

Assessment Evidence Guide

For

**Woodworks
(Carpentry Helper)
Level-2**

(Formative Assessment)



**National Vocational & Technical Training
Commission Islamabad**

Instruction Sheet for the Candidate

Qualification	National Competency Standards Level-2 for Woodworks “Carpentry Helper”
Competency Standard	1022-OHS-01 Follow safety rules
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____
	Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • Wear Personal Protective Equipment (PPE) • Use Fire Extinguisher • Maintain first Aid box • Ensure Emergency switch operation • Ensure proper fitting of equipment • Use safety guards on machines • Follow standard operating procedures (SOP)
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Wear Personal Protective Equipment</p> <ol style="list-style-type: none"> 1. Wear Safety glasses/goggles. 2. Wear Face shields, which guard the face against. 3. Wear Hearing protection (earplugs and earmuffs) 4. Wear safety shoes, which have a protective cap. 5. Avoid wearing jewelry. 6. Use Respirator when working with high sawdust producing practices. 7. Wear Gloves to protect your hands 8. Wear proper safety dress. <p>Use Fire Extinguisher</p> <ol style="list-style-type: none"> 1. Identify the type of fire

	<ol style="list-style-type: none"> 2. Select the right fire extinguisher 3. Check the expiry of fire extinguisher. 4. Pull the pin to unlock the mechanism. 5. Aim low toward the base of the fire. 6. Squeeze the lever slowly. 7. Sweep the nozzle from side to side at the base of the fire. <p>Maintain first Aid box</p> <ol style="list-style-type: none"> 1. Check the availability of emergency medicines in first aid box. 2. Ensure medicines are not expired. 3. Identify type of injury. 4. Perform immediate first aid treatment for injuries. 5. Ensure availability of emergency and rescue numbers. <p>Ensure Emergency switch operation</p> <ol style="list-style-type: none"> 1. Check all emergency switches are installed on wall 2. Check emergency switches are installed on machines 3. Make sure that all machines have start and stop buttons. 4. Check all emergency switches are working. 5. Check all emergency switches are reachable. 6. Practice of using these switches in case of any emergency. <p>Ensure proper fitting of equipment</p> <ol style="list-style-type: none"> 1. Inspect stock for nails, staples, loose knots or other defects before using machines. 2. Ensure that all cutting tools and blades are clean. 3. Turn the power off before cleaning of machine. 4. Check that key and adjusting wrenches are removed. <p>Use safety guards on machines</p> <ol style="list-style-type: none"> 1. Make sure the equipment is properly grounded before use. 2. Guard the machine adequately before operating. 3. Make sure the all-machine guards are in position. <p>Follow Standard Operating Procedures</p> <ol style="list-style-type: none"> 1. Do not work alone in a machine shop. 2. Use hand tools for their designed purposes only. 3. Report defective machinery, equipment or hand tools. 4. Keep hands away from moving cutting tools. 5. Read manual of safety of each woodwork machine before
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	<p>first time use.</p> <p>6. Follow standard operating procedures which are written in each machine manual.</p>
Portfolios	Portfolios required at the time of assessment (if any)

Assessors Judgment Guide

Qualification	National Competency Standards Level-2 for Woodworks "Carpentry Helper"
Competency Standard	1022-OHS-01 Follow safety rules
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task	<ul style="list-style-type: none">• Wear Personal Protective Equipment (PPE)• Use Fire Extinguisher• Maintain first Aid box• Ensure Emergency switch operation• Ensure proper fitting of equipment• Use safety guards on machines• Follow standard operating procedures (SOP)			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Wear Safety glasses/goggles.			
2.	Wear Face shields, which guard the face against.			
3.	Wear Hearing protection (earplugs and earmuffs)			
4.	Wear safety shoes, which have a protective cap.			
5.	Avoid wearing jewelry.			
6.	Use Respirator when working with high sawdust producing practices.			
7.	Wear Gloves to protect your hands			
8.	Wear proper safety dress.			
9.	identify the type of fire			
10.	Select the right fire extinguisher			
11.	Check the expiry of fire extinguisher.			
12.	Pull the pin to unlock the mechanism.			
13.	Aim low toward the base of the fire.			
14.	Squeeze the lever slowly.			

15.	Sweep the nozzle from side to side at the base of the fire.			
16.	Check the availability of emergency medicines in first aid box.			
17.	Ensure medicines are not expired.			
18.	Identify type of injury.			
19.	Perform immediate first aid treatment for injuries.			
20.	Ensure availability of emergency and rescue numbers.			
21.	Check all emergency switches are installed on wall			
22.	Check emergency switches are installed on machines.			
23.	Make sure that all machines have start and stop buttons.			
24.	Check all emergency switches are working.			
25.	Check all emergency switches are reachable.			
26.	Inspect stock for nails, staples, loose knots or other defects before using machines.			
27.	Ensure that all cutting tools and blades are clean.			
28.	Turn the power off before cleaning of machine.			
29.	Check that key and adjusting wrenches are removed.			
30.	Make sure the equipment is properly grounded before use.			
31.	Guard the machine adequately before operating.			
32.	Make sure the all machine guards are in position			
33.	Use hand tools for their designed purposes only.			

34.	Report defective machinery, equipment or hand tools.			
35.	Follow standard operating procedures for given job.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Competency Standards Level-2 for Woodworks "Carpentry Helper"
Competency Standard	1022-OHS-01 Follow safety rules
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	PPE stands for?		
2.	Enlist any four PPE's use in wood working.		
3.	State types of fire.		

4.	How to use fire extinguisher?		
5.	How to maintain first aid box?		
6.	What is the full form of SOP?		

Feedback to the Candidate	
Candidate's Signature_____	Assessor's Signature _____

Knowledge Assessment – Answers

1.	PPE stands for?
	Personal protective equipment
2.	Enlist any four PPE's use in wood working.
	<ol style="list-style-type: none"> 1. Safety Glasses. 2. Face Shields 3. Safety Gloves 4. Safety Helmet
3.	State types of fire.
	<ol style="list-style-type: none"> 1. A – type: Ordinary Combustible 2. B – type: Flammable Liquids 3. C – type: Flammable Gasses 4. D – type: Flammable Metals 5. E – type: Electrical Fire 6. K – type: Kitchen Fire
4.	How to use fire extinguisher?
	<ul style="list-style-type: none"> • Pull the pin to unlock the mechanism. • Aim low toward the base of the fire. • Squeeze the lever slowly. • Sweep the nozzle from side to side at the base of the fire.
5.	How to maintain first aid box?
	<ul style="list-style-type: none"> • Check the availability of emergency medicines in first aid box. • Ensure medicines are not expired.
6.	What is the full form of SOP?
	Standard Operative Procedures