

# Nepal Industrial and Business Sector **Occupational Standard (OS)** of Carpenter and Interior Decorator Level-2



In jointly implemented by



## **Occupational classification linkage with NSCO**

**Occupational Title: Carpenter and Interior Decorator**

**Level: 2 (Foreman Level)**

**Sector: Construction**

**Sub – Sector: Building construction**

**OS ID No: CT-008-078**

**Major Group: 7**

**Sub-major Group: 71**

**Minor Group: 711**

**Unit Group: 7115**

### Occupation Specific Employers Panel:

S.N.	Name	Designation	Organization
1.	Mr. Shiva Prasad Gautam	Proprietor	Home Centre Furniture, Pokhara
2.	Mr. Rabin Phuyal	Interior Designer	AFE Home Decoration Pvt. Ltd, Chabahil, Kathmandu
3.	Mr. Prabin Shrestha	Interior Designer	DA Interior and Decorator, Sarswotikhel, Bhaktapur
4.	Mr. Gautam Chakradhar	Proprietor	Gautam Furniture, Lalitpur
5.	Mr. Kedar Kusi	Proprietor	Sanish Furniture, Bhaktapur
6.	Mr. Rupesh Chauguthi	Proprietor	Tata Furniture Udyog, Bhaktapur
7.	Ms. Radhika Prajapati	Proprietor	R.S. Furniture Udyog, Banepa
8.	Ms. Kriti Shrestha	Founder	VOGUE Interior, Biratnagar
9.	Mr. Kaushal Ku. Shrestha	Manager	Shree Sidhakali Furniture, Biratnagar
10.	Mr. Ishori Bdr. Karki	Proprietor	Sushma Furniture Udyog, Rupandehi
11.	Mr. Sunkrit Thakur	Proprietor	Ohm Jaya Ganesh Kastha Udyog, Rautahat
12.	Mr. Lil Bd. Karki	Proprietor	Global Interior, Rupandehi

### Occupation Specific Expert Workers Panel:

S.N.	Name	Designation	Organization
1.	Mr. Ganesh Man Rajachal	Carpenter	Bhaktapur Wood Craft, Bhaktapur
2.	Mr. Krishna Raj Dhukuchhu	Carpenter/Interior	Catrin Furniture, Lalitpur
3.	Mr. Keshar Thapa	Carpenter	Catrin Furniture, Gulmi
4.	Mr. Sajan Thapa	Carpenter/Interior	Pradip Furniture, Bhaktapur
5.	Mr. Rambir Thakur	Carpenter/Interior	Ohm Furniture Udyog, Rautahat
6.	Mr. Yubraj Darlami	Carpenter/Interior	Global Interior, Tilottama, Rupandehi
7.	Mr. Raj Krishna Koju	Carpenter	Furniture Workshop, Banepa, Kavre
8.	Mr. Narayan Pd. Silpakar	Carpenter/Interior	Bhaktapur Wood Craft, Bhaktapur
9.	Mr. Padam Bd. Somai	Carpenter/Interior	Sushma Furniture Udyog, Rupandehi
10.	Mr. Namal Sharma	Carpenter/Interior	Singhabahini Kastha Furniture Udyog, Ilam
11.	Mr. Bikesh Pyatha	Carpenter/Interior	M.B. Kasthakala and Hastakala Udyog, Butwal
12.			

### OS Development Workshop facilitated by:

S.N.	Name	Designation	Organization
1.	Raju Bajracharya	Facilitator	Freelance
2.	Yubak Raj Ghimire	Co-facilitator/Recorder	Freelancer

### 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. Sajjan 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:

Carpenter and Interior decorator, Level-2 (Foreman Level) is a skilled trade and craft person who generally works on commercial and residential projects predominantly undertaking tasks using timber and timber related products. This occupation intended a precision skill which requires accuracy in measuring and cutting so that everything fits into the construction project smoothly and no wood is wasted. Using power and hand tools, s/he utilizes ancient and modern techniques to work with wood and to execute perfectly the process of converting raw wood into decorative finished products.

Traditionally carpentry is closely associated with other trades that make up the construction industry, working both individually and as part of a team to complete projects. As the occupation continues to expand, it tends to focus more on furniture and household items. Those that are only undertaken within the factory. At the present time, this occupation tends to be employed outside of the factory in commercial business showrooms, hotels, party palaces, villas, public buildings and residential decoration projects. Because of this, people in this occupation can perform both internal and external work for customers and for construction companies.

They are expected to interpret drawings, set out and measure, cut, form joints using both hand and power tools, assemble, and install finishes to a high standard. Carpentry and interior decorators are also construct and install components that are seen on the inside and outside of residential or commercial buildings such as sidings, showcases, wall panels, decorative false ceilings, doors and windows. Every step in this occupational process matters; mistakes may be largely irreversible and could carry a very high cost. A person must work safely; demonstrate exceptional planning and organization skills, along with concentration and stamina paying attention to detail in order to achieve an excellent finish.

With the international mobility of people, the carpenter faces rapidly expanding opportunities and challenges. For a talented carpenter there are many commercial and international opportunities. However, these also carry with them the need to understand and work with diverse cultures and trends. Most of the workers in this occupations usually receives his or her training by working as an apprentice with a more experienced professional. With this training, a carpenter has the ability to complete tasks that are more intricate and achieve a higher degree of accuracy and finish.

The occupation **Carpenter and Interior Decorator, 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 carpenter and Interior Decorator 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 sectors expect Individual reserving set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

### **Occupational and environmental safety:**

Woodworking shops can be very dangerous. There are blades, cutting edges, and shapers, big and large wood stocks. Improperly or inadequately guarded machines and electrical power extensions are one of the top safety violations. Lacerations, amputations wood dust and finishing chemicals are the concerns in woodworking workshops. It can cause eye injuries, scarring of the lungs with symptoms of cough and shortness of breath. Its most critical effect is as a neurotoxin. Polluted based on its sound level and dust composition should protect by covering the workshop and dust collector. Therefore, personal protective equipment including face mask, earplug, hard hat, safety shoes, safety gloves, safety goggles, coverall and high visibility safety jacket shall be used by every carpenter and interior decorator when working with sawing, drilling and finishing work.

The environment of woodworking workshop and construction site should be kept neat and clean. Housekeeping within workshop, proper maintenance of tools equipment and storing fitting parts at proper places keep the worker and environment safe. Further, the waste and debris disposal of wood dust, scraps, glass pieces, rubbers, plastics, painting chemicals and other non-gradable materials and recycling of degradable organic materials are also prime importance. Similarly, s/he must use personal protective equipment while working with chemical and apply occupational safety and health measures as prescribed.

### **Minimum Job Entry Requirement:**

As per the labour law the Nepalese citizen aged 18 years and above and competent as per this occupation standards are eligible to enter in this occupation. To cope the required knowledge and tasks performance standard of this occupation 10<sup>th</sup> grade graduates or equivalent qualification or literate with at least 3 year's experience in the relevant area are recommended to enter in the skills and knowledge impartation courses.

### **Worker's traits:**

The desired workers traits for the carpentry and interior decorator industries are mentally and physically fit and strong, having good sense of humor, disciplined and positive attitudes, prompt responsive to the assignment, good team players, high level of passionate, courteous, Work organization, self-management, communication, and interpersonal skills are integral parts of a carpenter and interior decorators' skill set along with problem solving, innovation and creativity. The ability to work precisely and accurately thus by controlling wood wastage are fundamental attributes of an outstanding performer. Additionally they can be enjoyed to work with wood and wood related materials, consumable screws and nut and bolts, fabrication tools, equipment and machineries. Besides, individual having friendly behaviors, good interpersonal skills and exhibiting strong organizational loyalty and professional ethics are essential attributes needed to enter in this occupation.

### **Occupational career path:**

- **Above the Position-** Senior carpenter and Interior Decorator- Level 3 (Supervisor Level)
- **Current Position-** Carpenter and Interior Decorator –Level 2 (Foreman Level)
- **Below the Position-** Semi-carpenter – 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- Rarely 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
TPI	: Tooth per Inch

## List of duties and tasks of the Carpenter and Interior Decorator: level-2 (Foreman Level)

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 carpenter and interior decorator
		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 for carpenter and interior decorator
Core Skills Area			
SN	Duty statements	Task No	Task statements
4.	Collect information	15.	Develop a sketch
		16.	Interpret CAD drawing
		17.	Confirm the requirement of the final finishing model
		18.	Prepare a list of raw materials needed
		19.	Prepare work schedule
5.	Estimating and costing	20.	Prepare the list of raw material's market rates
		21.	Calculate production cost
6.	Prepare raw materials	22.	Prepare the pile of wood
		23.	Prepare plywood for furniture and decorative items
		24.	Prepare the formica and lipping
		25.	Prepare chapra polish
7.	Operate machines	26.	Operate table circular saw
		27.	Operate planner machines (sizer)
		28.	Operate drilling machine
		29.	Operate Jig saw machine
		30.	Operate wood router machine
		31.	Operate cutter saw machine
		32.	Operate Miter saw machine
		33.	Operate Grinder machine
		34.	Operate air compressor and spray gun
		35.	Operate Sanding machine
		36.	Operate wood work lathe machine
8.	Use hand tools	37.	Use wood work chisel
		38.	Use Hand plane
		39.	Use Hand saw
9.	Construct carpentry joints	40.	Make the butt joint
		41.	Construct Dovetail joint
		42.	Construct Lap joint
		43.	Construct Miter joint
		44.	Construct Mortise and Tenon joint
		45.	Construct dado joint
		46.	Construct rabbet joint

10. Assemble the structure	47.	Make door and window frame
	48.	Make a simple stool
	49.	Make a coffee/tea table
	50.	Make an office table
	51.	Make a dressing table
	52.	Make a cushion chair
	53.	Assemble low-bed
	54.	Assemble modular rack
	55.	Fix stair case stud railing (Hukka)
	56.	Fix wall panels
11. Fix hardware fittings	57.	Perform parquet flooring
	58.	Install wooden shutters
	59.	Install wooden false ceiling
	60.	Fix partition
	61.	Install glazed glass in the window
	62.	Fit locks
	63.	Fix sliding wheel
	64.	Fix door accessories (knob, handle and door stopper)
	65.	Fix the hinges
	66.	Fix drawer channel
12. Polish the products	67.	Fix basket
	68.	Apply Agstar chalk powder putty
	69.	Apply chapra polish
	70.	Apply varnish and sealer
13. Ensure the quality	71.	Paint enamel
	72.	Inspect the finished products
	73.	Repair the corrective measures
	74.	Store/deliver the product
14. Maintain tools and equipment	75.	Re-sharpen the chisel
	76.	Re-sharpen the hand saw
	77.	Maintain electrical wire/plug of power tools
	78.	Re-sharpen the planer blade
	79.	Re-sharpen the circular saw blade
	80.	Re-sharpen the drill bits
	81.	Replace carbon bush of power tools
	82.	Re-set the jack plane blade
	83.	Re-set the grinding wheel
	84.	Change drive belt on planer machine
	85.	Apply lubricants on machine parts



## 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>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 situation for 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 carpenter and Interior Decorator</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> Apply the work ethics of the carpenter and Interior Decorator <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Organizational 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 carpenter and interior decorator 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</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>Give/Receive 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 giving and receiving 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/providing other information</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 carpenter and interior decorator'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 about products and services to be communicated;</li> <li>Audience or stakeholders</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 communicated 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 of communication;</li> <li>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 and</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 of coordination;</li> <li>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 and</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 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>Networking and its importance</li> <li>Means and 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 and</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 is possessed in the team;</li> <li>• Responsibility and accountability 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 and 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 carpentry and interior decoration;</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 carpenter and interior decorator.</li> </ul>		

