

### **RJA Panel**

1. Md. Yamin,  
Skilled Worker, CISC
2. Md. Ruman  
Skilled Worker, CISC
3. Md. Rashed  
Skilled Worker, CISC
4. Md. Rubel  
Skilled Worker, CISC
5. Md. Abu Rayhan  
Skilled Worker, CISC
6. Md. Helal  
Skilled Worker, CISC
7. Md. Younus Sheikh  
Skilled Worker, CISC
8. Md. Azim Hossain  
Skilled Worker, CISC
9. Md. Rumman  
Skilled Worker, CISC
10. Md. Shohel  
Skilled Worker, CISC

### **RJA Facilitator**

Engr. Md. Belayet Hossain  
Manager-PTP Lead Training,  
Output-1 (SEP-B)

Engr. Md. Anisuzzaman  
Training Coordinator, Output-3,  
SEP-B

### **RJA Recorder**

Iftakharul Alam Khan  
Project Officer, SEP-B

# **Rapid Job Analysis of Aluminum Fabricator**



**12 May 2015**

**Skills and Employment Programme-  
Bangladesh (SEP-B)**



Results For The Real World

## Duties and Tasks

### A. Practice Occupational Health and Safety (OHS) Procedure in the Workplace:

<b>A1.</b> Follow safety signs and regulations	<b>A2.</b> Apply personal protective equipment	<b>A3.</b> Control housekeeping hazards	A4. Apply first aids on minor injuries	A5. Control Electrical Hazards	
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### B. Apply Fundamental Skills in Aluminum Fabrication Works:

<b>B1.</b> Apply hand and power tools	<b>B2.</b> Interpret drawings and specifications	<b>B3.</b> Take measurement for specimen in mm	<b>B4.</b> Draw freehand sketch for door/window and partition	<b>B5.</b> Operate Power Saw Machine	<b>B6.</b> Operate grinding machine operation
<b>B7.</b> Operate drill machine operation	<b>B8.</b> Maintain tools and equipment				

### C. Prepare Materials for Windows:

<b>C1.</b> Fabricate frames for four panel window	<b>C2.</b> Fabricate top/bottom/side channel of window	<b>C3.</b> Fabricate frames for single pane casement window	<b>C4.</b> Fabricate frames for double pane casement window	<b>C5.</b> Fabricate frames for fix casement window	<b>C6.</b> Fabricate frames for louver window
<b>C7.</b> Fabricate sliding window with arch	<b>C8.</b> Make fly mesh				

### D. Prepare Materials for Door and Partition:

<b>D1.</b> Fabricate frames for casement/flush door	<b>D2.</b> Fabricate frames for swing door	<b>D3.</b> Fabricate frames for hanging sliding door (less use)	<b>D4.</b> Fabricate frames for bottom sliding door	<b>D5.</b> Fabricate frames for folding door	<b>D6.</b> Make glass door
<b>D7.</b> Fabricate frames for full partition	<b>D8.</b> Make round partition	<b>D9.</b> Set shower cabin	<b>D10.</b> Join cleating with partition	<b>D11.</b> Install glass partition	<b>D12.</b> Fabricate frames for false ceiling

### E. Prepare Materials for Structural Glazing:

<b>E1.</b> Fabricate frames for cutting wall (Outer side)	<b>E2.</b> Fabricate frames for structural glazing of open able window	<b>E3.</b> Make curtain rail	<b>E4.</b> Fabricate frames for simple skylight	<b>E5.</b> Fabricate frames for glass ceiling	<b>E6.</b> Fabricate decoration wall of shop/ shopping mall
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**F. Perform Installation:**

<b>F1.</b> Install lock with frame	<b>F2.</b> Insert gasket in frame	<b>F3.</b> Install wheel with frame	<b>F4.</b> Install frame with panel	<b>F5.</b> Perform silicon filling	<b>F6.</b> Join glass/board with frame
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**G. Perform Communication:**

