>Records are kept in the given forms and formats;</li> <li>Records are updated regularly;</li> <li>Records are clear and understandable to the users.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance troubleshoot record;</li> <li>Common types of troubleshoot found in an excavator;</li> <li>Points to be considered while keeping troubleshoot record;</li> <li>Procedure of keeping troubleshoot records.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>N/A.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Papers or logbook or forms and formats, pen, list of problems after troubleshoot.</li> </ul>		

<b>Task number:</b>	<b>92</b>		
<b>Task statement:</b>	<b>Keep Safety and security records</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Forms and formats or logbooks.</li> </ul> <b>Task:</b> Keep Safety and security records <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Records are kept in the given forms and formats;</li> <li>Records are updated regularly;</li> <li>Records are clear and understandable to the users.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance production record, sells record and stock record;</li> <li>Points to be considered while keeping different records;</li> <li>Procedure of keeping records.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>N/A.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Papers or logbook or forms and formats, pen, list or preliminary information of production, sells, and stock.</li> </ul>		





**Establishing an Employer led  
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