<b>Task No:</b>	<b>14</b>		
<b>Task statement:</b>	<b>Develop work plan carpenter and interior decorator</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 for carpenter and interior decorator <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>	15.		
<b>Task statement:</b>	Develop a sketch		
<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>Description of concept provided by the customer;</li> <li>Catalogue/pictures.</li> </ul> <b>Task:</b> Develop a sketch. <b>Time:</b> 15 minutes /sketch. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Sketch is drawn as described by the customer;</li> <li>Sketch is drawn in 3D view/model;</li> <li>Relevant conventions are used in developing sketch;</li> <li>The size and detail dimensions are given in the sketch;</li> <li>The customer is satisfied with the developed sketch.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Sketch drawing and its relevant conventions;</li> <li>Projection of household furniture in 3D model;</li> <li>Do's and don'ts of drawing 3D sketches.</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>A4 paper;</li> <li>Pencil - grade 'B' is recommended;</li> <li>Eraser;</li> <li>Sharpener;</li> <li>Ruler or scale.</li> </ul>		

<b>Task number:</b>	16.		
<b>Task statement:</b>	Interpret CAD drawing		
<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>CAD drawing of furniture and decorative items;</li> <li>Detail specification;</li> </ul> <b>Task:</b> Interpret CAD drawing. <b>Time:</b> 15 minutes /drawing. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Details of the furniture and decorative items in the drawing are explained to the customer;</li> <li>Extrapolated information is communicated to the customer.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>CAD drawings, written instructions, and specifications;</li> <li>Drawing views, projections and symbols;</li> <li>Relevant tolerances of measurement;</li> <li>Extrapolate information, using appropriate means or techniques.</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>CAD drawing;</li> <li>A4 paper;</li> <li>Pencil;</li> <li>Eraser;</li> <li>Pencil sharpener;</li> <li>Ruler or scale.</li> </ul>		

<b>Task number:</b>	<b>17.</b>		
<b>Task statement:</b>	<b>Confirm the requirement of the final finishing model</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>• Different samples;</li> <li>• Photographs of already prepared models;</li> <li>• CAD drawings and sketches;</li> <li>• Catalogues of furniture and interior decoration.</li> </ul> <b>Task:</b> Confirm the requirement of the final finishing model. <b>Time:</b> 15 minutes /model <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The requirement of the final finishing model is confirmed from customer using samples, photographs CAD drawings, Sketches, catalogues etc.;</li> <li>• The finishing model is confirmed based on its beauty balance, durability, and ease of maintenance;</li> <li>• A color for outlook is confirmed based on the customer requirement (options include formica, varnish, lacquer, polyurethane, shellac, wax, chapra and enamel).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Color combination;</li> <li>• Aesthetical extrapolation;</li> <li>• Material and polishes used for finishing outlook.</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>• Pre-production images;</li> <li>• CAD drawings and sketches;</li> <li>• Catalogues of furniture and interior decoration;</li> <li>• Color pallets;</li> <li>• Sample products.</li> </ul>		

<b>Task number:</b>	<b>18.</b>		
<b>Task statement:</b>	<b>Prepare a list of raw materials</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>• Final sketch;</li> <li>• Sample of raw materials;</li> <li>• Catalogue of raw materials;</li> <li>• Color pallet;</li> <li>• Sample or hardware catalogue;</li> <li>• Format.</li> </ul> <b>Task:</b> Prepare a list of raw materials needed. <b>Time:</b> 25 minutes /list. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• List of raw materials are prepared in the given format based on the given sketch;</li> <li>• Specification, quantity, and unit measurements of raw materials are included in the list;</li> <li>• Consumable materials are listed separately with quantity in the given format.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of raw materials and its importance;</li> <li>• Types and quality of raw materials;</li> <li>• Quantity calculation methods;</li> <li>• Specification of raw materials.</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>• Format for listing required materials</li> </ul>		

<b>Task number:</b>	<b>19.</b>		
<b>Task statement:</b>	<b>Prepare work schedule</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>Final sketch accepted by customer;</li> <li>Proposed activities of the work progress and its start and end dates;</li> <li>Work schedule format.</li> </ul> <b>Task:</b> Prepare work schedule. <b>Time:</b> 10 minutes /schedule. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Work schedules are prepared with activities, their respective start and end dates and the responsible persons;</li> <li>The activities in the work schedule are in sequential order;</li> <li>The developed work schedule is agreed by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of activities and its importance;</li> <li>Flow chart of work activities;</li> <li>Start and end date required to accomplish the activity;</li> <li>Process of preparing work schedule.</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>Format for work schedule;</li> <li>Sketches / drawings;</li> </ul>		

<b>Task number:</b>	<b>20.</b>		
<b>Task statement:</b>	<b>Prepare the list of raw material's market rates</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>List of raw materials;</li> <li>Supplier details;</li> <li>Customer budget.</li> </ul> <b>Task:</b> Prepare the list of raw material's market rates. <b>Time:</b> 30 minutes /list or /page list. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Detail list of required raw materials and suppliers are prepared;</li> <li>Currently updated rates of the listed raw materials are collected from different suppliers;</li> <li>The collected rates are compared;</li> <li>The rate of the raw materials are finalized based on the customer budget and the quality specification.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Definition of raw materials;</li> <li>Specification of different raw materials;</li> <li>Raw material supplier (wholesaler/retailer) details;</li> <li>Market rate of raw materials depending on its quality.</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>List of required raw materials;</li> <li>Supplier details;</li> <li>Customer budget.</li> </ul>		



<b>Task number:</b>	<b>21.</b>		
<b>Task statement:</b>	<b>Calculate production cost</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>List of required materials;</li> <li>List of market rate;</li> <li>Work activities flow chart;</li> <li>Format of quantity and cost estimate.</li> </ul> <b>Task:</b> Calculate production cost. <b>Time:</b> 30 minutes /product calculation <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The production cost is calculated in the cost estimation format;</li> <li>A production cost is calculated based on given material and labour costs;</li> <li>Overhead cost, management costs and Profit are included in the production cost.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of production cost;</li> <li>Detail breakdown of production cost;</li> <li>Calculation method of costing the furniture items;</li> <li>Method of unit conversation.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Calculate the production cost without error.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Quantity and cost estimating format.</li> </ul>		

<b>Task number:</b>	<b>22.</b>		
<b>Task statement:</b>	<b>Prepare the pile of wood</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>Wood stock;</li> <li>Size of pile of woods;</li> <li>Quantity of pile woods.</li> </ul> <b>Task:</b> Prepare the pile of wood. <b>Time:</b> 30 minutes /pile <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The wood stock is sawed into piles;</li> <li>The quantity and the size of the cut piles are matched with the given size and quantity.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Definition and importance of measurement and marking;</li> <li>Calculation of volume and its unit;</li> <li>Types of wood and timber;</li> <li>Definition of Pile and its shape and size.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Use safety shoes;</li> <li>Use safety gloves;</li> <li>Handle heavy items safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Calculator;</li> <li>Measuring tape;</li> <li>Marker pen.</li> </ul>		

<b>Task number:</b>	<b>23.</b>		
<b>Task statement:</b>	<b>Prepare plywood for furniture and decorative items</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>• Different size of plywood ;</li> <li>• Quantity of plywood;</li> <li>• Design of furniture and decorative items.</li> </ul> <b>Task:</b> Prepare plywood for furniture and decorative items. <b>Time:</b> 30 minutes /plywood preparation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The plywood is cut matching the given shape, size of furniture and decorative items;</li> <li>• The quantity of the cut plywood are matched with the quantity required for given furniture and decorative items.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Definition and types of plywood;</li> <li>• Calculation of area and its units;</li> <li>• Types of plywood and. board;</li> <li>• Plywood standard size.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Use safety shoes;</li> <li>• Use safety gloves;</li> <li>• Handle heavy items safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Calculator;</li> <li>• Measuring tape;</li> <li>• Marker pen.</li> </ul>		

<b>Task number:</b>	<b>24.</b>		
<b>Task statement:</b>	<b>Prepare the formica and lipping</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>• Quantity of formica and lipping;</li> <li>• Sample, size and color of stock formica and lipping.</li> </ul> <b>Task:</b> Prepare the formica and lipping. <b>Time:</b> 15 minutes /preparation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The edge of the cut formica is smooth;</li> <li>• The formica and lipping is prepared as per given size and color.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of formica, lipping and its types;</li> <li>• Thickness of formica and lipping;</li> <li>• Quality of formica and lipping;</li> <li>• Color of formica and lipping;</li> <li>• Points needed to be considered during preparation of fomica and lipping.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Use safety shoes;</li> <li>• Use safety gloves;</li> <li>• Handle brittle items safely;</li> <li>• Unroll lipping items gently.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Formica;</li> <li>• Glue.</li> </ul>		

<b>Task number:</b>	<b>25.</b>		
<b>Task statement:</b>	<b>Prepare chapra polish</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>Ratio of chapra and spirit;</li> <li>Total volume needed or to be prepared.</li> </ul> <b>Task:</b> Prepared chapra polish. <b>Time:</b> 60 minutes /preparation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Chapra and spirit is mixed in right quantity matching the given ratio;</li> <li>The chapra is dissolved completely.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of chapra polish;</li> <li>Usage of chapra polish;</li> <li>Materials used to prepare polish;</li> <li>Procedure for chapra polish preparation.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Use mask, safety gloves</li> <li>Prevent chapra polish from spilling and fire;</li> <li>Handle the spirit safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Bowl for chapra polish preparation, mixing rod, soft cotton cloth;</li> <li>Varnish, kerosene oil, thinner, chapra, spirit.</li> </ul>		

<b>Task number:</b>	<b>26.</b>		
<b>Task statement:</b>	<b>Operate table circular saw</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>Operation manual or SOP;</li> <li>Wood stock ready for cut.</li> </ul> <b>Task:</b> Operate table circular saw. <b>Time:</b> 10 minutes /operation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Size and grade of circular saw blade is mounted as per stock wood material;</li> <li>The gap between fence and saw blade is fixed parallel and the thickness of wood is given as a measurement;</li> <li>An angle is adjusted between the circular saw blade and the table top based on the marked wood stock;</li> <li>As the saw is started, the stock is driven forward firmly;</li> <li>A push stick is used to complete the last cut of the wood stock.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction of table circular saw machine;</li> <li>Types of circular saw machine;</li> <li>Types and grade of circular saw blade;</li> <li>Do's and Don'ts of operating table circular saw machine;</li> <li>Process and method of sawing wood stock.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE set;</li> <li>Check the machine safety feature before starting the machine;</li> <li>Use out feed tables/stands when appropriate;</li> <li>Disconnect power before changing blade;</li> <li>Do not start the machine with the blade engaged;</li> <li>Keep away from a moving blade;</li> <li>Never cut free-hand;</li> <li>Check stock for foreign objects;</li> <li>Use a push stick.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Table circular saw machine, slide wrench, circular saw blade, measuring tape, push stick.</li> </ul>		

<b>Task number:</b>	<b>27.</b>		
<b>Task statement:</b>	<b>Operate planner machines (sizer)</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>Sketch or drawing, marked pile of wood ;</li> <li>Total no of pile wood needed to be sized.</li> </ul> <b>Task:</b> Operate planner machines (sizer). <b>Time:</b> 20 minutes /operation (depends on the quantity and size of the pile of wood) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The gap between roller blade and machine table is adjusted parallel to thickness of wood;</li> <li>The stock is driven forward firmly after start of the machine;</li> <li>A push stick is used to complete the last cut of the wood stock;</li> <li>Planed wood surface is smooth;</li> <li>Total number of cut pile wood matches with the given quantity of pile woods.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction of planner machines (sizer) and its types;</li> <li>Operating process of planner machines (sizer);</li> <li>Process and method of sizing wood stock.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE set;</li> <li>Check the machine safety feature before starting the machine;</li> <li>Use out feed tables/stands when appropriate;</li> <li>Disconnect power before cleaning machine;</li> <li>Never cut free-hand.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Planner machine (sizer), slide wrench, planer roller blade, measuring tape;</li> <li>Set of machine accessories.</li> </ul>		

