

**Assessment Evidence Guide**

**For**

**Woodworks**  
**(Carpentry Supervisor/Foreman)**  
**Level-4**

**(Formative Assessment)**



**National Vocational & Technical Training  
Commission Islamabad**

## Instruction Sheet for the Candidate

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks "Carpentry Supervisor/ Foreman"
<b>Competency Standard</b>	0722-W&C-23 Handle the material
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____
	Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Collect the required material</li> <li>• Operate Material movement equipment</li> <li>• Place the material on suitable place</li> <li>• Use the material as per requirement</li> <li>• Dispose of the waste material</li> <li>• Manage inventory</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>Collect the required material</b></p> <ol style="list-style-type: none"> <li>1. Analyze detailed drawing of the specified job</li> <li>1. Prepare list of materials as per drawing</li> <li>2. Enlist the material in material issuance slip.</li> <li>3. Issue the material from store</li> <li>4. Store the material at specified place</li> </ol> <p><b>Operate Material movement equipment</b></p> <ol style="list-style-type: none"> <li>1. Specify the material which need to be move</li> <li>2. Select the mode to carry the material</li> <li>3. Remove obstacles from the passage</li> </ol> <p><b>Place the material on suitable place</b></p> <ol style="list-style-type: none"> <li>1. Identify suitable place for storage of material.</li> <li>2. Ensure safe unloading of materials.</li> <li>3. Segregate material according to: Type, Color and Size</li> </ol>

	<ol style="list-style-type: none"> <li>4. Ensure safe storage of material.</li> <li>5. Maintain record of stored material</li> </ol> <p><b>Use the material as per requirement.</b></p> <ol style="list-style-type: none"> <li>1. Select the material as per job requirement</li> <li>2. Cut the material as per given drawing</li> <li>3. Store the leftover material for reuse</li> <li>4. Dispose of the waste material</li> </ol> <p><b>Dispose of the waste material.</b></p> <ol style="list-style-type: none"> <li>1. Clean down all components and accessories of machine and tools.</li> <li>2. Check all parts for any damage, tag and reported.</li> <li>3. Sort and stack all parts neatly at store.</li> <li>4. Clear work area and dispose wastage as per health and safety standards</li> </ol> <p><b>Manage inventory.</b></p> <ol style="list-style-type: none"> <li>1. Ensure availability of tools/equipment as per list.</li> <li>2. Report for faulty/unserviceable tools and equipment.</li> <li>3. Generate demand for deficit tools and equipment</li> <li>4. Maintain record of and all tools equipment</li> </ol>
<b>Portfolios</b>	<b>Portfolios required at the time of assessment (if any)</b>



## Observation Checklist

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Collect the material</li> <li>• Operate Material movement equipment</li> <li>• Place the material on suitable place</li> <li>• Use the material as per requirement</li> <li>• Dispose of waste material</li> <li>• Manage inventory</li> </ul>			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Analyze detailed drawing of the specified job			
2	Prepare list of materials as per drawing			
3	Enlist the material in material issuance slip.			
4	Issue the material from store			
5	Store the material at specified place			
6	Specify the material which need to be move			
7	Select the mode to carry the material			
8	Remove obstacles from the passage			
9	Identify suitable place for storage of material.			
10	Ensure safe unloading of materials.			
11	Segregate material according to: Type, Color and Size			
12	Ensure safe storage of material.			
13	Maintain record of stored material			
14	Select the material as per job requirement			
15	Cut the material as per given drawing			
16	Store the leftover material for reuse			
17	Dispose of the waste material			
18	Clean down all components and accessories of machine and tools.			
19	Check all parts for any damage, tag and reported.			
20	Sort and stack all parts neatly at store.			

21	Clear work area and dispose wastage as per health and safety standards			
22	Ensure availability of tools/equipment as per list.			
23	Report for faulty/unserviceable tools and equipment.			
24	Generate demand for deficit tools and equipment			
25	Maintain record of and all tools equipment			
<b>Competent</b>		<b>Not Yet Competent</b>		

## Knowledge Assessment

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks "Carpentry Supervisor/ Foreman"
<b>Competency Standard</b>	0722-W&C-23 Handle the material
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around;"> <span><b>COMPETENT</b></span> <span><b>NOT YET COMPETENT</b></span> </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.

<b>Questions</b> (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	<b>Satisfactory</b>	<b>Not Satisfactory</b>
1. What are the essential personal protective?  _____		
2. Enlist three material movement equipment?  _____		
3. What are the methods to dispose of the waste material?  _____		

4.	What is inventory management?		

<b>Feedback to the Candidate</b>	
<b>Candidate's Signature</b> _____	<b>Assessor's Signature</b> _____

## Knowledge Assessment – Answers

1.	What are the essential personal protective?  2. Hand Gloves 3. Safety Goggles OR Face Shield 4. Safety Shoes 5. Safety Helmet
2.	Enlist three material movement equipment.  <ul style="list-style-type: none"><li>• Conveyors.</li><li>• Cranes.</li><li>• Industrial trucks.</li><li>• Manual Handling Equipment.</li><li>• Yard ramp.</li></ul>
3.	What are the methods to dispose of the waste material?  <ul style="list-style-type: none"><li>• Reuse</li><li>• Recycling</li><li>• Burning</li><li>• Landfill</li></ul>
4.	What is inventory management?  Inventory management refers to the process of ordering, storing, using, and selling a company's inventory. This includes the management of raw materials, components, and finished products, as well as warehousing and processing of such items.