<b>G1.</b> Communicate with supervisor /workers	<b>G2.</b> Assist supervisor to prepare work schedule	<b>G3.</b> Receive instruction from Supervisor for day to day works	<b>G4.</b> Provide instruction for cleaning the workplace	<b>G5.</b> Provide instruction to apply safety measures	<b>G6.</b> Communicate over telephone
<b>G7.</b> Write progress report of the work	<b>G8.</b> Keep self and workers' attendance records	<b>G9.</b> Locate the site and give instruction to others			

**H. Develop Professionalism:**

<b>H1.</b> Take advice from supervisor	<b>H2.</b> Participate in trainings	<b>H3.</b> Attend meetings	<b>H4.</b> Work with the specialized skilled worker	<b>H5.</b> Visit new sites	<b>H6.</b> Explore new opportunities of learning
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## Additional Information

<u>Worker Traits</u>		<u>Entry Requirements</u>	<u>Career Paths</u>
<ul style="list-style-type: none"> <li>• Punctual</li> <li>• Physically / Mentally healthy</li> <li>• Physically strong</li> <li>• Male / Female</li> <li>• Good Communication Skill</li> <li>• Quick Learner</li> <li>• Honesty</li> <li>• Good attitude</li> <li>• Eagerness</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment</li> <li>• Patience</li> <li>• Disciplined</li> <li>• Attentive</li> <li>• Good conduct</li> <li>• Self Interest</li> <li>• Concentration on work</li> <li>• Friendly</li> <li>• Co-operative</li> <li>• Reliable</li> </ul>	<ul style="list-style-type: none"> <li>• Male / Female</li> <li>• Grade 5 Dropouts or equivalent</li> <li>• Ability to read and write</li> </ul> <p><b><u>Duration of Training</u></b> 2-3 months 04 hrs/day</p>	<p>Thai technician, Contractor</p> <p><b><u>Future Trend</u></b> This sector is growing rapidly Employment demand is also increasing</p>

<u>Tools and Equipment</u>		<u>Personal Protective Equipment</u>
<ol style="list-style-type: none"> <li>1. Power saw machine</li> <li>2. Drill machine</li> <li>3. Grinding machine</li> <li>4. Screw driver</li> <li>5. Cream lock</li> <li>6. Cutting pliers</li> <li>7. Combination pliers</li> <li>8. Katani</li> <li>9. Chisel</li> <li>10. Measuring Tape</li> <li>11. Try square</li> <li>12. Hacksaw</li> </ol>	<ol style="list-style-type: none"> <li>13. File (round and flat)</li> <li>14. Screw driver (star and flat)</li> <li>15. Rivet gun</li> <li>16. Silicon gun</li> <li>17. Glass cutter</li> <li>18. Sprit level</li> <li>19. Hammer</li> <li>20. Drill bits</li> <li>21. Allen key</li> <li>22. Stone disc</li> <li>23. Dale wrench</li> <li>24. Anti-cutter</li> </ol>	<ol style="list-style-type: none"> <li>1. Mask</li> <li>2. Hand Gloves</li> <li>3. Safety shoes</li> <li>4. Apron</li> <li>5. Helmet</li> <li>6. Goggles</li> <li>7. Ear plug</li> </ol>

<u>Related Knowledge</u>	
<ol style="list-style-type: none"> <li>1. Introduction of aluminum fabricator and its scope</li> <li>2. Measurement, different tools, machinery and theirs uses</li> <li>3. Different angles/shapes and sizes</li> <li>4. Understanding of different design, drawing and sketches</li> <li>5. Properties of aluminum, different series and their selection</li> <li>6. Safety precaution</li> <li>7. Different types of aluminum products and theirs uses</li> </ol>	<ol style="list-style-type: none"> <li>8. Different accessories (hardware) of aluminum products</li> <li>9. Different types of materials uses in aluminum fabrications</li> <li>10. Glass / board cutting</li> <li>11. Proper leveling adjustment</li> <li>12. Estimating and costing</li> <li>13. Working arrangement</li> <li>14. Working Plan</li> <li>15. Simple maintenance works</li> <li>16. Safe transportation of aluminum and their products-</li> <li>17. Basic Mathematical calculation</li> </ol>