<b>Task number:</b>	<b>28.</b>		
<b>Task statement:</b>	<b>Operate drill machine</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>Sketch or drawing, marked pile of wood and desired drill bit and hole size.</li> </ul> <b>Task:</b> Operate drill machine. <b>Time:</b> 5 minutes /hole (depends on the no and size of the holes required to be drilled) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Machine is mounted with drill bit matching the size of hole required;</li> <li>RPM is set according to the cutting speed of work piece and drill bit material;</li> <li>Working piece or wood stock is aligned with machine spindle center mark;</li> <li>Working piece or wood stock is held strongly;</li> <li>The hole is drilled completely cylindrical and uncurled.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction of drilling, drilling machine and drill bits;</li> <li>Types and operation of drilling machines and types of drill bits;</li> <li>Calculation and setting of RPM in machine.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE set, check the machine safety feature before starting the machine.</li> <li>Use out feed tables/stands when appropriate.</li> <li>Disconnect power before changing drill bit and cleaning machine.</li> <li>Do not stop and start the machine while the drill bit engaged.</li> <li>Remove chips while feeding bit.</li> <li>Use coolant during drilling process.</li> <li>Chuck key is used for changing and loading drill bit in machine chuck.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Drill machine, drill bit, chuck key, marking tool, measuring tape;</li> <li>Steel hammer, set of spanner, right angle/try square.</li> </ul>		

<b>Task number:</b>	<b>29.</b>		
<b>Task statement:</b>	<b>Operate Jig saw machine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Sketch or drawing, marked pile of wood /plywood/ board;</li> <li>Template of different model.</li> </ul> <b>Task:</b> Operate Jig saw machine. <b>Time:</b> 15 minutes /operation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>A jig saw blade is loaded in the machine according to the softness of the material to be cut;</li> <li>Work material with marking is held firmly;</li> <li>Speed of reciprocating is set according to the softness of the material to be cut;</li> <li>As the saw is started, the machine is driven forward firmly;</li> <li>Cutting edge is straight to the fence of the machine.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction of jig saw machine and its types;</li> <li>Selection of saw blades based on their grade, length, and TPI;</li> <li>Template preparation method;</li> <li>Operation of jig saw machine.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE set;</li> <li>Check the jig saw blade to prevent the risk of kickbacks (operating with dull or broken teeth blade increase the risk of kickbacks);</li> <li>Do not attempt to force the jig saw through hard, stubborn material. If the blade won't cut, reverse it and try again;</li> <li>Avoid using jig saw in wet environment.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Jig saw machine, tool set for setting blade on machine;</li> <li>Scissor, paper cutter, template sheet, compass.</li> </ul>		

<b>Task number:</b>	<b>30.</b>		
<b>Task statement:</b>	<b>Operate wood router 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>Sketch or drawing, marked pile of wood/plywood;</li> <li>Template of different model and design for mold.</li> </ul> <b>Task:</b> Operate wood router machine. <b>Time:</b> 30 minutes /operation <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The shape of router bit is mounted on the machine matching the design given in sketch or drawing;</li> <li>The work material is positioned horizontally and firmly held;</li> <li>The surface of wood stock/plywood is engraved as marked line;</li> <li>The corners of wood stock are molded as per given shape;</li> <li>Mold surface is smooth.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction of mold and router machine</li> <li>Types of router machine and router bit.</li> <li>Process and method of operating router machine.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (<i>safety gloves, safety goggles, face mask</i>);</li> <li>Clampdown work material securely.</li> <li>Keep hands away from the rotating bit.</li> <li>Fit the table with a guard that cover the area above the bit.</li> <li>Turn off the router before making adjustment.</li> <li>Avoid forcing the router.</li> <li>Release the plunge lock.</li> <li>Hold the machine with both hands and press equally.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Wood router machine, router bit, template, marker pen;</li> <li>Slide wrench, screw driver; steel hammer; alien key</li> </ul>		

<b>Task number:</b>	<b>31.</b>		
<b>Task statement:</b>	<b>Operate cutter saw 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>• Sketch or drawing;</li> <li>• Marked pile of wood/plywood/board;</li> </ul> <b>Task:</b> Operate cutter saw machine. <b>Time:</b> 30 minutes operation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• A saw blade is loaded in the machine based on the softness of the material to be cut;</li> <li>• Work material with marking is held firmly;</li> <li>• Speed of saw blade is set according to the softness of the material to be cut;</li> <li>• Cutting edge is straight to the fence of the machine.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of cutter saw machine;</li> <li>• Types and operation of cutter saw machine;</li> <li>• Grade of saw blade.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety gloves, safety goggles, face mask, safety helmet);</li> <li>• Ensure all safety guards are in good working condition;</li> <li>• Ensure the saw's blade is sharp;</li> <li>• Keep power cable away from the working area;</li> <li>• Maintain good footing, when using the saw;</li> <li>• Clamp the work material securely;</li> <li>• Keep hands away from the rotating blade;</li> <li>• Turn off the machine before making adjustment;</li> <li>• Avoid forcing the machine;</li> <li>• Keep the saw clean.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Cutter saw machine;</li> <li>• Saw blade;</li> <li>• Allen key;</li> <li>• Slide wrench;</li> <li>• Screw driver;</li> <li>• Steel hammer.</li> </ul>		

<b>Task number:</b>	<b>32.</b>		
<b>Task statement:</b>	<b>Operate miter saw machine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	1
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sketch or drawing;</li> <li>• Marked pile of wood/plywood/board;</li> </ul> <b>Task:</b> Operate miter saw machine. <b>Time:</b> 30 minutes /operation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• A saw blade is loaded in the machine according to the softness of the material to be cut;</li> <li>• Work material with marking is held firmly on machine vice;</li> <li>• Speed of saw blade is set according to the softness of the material to be cut;</li> <li>• Miter angle is swiveled based on the work piece to be cut.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and types of miter saw machine;</li> <li>• Grade of saw blade;</li> <li>• Angles required to be maintained based on the design and types of material;</li> <li>• Operation process of miter saw machine.</li> </ul>		

<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE set;</li> <li>• Ensure all safety guards are in good working order before starting work;</li> <li>• Ensure the saw's blade is sharp, sharp blade is safer and work better;</li> <li>• Keep power cable away from the working area;</li> <li>• Maintain good footing, when using the saw;</li> <li>• Clamp work piece on miter vice securely;</li> <li>• Keep hands away from the rotating blade;</li> <li>• Turn off the machine before making adjustment;</li> <li>• Avoid forcing the machine;</li> <li>• Keep the saw clean.</li> </ul>
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Miter saw machine;</li> <li>• Saw blade;</li> <li>• Allen key;</li> <li>• Slide wrench;</li> <li>• Screw driver;</li> <li>• Steel hammer.</li> </ul>

<b>Task number:</b>	<b>33.</b>		
<b>Task statement:</b>	<b>Operate grinder machine</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>• Sketch or drawing;</li> <li>• Marked pile of wood /plywood/board;</li> <li>• Desired grinder wheel.</li> </ul> <b>Task:</b> Operate grinder machine. <b>Time:</b> 15 minutes /operation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• A grinding wheel is loaded in the machine according to the job nature of the material;</li> <li>• Work piece with marking is held firmly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of grinding machine;</li> <li>• Type of wheel (cutting wheel, grinding wheel, emery wheel, flap wheel, polishing wheel, buffing wheel, diamond wheel, wood sawing wheel etc.);</li> <li>• Operation of grinder machine;</li> <li>• Types of grinding machine (<i>Column type, small 4", large 7", bench type</i>).</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety gloves, safety goggles, face mask);</li> <li>• Never remove 'T' bar of the grinder machine;</li> <li>• Ensure the safety wheel guards are functional before starting work;</li> <li>• Make sure the grinder wheel is not blunted or cracked;</li> <li>• Keep power cables away from the working area;</li> <li>• Clamp work material on securely;</li> <li>• Keep hands away from the rotating wheel;</li> <li>• Turn off the machine before making adjustment;</li> <li>• Avoid forcing the machine;</li> <li>• Keep the saw clean.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Grinding wheel (cutting wheel, grinding wheel, emery wheel, flap wheel, polishing wheel, buffing wheel, diamond wheel, wood sawing wheel etc.);</li> <li>• Grinder machine;</li> <li>• C-clamp;</li> <li>• Vice grip;</li> <li>• Universal plier;</li> <li>• Screw driver;</li> <li>• Hook spanner.</li> </ul>		

<b>Task number:</b>	<b>34.</b>		
<b>Task statement:</b>	<b>Operate air compressor and spray gun</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>• Sketch or drawing;</li> <li>• Products made of wood, metal, or plastic;</li> <li>• The item needs to be polished by spray gun;</li> </ul> <b>Task:</b> Operate air compressor and spray gun. <b>Time:</b> 15 minutes /operation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Air pressure is made full in the air tank;</li> <li>• Air hose is connected in tank and spray gun without any leakage;</li> <li>• Products to be polish and spray are hanged;</li> <li>• Products are polished with gun by concentrating the polish area;</li> <li>• Compressor gun is used safely.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of air compressor and spray gun;</li> <li>• Types of air compressor;</li> <li>• Types of guns;</li> <li>• Advantages and disadvantages of the guns;</li> <li>• Operation of air compressor and spray gun.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety gloves, safety goggles, face mask);</li> <li>• Ensure the safety guards of air compressor are functional;</li> <li>• Use the undamaged air hose pipe (free from cracks);</li> <li>• Turn off the compressor before making adjustment.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Air compressor, air hose;</li> <li>• Compressor gun (spray gun, nail gun, blower and polishing gun);</li> <li>• Slide wrench, screw driver, steel hammer, universal plier.</li> </ul>		

<b>Task number:</b>	<b>35.</b>		
<b>Task statement:</b>	<b>Operate sanding machine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Finish products required to be polish;</li> <li>• Emery cloth roll.</li> </ul> <b>Task:</b> Operate sanding machine. <b>Time:</b> 15 minutes /operation. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• An emery cloth roll is sheared and loaded based on finish quality in a sanding machine;</li> <li>• Sanding is repeated based on the texture of the given finish product;</li> <li>• Surface of finish product and machine is cleaned.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of sanding machine;</li> <li>• Types of sanding machine;</li> <li>• Operation of sanding machine;</li> <li>• Grading and use of sand papers and emery cloth.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety gloves, safety goggles, face mask, safety helmet);</li> <li>• Turn off the sanding machine before adjustment;</li> <li>• Keep the surface area neat and clean.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Sanding machine;</li> <li>• Emery cloth roll of 50 meter (40 grit, 60 grit, 80 grit, 120 grit, 240 grit, 320 grit);</li> <li>• Rubber emery roll, slide wrench;</li> <li>• Screw driver, steel hammer, universal plier.</li> </ul>		



<b>Task number:</b>	<b>36.</b>		
<b>Task statement:</b>	<b>Operate wood work lathe machine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	1
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch or drawing;</li> <li>• Pile of wood ready to make cylindrical portions (hukka, railing stud etc.);</li> <li>• Design pattern/sample/photos.</li> </ul> <p><b>Task:</b> Operate wood work lathe machine.</p> <p><b>Time:</b> 30 minutes /operation.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Wood stock is loaded on machine between center of headstock and tailstock;</li> <li>• Tool rest is set along the length of the Woodstock with a minimum gap between the rotating wood stock and the tool rest;</li> <li>• The finish product is symmetrical cylinder with uniform and smooth surface;</li> <li>• Product is matched with sketch and drawing.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of wood work lathe machine;</li> <li>• Types of lathe and carpentry wood work lathe machine;</li> <li>• Types and usage of wood work lathe turning tool (skew tool, round nose scraper, parting tool, shear scraper, roughing gouge and spindle gouge);</li> <li>• Operation of wood work lathe machine.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (full face shield, safety goggles and hard hat face mask);</li> <li>• Ensure the safety guards are in working order before starting work;</li> <li>• Start a piece at a slower speed until the work pieces is balanced;</li> <li>• Ensure all locking devices on the tailstock and tool rest assembly are tight before operating the lathe;</li> <li>• Remove the tool rest before sanding or polishing;</li> <li>• Turn off the machine before making adjustment.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Wood working/turning lathe machine;</li> <li>• Wood turning tools (skew tool, round nose scraper, parting tool, shear scraper, roughing gouge and spindle gouge);</li> <li>• Slide wrench;</li> <li>• Outside, inside and odd leg caliper;</li> <li>• Vernier caliper;</li> <li>• Ruler/scale;</li> <li>• Measuring tape;</li> <li>• Marker pen;</li> <li>• Gauges, (radius/profile);</li> <li>• Pencil;</li> <li>• Emery cloth;</li> <li>• Flat file;</li> <li>• Half round file;</li> <li>• Triangular file;</li> <li>• Round file;</li> <li>• Square file;</li> </ul>		

<b>Task number:</b>	<b>37.</b>		
<b>Task statement:</b>	<b>Apply wood work chisel</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>• Sketch or drawing;</li> <li>• Marked wood pile /plywood/board;</li> <li>• Design and size.</li> </ul> <b>Task:</b> Apply wood work chisel. <b>Time:</b> 15 minutes /application. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The excess material is removed from the wood pile/plywood/board matching the given design and size;</li> <li>• Surface is cleaned and plane.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of wood working chisel;</li> <li>• Types of wood working chisel (Ashley lies chisel, Nares chisels, Japanese chisels, Cabinet maker's chisels, framing chisels, millwright chisels, sipwright chisels, wood turning chisels, carving chisels);</li> <li>• Use of wood working chisel.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety gloves, safety shoes, safety goggles);</li> <li>• Handle chisels safely;</li> <li>• Avoid cracked/broken handle chisels.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Wood working chisel;</li> <li>• Mallet;</li> <li>• Marking gauge (khatkas);</li> <li>• Pencil;</li> <li>• Measuring tape;</li> <li>• Try Square.</li> </ul>		

<b>Task number:</b>	<b>38.</b>		
<b>Task statement:</b>	<b>Use hand plane</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>• Sketch or drawing;</li> <li>• Marked wood pile.</li> </ul> <b>Task:</b> apply hand plane. <b>Time:</b> 30 minutes /application. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Razor-sharp blade of the Hand plane is placed at a precise angle at the bottom, or shoe, of the plane;</li> <li>• Wood stock is held with stopper;</li> <li>• A very thin shaving of the wood pile is cut when the plane is pushed forward;</li> <li>• Surface of wood pile is made flat, smooth, plane and straight.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of hand plane;</li> <li>• Types and usage of hand plane;</li> <li>• Do's and don'ts of using hand plane;</li> <li>• Meaning and cutting geometry of blade;</li> <li>• Process and method of planning the surface of wood stock;</li> <li>• Process of blade adjustment.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• The blade is razor-sharp, be careful whenever moving the place.</li> <li>• Never trace a hand or any part of body in front of the plane during use.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Hand plane and white stone;</li> <li>• Screw driver, clamps;</li> <li>• Sharpening oil; measuring tape; try square.</li> </ul>		

<b>Task number:</b>	<b>39.</b>		
<b>Task statement:</b>	<b>Apply hand saw</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>• Sketch or drawing;</li> <li>• Marked pile of wood.</li> </ul> <b>Task:</b> Apply hand saw. <b>Time:</b> 10 minutes /application (depends on the quantity of the wood required to be cut) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The measured and marked line of wood material is placed on a position for sawing;</li> <li>• Pile of wood is cut in line maintaining straightness.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of hand saw;</li> <li>• Types of hand saw;</li> <li>• Use of hand saw;</li> <li>• Do's and don'ts of using hand saw.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety gloves, safety goggles, face mask);</li> <li>• Hold the saw by only one hand and cut forward and backward.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Hand saw;</li> <li>• Pencil;</li> <li>• Measuring tape;</li> <li>• Steel rule;</li> <li>• Try square.</li> </ul>		

<b>Task number:</b>	<b>40.</b>		
<b>Task statement:</b>	<b>Make the butt joint</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>• Sketch or drawing;</li> <li>• Marked wood parts ready to join.</li> </ul> <b>Task:</b> Make the butt joint. <b>Time:</b> 10 minutes /joint <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Butt joints are fastened together firmly with nails or screws;</li> <li>• Gaps between joints are minimized and joints are well aligned.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Definition of joints in wood working and butt joint;</li> <li>• Types and applications of butt joints;</li> <li>• Advantage and disadvantage of butt joints;</li> <li>• The dos and don'ts of making butt joints.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety gloves, safety goggles, safety shoes);</li> <li>• Use back support with bracket during strengthening of the butt joint.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Nail;</li> <li>• Screw;</li> <li>• Mallet;</li> <li>• Hammer;</li> <li>• Chisel;</li> <li>• Tri-square</li> <li>• Measuring tape;</li> <li>• Planner;</li> <li>• Hand saw.</li> </ul>		

<b>Task number:</b>	<b>41.</b>		
<b>Task statement:</b>	<b>Construct dovetail joint</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>Sketch or drawing;</li> <li>Marked wood parts ready to joint.</li> </ul> <b>Task:</b> Construct dovetail joint. <b>Time:</b> 20 minutes /joint. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Joints are fastened together firmly by using more than two female and male dovetails;</li> <li>Gaps between joints are minimized and joints are well aligned;</li> <li>Joint is stable and strong.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of dovetail joint.</li> <li>Types and applications of dovetail joints;</li> <li>Advantage and disadvantage of dovetail joints;</li> <li>The dos and don'ts of making dovetail joints.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (<i>safety goggles, safety gloves, safety shoes</i>);</li> <li>Use wood adhesive and nailing for strengthening the joint.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Nail;</li> <li>Screw;</li> <li>Mallet;</li> <li>Hammer;</li> <li>Chisel;</li> <li>Tri-square;</li> <li>Measuring tape;</li> <li>Planner;</li> <li>Hand saw.</li> </ul>		

<b>Task number:</b>	<b>42.</b>		
<b>Task statement:</b>	<b>Construct lap joint</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>Sketch or drawing;</li> <li>Marked wood parts ready to joint.</li> </ul> <b>Task:</b> Construct lap joint. <b>Time:</b> 10 minutes /joint. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Joints are fastened together firmly with nails or screws;</li> <li>Half lap joints are fastened together firmly by using two members notched to half thickness and lapped on each other with the face flush;</li> <li>Gaps between joints are minimized and joints are well aligned;</li> <li>Joint is stable and strong.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of lap joint, its types and applications;</li> <li>Advantage and disadvantage of lap joints;</li> <li>The procedure for making lap joints.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (<i>safety goggles, safety gloves, safety shoes</i>);</li> <li>Use wood adhesive and nailing for strengthening the joint.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Nail, screw, mallet, hammer;</li> <li>Chisel, tri-square. measuring tape;</li> <li>Planner;</li> <li>Hand saw.</li> </ul>		

<b>Task number:</b>	<b>43.</b>		
<b>Task statement:</b>	<b>Construct miter joint</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>Sketch or drawing;</li> <li>Marked wood parts ready to joint.</li> </ul> <b>Task:</b> Construct miter joint. <b>Time:</b> 10 minutes /joint. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Joints are securely fastened by using more than two female and male dovetails, locking sandwiches, and two parts notch to half thickness and lapped on each other with their faces flush;</li> <li>Gaps between joints are minimized and joints are well aligned;</li> <li>Joint is stable and strong.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of miter joint;</li> <li>Types and applications of miter joints;</li> <li>Advantage and disadvantage of miter joints;</li> <li>The dos and don'ts of making miter joints.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>Use wood adhesive and nailing for strengthening the joint.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Nails, screws;</li> <li>Mallet;</li> <li>Hammer;</li> <li>Chisel;</li> <li>Tri-square;</li> <li>Measuring tape;</li> <li>Planner; hand saw.</li> </ul>		

<b>Task number:</b>	<b>44.</b>		
<b>Task statement:</b>	<b>Construct mortise and tenon joint</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>Sketch or drawing;</li> <li>Marked wood parts ready to joint.</li> </ul> <b>Task:</b> Construct mortise and tenon joint. <b>Time:</b> 20 minutes /joint. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Joints are additionally fastened by wood adhesive, nails and screws and locking sandwiches;</li> <li>Gaps between joints are minimized and joints are well aligned;</li> <li>Joint is stable and strong.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of mortise joint and tenon joints;</li> <li>Types and applications of mortise joint and tenon joints;</li> <li>Advantage and disadvantage of mortise and tenon joints;</li> <li>The dos and don'ts of making mortise and tenon joints.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Nails, screws;</li> <li>Mallet, hammer;</li> <li>Chisel;</li> <li>Tri-square;</li> <li>Measuring tape;</li> <li>Planner; hand saw.</li> </ul>		

<b>Task number:</b>	<b>45.</b>		
<b>Task statement:</b>	<b>Construct dado joint</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Sketch or drawing;</li> <li>Marked wood parts ready to joint;</li> </ul> <b>Task:</b> Construct dado joint. <b>Time:</b> 10 minutes /joint <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Joints are additionally fastened by wood adhesive, nails and screws;</li> <li>Gaps between joints are minimized and joints are well aligned;</li> <li>Joint is stable and strong.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of dado joints, types and applications;</li> <li>Advantage and disadvantage of dado joints;</li> <li>The dos and don'ts of making dado joints.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Nail;</li> <li>Screw;</li> <li>Mallet;</li> <li>Hammer;</li> <li>Chisel;</li> <li>Tri-square;</li> <li>Measuring tape;</li> <li>Planner;</li> <li>Hand saw;</li> <li>Khatkas.</li> </ul>		

<b>Task number:</b>	<b>46.</b>		
<b>Task statement:</b>	<b>Construct rabbit joint</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Sketch or drawing;</li> <li>Marked wood parts ready to joint.</li> </ul> <b>Task:</b> Construct rabbit joint. <b>Time:</b> 20 minutes /joint. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Joints are additionally fastened by wood adhesive, nails and screws;</li> <li>Gaps between joints are minimized and joints are well aligned;</li> <li>Joint is stable and strong.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning of rabbit joint, types and applications;</li> <li>Advantage and disadvantage of rabbit joints;</li> <li>The procedure of making rabbit joints.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Nails;</li> <li>Screws;</li> <li>Mallet;</li> <li>Hammer;</li> <li>Chisel;</li> <li>Tri-square;</li> <li>Measuring tape;</li> <li>Planner, hand saw, khatkas.</li> </ul>		

<b>Task number:</b>	<b>47.</b>		
<b>Task statement:</b>	<b>Make door and window frame</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>• Sketch or drawing;</li> <li>• Pile of wood with marked for door and window frame;</li> <li>• Design and size.</li> </ul> <b>Task:</b> Make door and window frame. <b>Time:</b> 5 hours /frame. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• External dimension of the door/window frame is matched with door/window opening;</li> <li>• Stop molding is made according to the frame size of door/window casing;</li> <li>• The joint between a lintel, sill and jamb is secured by constructing a mortise and tenon joint;</li> <li>• Corners of the door/window frame is chamfered;</li> <li>• Door/window frame is safeguarded with temporary bracing;</li> <li>• Surface of the door/window frame is smooth.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of door and window frame and its importance;</li> <li>• Different design and size of the door/window frames;</li> <li>• The procedure of making door/window frame.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Hand saw; T-bar clamp; right angle clamp; mallet;</li> <li>• Chisel; tri-square; measuring tape; planner;</li> <li>• Khatkas; table circular saw; hammer; nail; wood adhesive.</li> </ul>		

<b>Task number:</b>	<b>48.</b>		
<b>Task statement:</b>	<b>Make a simple stool</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>• Sketch or drawing;</li> <li>• Pile of wood prepared for stool;</li> <li>• Hardware and polish materials.</li> </ul> <b>Task:</b> Make a simple stool. <b>Time:</b> 5 hours /stool. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Legs, stretcher, crossbar and seating top are prepared according to the sketch or drawing provided;</li> <li>• Joints between Legs, and stretcher is secured by mortise and tenon joints;</li> <li>• The top of the seating is centered and secured with nails and screws;</li> <li>• Stool corners are uniformly rounded;</li> <li>• The surface of the stool has been polished smoothly;</li> <li>• Stool is maintained at a stable level.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of stool and its importance;</li> <li>• Different shape and size of stools;</li> <li>• The procedure of making stool.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Pile of wood; hand saw; mallet; chisel; tri-square</li> <li>• Measuring tape; planner; khatkas; table circular saw;</li> <li>• Hammer; nail; adhesive; miter saw; polishing material...</li> </ul>		

<b>Task number:</b>	<b>49.</b>		
<b>Task statement:</b>	<b>Make a coffee/tea table</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	3	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch with dimension;</li> <li>• Pile of wood prepared for stool;</li> <li>• Hardware and polish materials.</li> </ul> <p><b>Task:</b> Make a coffee/tea table.</p> <p><b>Time:</b> 5 hours /table.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Legs, stretcher, cross bar and table top are prepared according to the sketch or drawing provided;</li> <li>• Joints between legs, and stretcher is secured by mortise and tenon joints;</li> <li>• The table top is pasted with formica and listics with center aligned;</li> <li>• The table top is secured with nails and screws;</li> <li>• Table corners are uniformly rounded;</li> <li>• The surface of the table has been polished smoothly;</li> <li>• Table is maintained at a stable level.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of tea/coffee table;</li> <li>• Different shape and size of tea/coffee table;</li> <li>• Process and method of building tea/coffee table.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Pile of wood;</li> <li>• Hand saw;</li> <li>• Mallet;</li> <li>• Chisel;</li> <li>• Tri-square;</li> <li>• Measuring tape;</li> <li>• Planner;</li> <li>• Khatkas;</li> <li>• Table circular saw;</li> <li>• Hammer;</li> <li>• Nail;</li> <li>• Adhesive;</li> <li>• Miter saw;</li> <li>• Polishing material</li> <li>• Wood lipping;</li> <li>• Formica;</li> <li>• Wood adhesive.</li> </ul>		



<b>Task number:</b>	<b>50.</b>		
<b>Task statement:</b>	<b>Make an office table</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>• Sketch with dimension;</li> <li>• Pile of wood prepared for office table;</li> <li>• Formica and wood lipping;</li> <li>• Hardware and polish materials.</li> </ul> <p><b>Task:</b> Make an office table.  <b>Time:</b> 18 hours /table.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Footing, stretcher, cross bar, drawer and table top are prepared according to the sketch or drawing provided;</li> <li>• Joints are secured by butt, dado, lap and mortise and tenon joints;</li> <li>• The table top is pasted with formica and wood lipping.</li> <li>• A well-pressed formica is free of air bubbles;</li> <li>• The table top is aligned and secured with nails and screws;</li> <li>• The drawer and hinges are solidly attached;</li> <li>• Table corners are uniformly chamfered;</li> <li>• The surface of the table has been polished smoothly;</li> <li>• Table is maintained at a stable level.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and types of office table;</li> <li>• Different shape and size of office table;</li> <li>• Process and method of pressing formica and lipping.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Pile of wood;</li> <li>• Hand saw;</li> <li>• Mallet;</li> <li>• Chisel;</li> <li>• Tri-square</li> <li>• Measuring tape;</li> <li>• Planner;</li> <li>• Khatkas;</li> <li>• Hammer;</li> <li>• Nail;</li> <li>• Wood adhesive;</li> <li>• Miter saw;</li> <li>• Formica;</li> <li>• Lipping/list;</li> <li>• Hardware fittings;</li> <li>• plywood;</li> <li>• Screw driver.</li> </ul>		

<b>Task number:</b>	<b>51.</b>		
<b>Task statement:</b>	<b>Make a dressing table</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch with dimension;</li> <li>• Plywood prepared for table;</li> <li>• Formica, hardware and polish materials.</li> </ul> <p><b>Task:</b> Make a dressing table.</p> <p><b>Time:</b> 21 hours /table.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Footing, side panel, drawer and top panel are prepared according to the sketch or drawing provided;</li> <li>• Joints are secured by butt, dado and lap joints;</li> <li>• The side panels and table top is pasted Formica and lipping. A well-pressed Formica is free of air bubbles;</li> <li>• The drawer and hinges are solidly attached;</li> <li>• Table corners are uniformly chamfered;</li> <li>• The surface of the table has been polished smoothly.</li> <li>• Table is maintained at a stable level;</li> <li>• Dressing table is assembled as per given design and size;</li> <li>• Joint is stable and strong;</li> <li>• Mirror/glass is fitted tightly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and types of dressing table;</li> <li>• Different shape and size of dressing table;</li> <li>• Method of fitting glass mirror.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Glass mirror;</li> <li>• Glass;</li> <li>• Adhesive;</li> <li>• Miter saw;</li> <li>• Formica;</li> <li>• Lipping/listick;</li> <li>• Plywood;</li> <li>• Hardware;</li> <li>• Screw driver;</li> <li>• Hand saw;</li> <li>• Mallet;</li> <li>• Chisel;</li> <li>• Tri-square;</li> <li>• Measuring tape;</li> <li>• Planner;</li> <li>• Khatkas.</li> </ul>		

<b>Task number:</b>	<b>52.</b>		
<b>Task statement:</b>	<b>Make a cushion chair</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>• Sketch or drawing;</li> <li>• Pile of wood prepared for chair;</li> <li>• Hardware, cushion and polish materials;</li> </ul> <p><b>Task:</b> Make a cushion chair.</p> <p><b>Time:</b> 5 hours /chair.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Legs, stretcher, crossbar and seating top are prepared according to the sketch or drawing provided;</li> <li>• Joints between Legs, and stretcher is secured by mortise and Tenon joints;</li> <li>• The top of the seating is centered and secured with nails and screws;</li> <li>• Chair corners are uniformly rounded;</li> <li>• The surface of the chair has been polished smoothly;</li> <li>• Chair is maintained at a stable level;</li> <li>• Cushion chair is assembled as per given design and size;</li> <li>• Joint is stable, strong and well aligned;</li> <li>• Fabric is stitched tightly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of cushion chair;</li> <li>• Different size and shape of cushion chair;</li> <li>• Process and method of building cushion chair;</li> <li>• Introduction of PVC foam and fabric;</li> <li>• Process of stitching fabric.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Scissor;</li> <li>• Paper cutter;</li> <li>• Dendrite adhesive;</li> <li>• Nail;</li> <li>• Screw;</li> <li>• Miter saw;</li> <li>• Plywood;</li> <li>• Screw driver;</li> <li>• Hand saw;</li> <li>• Mallet;</li> <li>• Chisel;</li> <li>• Tri-square;</li> <li>• Measuring tape;</li> <li>• Planner;</li> <li>• Khatkas;</li> <li>• Hammer;</li> <li>• Formica.</li> </ul>		

<b>Task number:</b>	<b>53.</b>		
<b>Task statement:</b>	<b>Assemble low-bed</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	3	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch or drawing;</li> <li>• Pile of wood/plywood prepared for low bed;</li> <li>• Hardware and polish materials.</li> </ul> <p><b>Task:</b> Assemble low-bed.  <b>Time:</b> 5 hours /bed.  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Bed frame, stretcher, cross bar and drawer are prepared according to the given sketch or drawing;</li> <li>• Joints are secured by butt, dado, lap and nut and bolts joints;</li> <li>• The bed side is Formica pasted. A well-pressed Formica is free of air bubbles;</li> <li>• The bed side and bottom is secured with nails and screws;</li> <li>• The drawer and hinges are solidly attached;</li> <li>• Bed corners are uniformly chamfered;</li> <li>• The surface of the low bed is polished;</li> <li>• Low bed is maintained at a stable level;</li> <li>• Low bed is assembled as per given design and size;</li> <li>• Joint is stable and strong.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of low bed and its types;</li> <li>• Different designs of low bed.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Plywood, pile of wood, wood adhesive, formica, miter saw, nail;</li> <li>• Screws, screw driver, slide wrench, measuring tape, hammer.</li> </ul>		

<b>Task number:</b>	<b>54.</b>		
<b>Task statement:</b>	<b>Assemble modular rack</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>• Sketch or drawing;</li> <li>• Pile of wood/plywood prepared for low bed;</li> <li>• Formica and PVC lipping</li> <li>• Hardware and polish materials.</li> </ul> <p><b>Task:</b> Assemble modular rack  <b>Time:</b> 24 hours /rack.  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Modular rack frame, casing and drawer are prepared according to the given sketch or drawing.</li> <li>• Joints are secured by butt, dado and nails and screws joints.</li> <li>• The rack side and front is Formica pasted. Formica is well-pressed and free of air bubbles.</li> <li>• The drawer and hinges are solidly attached.</li> <li>• Basket and handles are fixed stable and strong</li> <li>• Casing is attached with magnet locks.</li> <li>• The surface of the rack is polished.</li> <li>• Modular rack is maintained at a stable level;</li> <li>• Modular rack is assembled as per given design and size;</li> <li>• Joint is stable and strong;</li> <li>• Wall fixing is tight and stable.</li> </ul>		

<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of modular rack;</li> <li>• Types and usages of modular rack</li> <li>• Knowledge on color combination and matching.</li> </ul>
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Adhesive;</li> <li>• Formica and lipping;</li> <li>• Paper cutter;</li> <li>• Plywood;</li> <li>• Nail and screw;</li> <li>• Planer;</li> <li>• Screw driver.</li> <li>• Hardware/ channel</li> <li>• Measuring tape;</li> <li>• Grips or clip;</li> <li>• Auto Hinge;</li> <li>• Magnet locks;</li> <li>• Basket;</li> <li>• Handle;</li> <li>• Locks.</li> </ul>

<b>Task number:</b>	<b>55.</b>		
<b>Task statement:</b>	<b>Fix stair case stud railing (hukka)</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	1
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch of staircase with stud railing;</li> <li>• Design and size of stud (hukka);</li> <li>• Stair case parts (pillar, handle, main column);</li> </ul> <p><b>Task:</b> Fix stair case stud railing (hukka).</p> <p><b>Time:</b> 24 hours /staircase. (depends on the nos of hukka and length of staircase)</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Hukka fitted stair case is assembled as per given design and size;</li> <li>• Railing is posted perpendicular to the stair floor;</li> <li>• Railing is gripped strongly on the stair floor;</li> <li>• Intermittently, the railing is positioned parallel and in one direction;</li> <li>• Grip handle is laid and secured with each stud railing;</li> <li>• Joint between handle and stud is well aligned.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction about stair case railing;</li> <li>• Types and usage of stud railing;</li> <li>• Process of assembling stud railing in staircase.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely;</li> <li>• Strictly follow safety rules while working at heights and with cantilevers.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Stud railing (hukka);</li> <li>• Hand drill machine;</li> <li>• Hammer;</li> <li>• Angle grinder;</li> <li>• Wood adhesive;</li> <li>• Nail and screws;</li> <li>• Metal grip;</li> <li>• Screw driver;</li> <li>• Slide wrench;</li> <li>• Miter saw.</li> </ul>		

<b>Task number:</b>	<b>56.</b>		
<b>Task statement:</b>	<b>Fix wall panels</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	3	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch or drawing of wall panel with joint design;</li> <li>• Panel strip and skirting strip prepared for wall panel;</li> <li>• Formica, PVC/wood lipping;</li> <li>• Hardware and polish materials.</li> </ul> <p><b>Task:</b> Fix wall panels.</p> <p><b>Time:</b> 8 hours /panel (depends on the area of wall pannel required to be fixed).</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The wall panel base strips are aligned with the wall surface according to the drawing;</li> <li>• Strips of wall paneling are laid into shiplap joint to interlock, according to the given design;</li> <li>• The gap between the wall panels is minimized and secured with adhesive and nails;</li> <li>• The skirting at top, bottom, and sides is fixed as per the plan;</li> <li>• The finishing and polishing are done according to the customer's choice.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and types of wall paneling;</li> <li>• Definition and purpose of skirting;</li> <li>• Design and size of wall paneling and skirting;</li> <li>• Method and process of wall paneling.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely;</li> <li>• Handle the wood based panels safely (incorrectly handling wood based panels can result strain and sprain injuries, hand and back injuries, laceration to the hand and crush injuries).</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Panel strips, planer, hand drill, hammer, grinder;</li> <li>• Grip, adhesive, nails and screws, metal grip;</li> <li>• Screw driver, miter saw, molding machine.</li> </ul>		

<b>Task number:</b>	<b>57.</b>		
<b>Task statement:</b>	<b>Perform parquet flooring</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch or drawing of parquet floor with joint design;</li> <li>• Parquet panels and PVC foam sheet;</li> <li>• Skirting strips;</li> <li>• Hardware and polish materials.</li> </ul> <p><b>Task:</b> Perform parquet flooring.</p> <p><b>Time:</b> 4 hours /event (depends on floor area).</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• A PVC foam sheet is laid over the floor to absorb moisture, as per the plan;</li> <li>• Panels of parquet are laid into shiplap joint to interlock, according to the given design;</li> <li>• The gap between the parquet panels is minimized and secured with adhesive and nails;</li> <li>• The skirting at sides is fixed as per the plan;</li> <li>• The finishing and polishing are done according to the customer's choice;</li> <li>• The floor surface level is maintained.</li> </ul>		

<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and types of floor parqueting;</li> <li>• Definition and purpose of skirting;</li> <li>• Design of parqueting and skirting;</li> <li>• Method and process of floor parqueting.</li> </ul>
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (<i>safety goggles, safety gloves, safety shoes</i>);</li> <li>• Use hand tools safely.</li> </ul>
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Parquet panels;</li> <li>• Planer;</li> <li>• Hand drill;</li> <li>• Hammer;</li> <li>• Grinder;</li> <li>• Grip;</li> <li>• Adhesive;</li> <li>• Nail and screws;</li> <li>• Metal grip;</li> <li>• Screw driver;</li> <li>• Miter saw;</li> <li>• Molding machine.</li> </ul>

<b>Task number:</b>	<b>58.</b>		
<b>Task statement:</b>	<b>Install wooden shutters</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch or drawing of shutters for door/windows;</li> <li>• Design and size;</li> <li>• Pile of wood/plank/board;</li> <li>• Hardware for shutters.</li> </ul> <p><b>Task:</b> Install wooden shutters.  <b>Time:</b> 6 hours /installation.  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The shutter frame is made according to the size and design;</li> <li>• The joint between the top rail, bottom rail, divider rail, and stile of a shutter frame is secured using mortise and Tenon joints;</li> <li>• The louver and tilt bar are mounted in the center of the frame and work smoothly;</li> <li>• The corners of the frame are molded, with a smooth finish;</li> <li>• Shutter assembly and door frame are hinged and operate smoothly;</li> <li>• Assembled and fixed in door and window frames according to design and sizes given;</li> <li>• The hardware is installed/fixed tightly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Definition of shutter for door and windows;</li> <li>• Introduction and method of seasoning wood;</li> <li>• Design, shape and size of door/window panel;</li> <li>• Dos and don'ts of installing wooden shutters for door and windows.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (<i>safety goggles, safety gloves, safety shoes</i>);</li> <li>• Handle tools safely;</li> <li>• Prevent sever injuries from incorrect handling of wood based panels.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Planer;</li> <li>• Hand drill;</li> <li>• Hammer;</li> <li>• Nail and screws;</li> <li>• Adhesive;</li> <li>• Miter saw;</li> <li>• Molding machine;</li> <li>• Table circular saw.</li> </ul>		

<b>Task number:</b>	<b>59.</b>		
<b>Task statement:</b>	<b>Install wooden false ceiling</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Diagram with support frame;</li> <li>• Design and size;</li> <li>• Pile of wood/plank/board/plywood;</li> <li>• Corner skirts with molds;</li> <li>• Hardware;</li> </ul> <p><b>Task:</b> Install wooden false ceiling.  <b>Time:</b> 12 hours / installation (depends on false ceiling area).  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The false ceiling frame are aligned with the ceiling surface according to the drawing;</li> <li>• Beam frame are laid by butt joint to link according to the given diagram;</li> <li>• Wooden panels/strips are fixed on frame securing nails;</li> <li>• The gap between the panel/strips is minimized and secured with adhesive;</li> <li>• The skirting at side corners is fixed as per the plan;</li> <li>• The finishing and polishing are done according to the customer's choice.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Definition and types of false ceiling;</li> <li>• Purpose of fixing false ceiling frame;</li> <li>• Different design, shape and size of false ceiling;</li> <li>• Procedure for installing wooden false ceiling.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Planer;</li> <li>• Hand drill;</li> <li>• Hammer;</li> <li>• Nails, screws and Screw driver;</li> <li>• Adhesive;</li> <li>• Miter saw;</li> <li>• Router machine.</li> </ul>		

<b>Task number:</b>	<b>60.</b>		
<b>Task statement:</b>	<b>Fix partition</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>• Diagram of layout and partition;</li> <li>• Design and size;</li> <li>• Pile of wood/plank/board/plywood;</li> <li>• Skirts strips with mold;</li> <li>• Hardware's.</li> </ul> <p><b>Task:</b> Fix partition.  <b>Time:</b> 4 hours - minimum (depends on area of partition).  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The partition frames are aligned perpendicular with the floor surface according to the layout diagram;</li> <li>• Framing parts are laid into butt joint and lap joint to link each other, according to the given design;</li> <li>• Framing parts are covered by plywood/board and secured with adhesive and nails;</li> <li>• The skirting at bottom, and sides is fixed as per the plan;</li> <li>• The finishing and polishing are done according to the customer's choice.</li> </ul>		



<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Definition and types of partition;</li> <li>• Types and usages of partition;</li> <li>• Design, shape and size of partition;</li> <li>• Procedure for installing wooden false ceiling.</li> </ul>
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Planer;</li> <li>• Hand drill;</li> <li>• Hammer;</li> <li>• Nail and screws;</li> <li>• Adhesive;</li> <li>• Miter saw;</li> <li>• Router machine.</li> <li>• Measuring tape;</li> <li>• Screw driver.</li> </ul>

<b>Task number:</b>	<b>61.</b>		
<b>Task statement:</b>	<b>Install glazed glass in the window</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Finished window shutters;</li> <li>• List of raw materials;</li> <li>• Glasses that match window units.</li> <li>• Hardware's;</li> </ul> <p><b>Task:</b> Install glazed glass in the window.  <b>Time:</b> 10 minutes /installation (depends on the quantity of glazed glass).  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Glasses are marked and separated according to the units of window;</li> <li>• The sizes of listicks (wooden strips) are prepared as per glass and shutter mold;</li> <li>• Install the glass at window units by applying putty or laying cotton to all sides and securing with listics (wooden strips);</li> <li>• Glazed glass are cleaned with kerosene/soap water/cleaning agent.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction of glass and glazed glass;</li> <li>• Types and use of installing glazed glass;</li> <li>• Method and procedure of installation glazed glass;</li> <li>• Method of cutting glass.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE;</li> <li>• Handle glass safely;</li> <li>• Use suction glass holder for big and large glass;</li> <li>• Request seniors to cut glass as it is relatively danger for beginners.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Glass cutter; ruler;</li> <li>• Universal plier;</li> <li>• peen hammer;</li> <li>• Kerosene/tarpon oil;</li> <li>• Nail (1" normal and thin small head);</li> <li>• Rip saw;</li> <li>• Chisel (Ramos);</li> <li>• Scissor;</li> <li>• Measuring tape;</li> <li>• Jack planer;</li> <li>• Wood strip/mold strip;</li> <li>• Glass putty;</li> <li>• Cello tape (2" wide);</li> <li>• Cotton cleaning cloth.</li> </ul>		

<b>Task number:</b>	<b>62.</b>		
<b>Task statement:</b>	<b>Fit locks</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>Design and size of locks;</li> <li>Units of drawer/glazed/door).</li> </ul> <b>Task:</b> Fit locks. <b>Time:</b> 30 minutes /lock. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The lock is fitted according to the design and size given;</li> <li>Locks are functionally installed on the door;</li> <li>Lock is stable and strong;</li> <li>Key hole is matched with key.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of locks;</li> <li>Types and application of locks;</li> <li>Procedure for fitting locks.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Locks;</li> <li>Hand drill;</li> <li>Drill bits;</li> <li>Chisel;</li> <li>Hammer;</li> <li>Measuring tape;</li> <li>Right angle;</li> <li>Nail and screws;</li> <li>Screw driver.</li> </ul>		

<b>Task number:</b>	<b>63.</b>		
<b>Task statement:</b>	<b>Fix sliding wheel</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	3	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Design and size of door;</li> <li>Units of door.</li> </ul> <b>Task:</b> Fix sliding wheel. <b>Time:</b> 15 minutes /fixing <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The sliding wheel is fitted according to the design and size given;</li> <li>The sliding wheel is functionally installed on the movable door panel;</li> <li>The sliding wheel is positioned on its sliding rail;</li> <li>Door panel is functioned smoothly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of sliding door;</li> <li>Types and application of sliding wheel;</li> <li>Procedure for fitting sliding wheel.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Slide wrench;</li> <li>Hand drill;</li> <li>Measuring tape;</li> <li>Screws, chisel;</li> <li>Sliding wheel;</li> <li>Screw driver.</li> </ul>		

<b>Task number:</b>	<b>64.</b>		
<b>Task statement:</b>	<b>Fix door accessories (knob, handle and door stopper)</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>Design and size of door;</li> <li>Parts (drawer, glass, door stopper, tower bolt and knob).</li> </ul> <b>Task</b> Fix door accessories (knob, handle, tower bolt and door stopper). <b>Time:</b> 15 minutes /set of door accessories. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Knobs, handles, tower bolt and door stoppers are fixed according to the usual location;</li> <li>Knob, handle and door stopper are well aligned and stable;</li> <li>A fixed handle, a door stopper, and a knob operate smoothly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and uses of door accessories;</li> <li>Types of Knob, handle, tower bolt and door stopper;</li> <li>Procedure for fitting door accessories.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Hand drill;</li> <li>Hammer;</li> <li>Measuring tape;</li> <li>screw;</li> <li>Chisel;</li> <li>Screw driver.</li> </ul>		

<b>Task number:</b>	<b>65.</b>		
<b>Task statement:</b>	<b>Fix the hinges</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>Design and size of door/window;</li> <li>Types and numbers of hinges, (butt hinges, auto hinges, cabinet hinges, restrictors).</li> </ul> <b>Task:</b> Fix the hinges. <b>Time:</b> 15 minutes /set of hinges. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Hinges are matched with given design and size;</li> <li>Hinges are fixed at the designed/usual location;</li> <li>Hinges are well aligned and stable;</li> <li>At least 3 hinges for door panel and 2 hinges for other panels are fitted;</li> <li>No of hinges in the panel is matched with the given design;</li> <li>Hinges fixed door and windows are operate smoothly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and uses of door and windows hinges;</li> <li>Types of hinges (butt hinges, auto hinges, cabinet hinges, restrictors);</li> <li>Procedure for fitting hinges.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Hand drill;</li> <li>Hammer;</li> <li>Measuring tape;</li> <li>screw;</li> <li>Chisel;</li> <li>Screw driver.</li> </ul>		

<b>Task number:</b>	<b>66.</b>		
<b>Task statement:</b>	<b>Fix drawer channel</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	3	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site or location;</li> <li>• Design and size of drawer.</li> </ul> <b>Task:</b> Fix drawer channel. <b>Time:</b> 15 minutes /channel. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Drawer channel is fixed according to the design of drawer location;</li> <li>• Channel location is marked parallel to both side of the drawer;</li> <li>• Fixed on as its screw position;</li> <li>• Drawer channel is well aligned and stable;</li> <li>• Channel fixed drawer is operating smoothly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and uses of drawer channel;</li> <li>• Types of drawer channel;</li> <li>• Procedure for fitting drawer channel.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Hand drill;</li> <li>• Hammer;</li> <li>• Measuring tape;</li> <li>• screw;</li> <li>• Chisel;</li> <li>• Screw driver.</li> </ul>		

<b>Task number:</b>	<b>67.</b>		
<b>Task statement:</b>	<b>Fix basket</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>• Design and size;</li> <li>• Drawer ready for placing basket;</li> <li>• Baskets for cutlery/dishes plate.</li> </ul> <b>Task:</b> Fix basket. <b>Time:</b> 15 minutes /basket. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Basket is fixed according to the design of drawer location;</li> <li>• Basket location is marked parallel to both side of the drawer;</li> <li>• It is fixed as its screw position;</li> <li>• Basket channel is well aligned and stable;</li> <li>• Basket fixed drawer is operating smoothly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and uses of baskets;</li> <li>• Types of baskets;</li> <li>• Different shape and size of baskets;</li> <li>• Procedure of fitting baskets.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (safety goggles, safety gloves, safety shoes);</li> <li>• Use hand tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Hand drill;</li> <li>• Hammer;</li> <li>• Measuring tape;</li> <li>• screw;</li> <li>• Chisel;</li> <li>• Screw driver.</li> </ul>		

<b>Task number:</b>	<b>68.</b>		
<b>Task statement:</b>	<b>Apply chalk powder putty</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sketch;</li> <li>• Desired chalk powder putty;</li> <li>• Parts (ready to apply for chalk powder putty).</li> </ul> <p><b>Task:</b> Apply chalk powder putty.</p> <p><b>Time:</b> 30 minutes /application (depends on the quantity of cracks on the frame and shutters).</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• A thick paste is created by thoroughly mixing Aster chalk powder putty with a water/oil based primer;</li> <li>• Apply the paste with a putty knife or apply a thin coating with a brush to the prepared surfaces of the furniture;</li> <li>• Aster putty is applied uniformly and keep on sunlight for drying;</li> <li>• Gaps and cracks on the furniture's are filled;</li> <li>• After the Aster putty has dried, the surface is smoothened with nice emery paper.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Definition of aster chalk powder putty;</li> <li>• Purpose and applying of putty;</li> <li>• Dos and don'ts of preparing Aster chalk powder putty.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (face mask);</li> <li>• Keep spirit away from fire;</li> <li>• Tight cork/cap on spirit bottle.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Brush, white malmal kapada, putty knife, gloves;</li> <li>• Chalk powder, color (ram tilak/ geru/ brown/ chocolate/black);</li> <li>• Spirit, wood adhesives, bowl.</li> </ul>		

<b>Task number:</b>	<b>69.</b>		
<b>Task statement:</b>	<b>Apply chapra polish</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>• Parts (finished with a sanded surface after applying AGSTAR paint.);</li> <li>• Desired chapra polish / wax.</li> </ul> <p><b>Task:</b> Apply chapra polish.</p> <p><b>Time:</b> 90 minutes /application (depends on the area needed to be polished)</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The surface of the part shines with a wood texture;</li> <li>• Chapra polish is prepared by soaking chapra in spirit and adding color powder;</li> <li>• Part's surface is cleaned and paint by cotton manually;</li> <li>• Chapra is applied uniformly.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and types of chapra wax;</li> <li>• Purpose and applying of chapra polish;</li> <li>• Dos and don'ts of preparing chapra polish.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE (gloves and Mask);</li> <li>• Keep spirit away from fire;</li> <li>• Tight the cock/cap on sprit bottle;</li> <li>• Chapra polish should be applied in the sunshine to produce a more radiant glow.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Brush, chapra wax, white malmal cotton cloth;</li> <li>• Sand paper, spirit, thinner; bowl, blower.</li> </ul>		

<b>Task number:</b>	<b>70.</b>		
<b>Task statement:</b>	<b>Apply varnish and sealer</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>Any furniture that is used outside;</li> <li>Desired sealer paint.</li> </ul> <p><b>Task:</b> Apply varnish and sealer.</p> <p><b>Time:</b> 90 minute /varnish and sealer.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>The surface of the furniture is shiny and lustrous, and slits are completely filled;</li> <li>Furniture surface is grind with emery cloth gradually from 80 grade, 120 grade and 220 grade;</li> <li>After cleaning the surface thoroughly, the varnish is applied primarily until the slits have been completely filled;</li> <li>The surface is grinded with emery of 350 – 400 grade;</li> <li>Sealer is mix is prepared with NC thinner and NC Lacquer;</li> <li>Sealer mix is applied until the surface is appear glow and keep it in sunshine for dry.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Definition and application of wood sealer;</li> <li>Purpose of mixing sealer with NC thinner and NC Lacquer;</li> <li>Procedure of preparing sealer.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (safety goggles, face mask);</li> <li>Handle with care of Sealer, NC thinner and NC Lacquer;</li> <li>Use same brand NC thinner as that of Sealer.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Brush, white malmal cotton, compressor spray gun;</li> <li>NC thinner, NC lacquer, sanding sealer;</li> <li>Emery cloth – 80 grade, 220 grade, 320 grade, 400 grade;</li> <li>Bowl, blower.</li> </ul>		

<b>Task number:</b>	<b>71.</b>		
<b>Task statement:</b>	<b>Paint enamel</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	3	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>Parts (Finished with a sanded surface after applying AGSTAR paint.);</li> <li>Desired eamel paint.</li> </ul> <p><b>Task:</b> Paint enamel.</p> <p><b>Time:</b> 20 minutes (depends on the area required to be painted).</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>The surface of the furniture is shiny and lustrous, and slits are completely filled;</li> <li>Furniture surface is grind with emery clothe and cleaned thoroughly;</li> <li>The wood primer is painted primarily until the slits have been completely filled;</li> <li>The surface is grinded with emery;</li> <li>Enamel is painted uniformly by brush or spray gun until the coat is shine.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Definition and application of wood primer and enamel paint;</li> <li>Purpose of mixing enamel paint and turpentine oil;</li> <li>Painting by air compressor and spray gun;</li> <li>Procedure of painting spray gun.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE (gloves; mask –special filter mask, cap);</li> <li>Enamel paint should not apply until the primer is not sufficiently dry;</li> <li>Mix turpentine oil in enamel to glow the lustrous.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Brush, wood primer, enamel, air compressor + spray gun;</li> <li>Turpentine oil, sand paper, thinner, kerosene oil</li> <li>Bowl, paint roller.</li> </ul>		

<b>Task number:</b>	<b>72.</b>		
<b>Task statement:</b>	<b>Inspect the finished products.</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>• Sketch, drawing;</li> <li>• Design and sizes;</li> <li>• Finished products;</li> <li>• Product assessment sheet.</li> </ul> <b>Task:</b> Inspect the finished products. <b>Time:</b> 30 minutes /product. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Finished product is matched with sketch; (color, size, finished outlook of design);</li> <li>• The finished product meets the criteria stated on the product assessment sheet;</li> <li>• Finished product is free from scratches;</li> <li>• Hardware's are fitted strongly and functional;</li> <li>• Joints are strong, tight and stable;</li> <li>• Product is free from termites.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and importance of product assessment sheet;</li> <li>• Use of assessment sheet.</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>• Product assessment sheet;</li> <li>• Measuring tape.</li> </ul>		

<b>Task number:</b>	<b>73.</b>		
<b>Task statement:</b>	<b>Repair the corrective measures</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	3	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sketch, drawing;</li> <li>• Design and sizes;</li> <li>• Finished products;</li> <li>• Product assessment sheet;</li> </ul> <b>Task:</b> Repair the corrective measures. <b>Time:</b> N/A (depends on the types of repair and corrective measures needed to be taken) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Corrective measures are identified according to the product assessment sheet;</li> <li>• Finished product is shifted to the repairing unit;</li> <li>• Corrections are done as per product assessment sheet.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Definition of repair and maintenance;</li> <li>• Types of repair;</li> <li>• Materials required for maintenance;</li> <li>• Process for repairing and maintenance.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Basic tools and equipment as demanded by the repair and maintenance.</li> </ul>		

<b>Task number:</b>	<b>74.</b>		
<b>Task statement:</b>	<b>Store/deliver the product</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>If the finished products are without any defects;</li> </ul> <b>Task:</b> Store/deliver product. <b>Time:</b> N/A (depends on the quantity of finished product). <b>Standheard/Criteria:</b> <ul style="list-style-type: none"> <li>Finished product is deliver to costumer's address, corresponding to the admin;</li> <li>The product is received sheet is obtained with costumer's signature;</li> <li>The product is stored safely in the packaging as required, in a dry, non-humid place.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction of storing the wooden furniture;</li> <li>Handling of heavy material.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Product store in dry place;</li> <li>The product should be stored on a plane surface, away from moisture, and free of termites.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>		

<b>Task number:</b>	<b>75.</b>		
<b>Task statement:</b>	<b>Re-sharpen the chisel</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>If the edges of cutting tools are dull;</li> <li>A crack has appeared on the cutting edge;</li> <li>After being idle for quite some time.</li> </ul> <b>Task:</b> Re-sharpen the chisel. <b>Time:</b> 30 minutes /chisel. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The cutting edge is sharpened and the cut is smooth;</li> <li>The cutting edge of the chisel is straight;</li> <li>The cutting edge angle is maintained at its previous angle.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction of chisel;</li> <li>Types of chisel;</li> <li>Cutting geometry of cutting tool;</li> <li>Do's and don'ts of sharpening the chisel;</li> <li>Method and process of re-sharpening cutting edges of chisel.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wear safety glove;</li> <li>Handle sharpening tool and cutting edges safely, it can cut severe injuries;</li> <li>Make sure sharp edge tools are kept safely in store.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Chisel;</li> <li>Abrasive sharpening stone;</li> <li>Sharpening jig;</li> <li>Stone block;</li> <li>Grinder machine;</li> <li>Bevel protractor;</li> <li>Leather strip.</li> </ul>		



<b>Task number:</b>	<b>76.</b>		
<b>Task statement:</b>	<b>Re-sharpen the hand saw</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>If the saw tooth edges of wood saw are dull;</li> <li>A crack has appeared on the cutting edges of saw tooth;</li> <li>After being idle for quite some time.</li> </ul> <b>Task:</b> Re-sharpen the hand saw. <b>Time:</b> 30 minutes /hand saw. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The hand saw is sharpened and the cuts are smooth;</li> <li>A saw tooth is uniform with a sharp cutting edge;</li> <li>Sets of saws are kept in the same order as before.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of wood saw;</li> <li>Types of wood saw;</li> <li>Cutting geometry of saw tooth;</li> <li>Do's and don'ts of sharpening the saw tooth;</li> <li>Method and process of re-sharpening cutting edges of wood saw.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wear safety glove;</li> <li>Handle sharpening tool and cutting edges safely, it can cut severe injuries;</li> <li>Make sure sharp edge tools are kept safely in store.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Wood saw;</li> <li>Triangular fine file (6");</li> <li>Sharpening fixture;</li> <li>Bench vice;</li> <li>Saw plier set saw setting tool;</li> <li>Screwdriver and steel hammer</li> </ul>		

<b>Task number:</b>	<b>77.</b>		
<b>Task statement:</b>	<b>Maintain electrical wire/plug of power tools</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>If the plugs are broken or burned;</li> <li>Insulation is cut or melted;</li> <li>Power cable spares are provided.</li> </ul> <b>Task:</b> Maintain electrical wire/plug of power tools. <b>Time:</b> 15 minutes /plug <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Electricity is supplied from the maintained electrical wire/plug;</li> <li>The power plug's insulation is intact;</li> <li>Plugs are connected to the power tool corresponding to their specifications.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of safe insulation and power cable in machine;</li> <li>Procedure to change and repair the power cable;</li> <li>Make sure machine equipment is kept safely in store.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE;</li> <li>Before changing electrical wires or plugs, the power should be disconnected;</li> <li>Phase lines should be connected accordingly.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Tester;</li> <li>Universal plier;</li> <li>Wire stripper;</li> <li>Spare power cable;</li> <li>Spare power plug;</li> <li>Screw driver.</li> </ul>		

<b>Task number:</b>	<b>78.</b>		
<b>Task statement:</b>	<b>Re-sharpen the planer blade</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>Edges of cutting tools dull or planer blade is dull;</li> <li>A crack has appeared on the cutting edge;</li> <li>After being idle for quite some time.</li> </ul> <b>Task:</b> Re-sharpen the planer blade. <b>Time:</b> 30 minutes /planer blade. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The cutting edge is sharpened and the cut is smooth;</li> <li>The cutting edge of the planer blade is straight;</li> <li>The cutting edge angle is maintained at its previous angle.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of planer blade sharpening;</li> <li>Types of planer blade;</li> <li>Cutting geometry of cutting tool;</li> <li>Do's and don'ts of sharpening the planer blade;</li> <li>Method and process of re-sharpening cutting edges of planer blade.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wear safety glove;</li> <li>Handle sharpening tool and cutting edges safely, it can cut severe injuries;</li> <li>Make sure machine equipment is kept safely in store.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Wood planer, abrasive sharpening stone; sharpening jig;</li> <li>Stone block, grinder machine;</li> <li>Bevel protractor, leather strip.</li> </ul>		

<b>Task number:</b>	<b>79.</b>		
<b>Task statement:</b>	<b>Re-sharpen the circular saw blade</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>If the cutting tooth of circular saw blades are dull;</li> <li>A crack has appeared on the cutting edge;</li> <li>After being idle for quite some time.</li> </ul> <b>Task:</b> Re-sharpen the circular saw blade. <b>Time:</b> 30 minutes /circular saw blade. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The circular saw blade has been sharpened and the cuts are smooth;</li> <li>A saw tooth is uniform in appearance and has a sharp cutting edge;</li> <li>Sets of saws are kept in the same order as before.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of circular saw blade sharpening;</li> <li>Types of circular saw blade;</li> <li>Cutting geometry of saw tooth;</li> <li>Do's and don'ts of sharpening the saw tooth;</li> <li>Method and process of re-sharpening cutting edges of circular saw.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wear safety glove;</li> <li>Handle sharpening tool and cutting edges safely, it can cut severe injuries;</li> <li>Make sure machine equipment is kept safely in store.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Circular saw blade;</li> <li>Triangular fine file (6");</li> <li>Sharpening fixture;</li> <li>Bench vice;</li> <li>Saw plier set saw setting tool</li> <li>screwdriver</li> <li>Steel hammer.</li> </ul>		

<b>Task number:</b>	<b>80.</b>		
<b>Task statement:</b>	<b>Re-sharpen the drill bits</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>Edges of drill bits dull or blunt drill bits;</li> <li>A crack has appeared on the bit edge;</li> <li>After being idle for quite some time.</li> </ul> <b>Task:</b> Re-sharpen the drill bits. <b>Time:</b> 30 minutes /drill bit. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The bit edge is sharpened and the cut is smooth;</li> <li>The bit edge of the drill bit is similar;</li> <li>The cutting angle is maintained at its previous angle.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of drilling and drill bits sharpening;</li> <li>Types of drill bits;</li> <li>Cutting geometry of drill bits for different working materials;</li> <li>Cutting speed of drill bits' materials and working materials;</li> <li>Do's and don'ts of sharpening the drill bits;</li> <li>Method and process of re-sharpening drill bits manually.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wear safety glove, safety goggles.</li> <li>Handle sharpening tool and cutting edges safely, it can cut severe injuries.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Drill bits,</li> <li>Column type grinding machine;</li> <li>Sharpening jig;</li> <li>Bevel protractor;</li> <li>Drill grinding gauge;</li> <li>Steel hammer;</li> <li>Screw driver.</li> </ul>		

<b>Task number:</b>	<b>81.</b>		
<b>Task statement:</b>	<b>Replace/change carbon bush of power tools</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>Notice the symptoms like burning smell, sparking, reduced performance and inconsistent power.</li> </ul> <b>Task:</b> Replace/ carbon brush of cut-off machine. <b>Time:</b> 10 minutes /replacement. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Machine is run without burning smell, stopped sparking;</li> <li>Machine started giving high performance and constant power.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of carbon brush replacing;</li> <li>Symptoms of worn or broken carbon brush;</li> <li>Process of carbon brush change.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Do not leave worn carbon brushes inside the power tool for too long as this can damage the armature which is a costly to repair;</li> <li>Make sure machine equipment is kept safely in store.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Screw driver;</li> <li>Carbon brush;</li> <li>Emery paper of 300 grade;</li> </ul>		

<b>Task number:</b>	<b>82.</b>		
<b>Task statement:</b>	<b>Re-set the jack plane blade</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>Re-sharpened blade;</li> <li>Surface plane and amount of excess material removed;</li> <li>After being idle for quite some time.</li> </ul> <b>Task:</b> Re-set the jack plane blade. <b>Time:</b> 10 minutes /reset <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Jack plane blade is set and tightened;</li> <li>Filler gap of jack plane blade is equally maintained;</li> <li>Thickness is uniform and equal after removal of chips.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of Jackplane blade setting;</li> <li>Types and application of Jackplane blade;</li> <li>Do's and don'ts of setting jack plane blade;</li> <li>Process of setting jack plane blade.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Filler gap of jack plane blade is should maintained;</li> <li>Thickness of chips removed is uniformly equal;</li> <li>Handle and care of sharp edged cutting tool, it can cut severe injuries;</li> <li>Make sure machine equipment is kept safely in store.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Jack planer;</li> <li>Jack plane blade;</li> <li>Screw driver;</li> <li>Steel hammer;</li> <li>Filler gauge;</li> <li>Depth gauge.</li> </ul>		

<b>Task number:</b>	<b>83.</b>		
<b>Task statement:</b>	<b>Re-set the grinding wheel</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>The grinding wheel becomes dull/crack;</li> <li>Different operation requirement.</li> </ul> <b>Task:</b> Re-set the grinding wheel. <b>Time:</b> 20 minutes /reset. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The grinding wheel is dressed according to the nature of the job;</li> <li>The grinding wheel is new and ready to use.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Introduction and importance of dressing a grinding wheel;</li> <li>Types and application of grinding wheel;</li> <li>Method and procedure of wheel dressing and re-setting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Safety goggles;</li> <li>Safety gloves;</li> <li>Uneven wheel dressing may cause wheel broke and severe accident;</li> <li>Handle and care of sharp edged cutting tool, it can cut severe injuries;</li> <li>Safety wheel guards must always be located;</li> <li>Make sure machine equipment is kept safely in store.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Grinding wheel, (cutting, grinding, sanding, polishing, buffing etc.);</li> <li>Hook wrench, pin punch, wheel dresser;</li> <li>Grinding gauge;</li> <li>Screw driver;</li> <li>Steel hammer.</li> </ul>		

<b>Task number:</b>	<b>84.</b>		
<b>Task statement:</b>	<b>Change drive belt on planer 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>• Drive belt becomes oversize and planer machine load is slow;</li> <li>• The drive belt has broken, causing the machine to stop.</li> </ul> <b>Task:</b> Change drive belt on planer machine. <b>Time:</b> 15 minutes /change of drive belt. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• A new drive belt is mounted according to the size of the machine pulley;</li> <li>• Drive belt is adjusted tightly to set the machine pulley.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Introduction and importance of drive belt changing;</li> <li>• Types and application of drive belt;</li> <li>• Specification of drive belt used in planer machine;</li> <li>• Method and process of changing drive belt;</li> <li>• Do's and don'ts of changing drive belt.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Use safety goggles and gloves;</li> <li>• Handle sharp edged cutting tools carefully and safely, it can cut severe injuries;</li> <li>• Locate safety wheel guards in hand and power tools and equipment;</li> <li>• Power plug of the machine should be disconnected before changing the belt;</li> <li>• Make sure machine equipment is kept safely in store.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Drive belt;</li> <li>• Screw driver;</li> <li>• Steel hammer;</li> <li>• Hook spanner.</li> </ul>		

<b>Task number:</b>	<b>85.</b>		
<b>Task statement:</b>	<b>Apply lubricants on machine parts</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 schedule;</li> <li>• The deterioration of machine efficiency;</li> <li>• After being idle for quite some time;</li> <li>• A creek sliding sound is heard due to dry machine parts.</li> </ul> <b>Task:</b> Apply lubricants on machine parts. <b>Time:</b> 15 minutes./lubricant application. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Parts of the machine are lubricated and moving smoothly;</li> <li>• Lubrication in the oil indicator is in full position;</li> <li>• Mechanical efficiency of the machine is increased.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Definition of lubricants and lubrication;</li> <li>• Lubrication types and their application;</li> <li>• Process of lubrication on machine parts.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Old lubricants may contain dusts and other impurities, which may damage the parts rather than increase the efficiency.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Oil can;</li> <li>• Lubricants (engine oil, gear oil and grease);</li> <li>• Sand paper;</li> <li>• Cleaning cotton;</li> <li>• Cleaning brush;</li> <li>• Kerosene oil.</li> </ul>		





**Establishing an Employer led  
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