

RJA Panel

1. Md. Amir
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2. Md. Raju
Skilled Worker, CISC
3. Md. Mamun
Skilled Worker, CISC
4. Md. Akibuzzaman
Skilled Worker, CISC
5. Md. Asadul
Skilled Worker, CISC
6. Md. Harun
Skilled Worker, CISC
7. Md. Momin Sarkar
Skilled Worker, CISC
8. Md. Ayub Miah
Skilled Worker, CISC
9. Md. Zulfikar
Skilled Worker, CISC
10. Md. Rabiul Islam
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RJA Facilitator

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RJA Recorder

Iftakharul Alam Khan
Project Officer, SEP-B

Rapid Job Analysis of Finishing Carpenter



14 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:

A1. Follow safety signs and regulations	A2. Apply personal protective equipment	A3. Control housekeeping hazards	A4. Apply first aids on minor injuries	A5. Control Electrical Hazards	
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B. Apply Fundamental Skills in Carpentry Works:

B1. Identify wood/timber for furniture making	B2. Apply Hand Tools and Power Tools in carpentry works	B3. Interpret different types of technical drawing	B4. Draw free hand sketch of different parts of furniture	B5. Take measurement of specimen area	B6. Estimate required materials for work
B7. Calculate the surface area of wood	B8. Make macha/ wooden scaffolding	B9. Maintain tools and equipment			

C. Make Different Types of Joints:

C1. Identify different joints for carpentry works	C2. Make Finger joint	C3. Make tenon-mortise Joint (Pocket Joint)	C4. Make butt joint	C5. Make T-Joint	C6. Make Cross-lap joint
C7. Make Angular joint	C8. Make lap joint				

D. Make different parts of door and wall cabinet:

D1. Make door frame	D2. Prepare plain surface (palla) of door	D3. Install ply-wooden door	D4. Install plane surface (palla) of door with door frame	D5. Make sides of wall cabinet	D6. Make door of wall cabinet
D7. Make drawer of wall cabinet	D8. Set cupboard/ cabinet in building	D9. Make net palla of false ceiling	D10. Fabricate false ceiling frame		

E. Make different parts of partition works:

E1. Make parts of wooden partition.	E2. Join partition frame in wall	E3. Make ceiling of partition	E4. Make door in partition	E5. Install frame of ceiling	E6. Install wooden false ceiling
E7. Make curtain box	E8. Make box for Air Conditioner				

F. Make Railing of Stair:

F1. Make leg of railing	F2. Make handle of railing	F3. Join leg with handle of railing			
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G. Perform Communication:

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

H. Develop Professionalism:

H1. Take advice from supervisor	H2. Participate in trainings	H3. Attend meetings	H4. Work with the specialized skilled worker	H5. Visit new sites	H6. 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"> • Punctual • Physically / Mentally healthy • Physically strong • Male / Female • Good Communication Skill • Quick Learner • Honesty • Good attitude • Eagerness 	<ul style="list-style-type: none"> • Commitment • Patience • Disciplined • Attentive • Good conduct • Self Interest • Concentration on work • Friendly • Co-operative • Reliable 	<ul style="list-style-type: none"> • Male / Female • Grade 5 Dropouts or equivalent • Ability to read and write <p><u>Duration of Training</u> 2-3 months 04 hrs/day</p>	<p>Asst. Finishing Carpenter Finishing Carpenter Foreman Contractor</p> <p><u>Future Trend</u> This sector is growing rapidly Employment demand is increasing</p>

<u>Tools and Equipment</u>		<u>Personal Protective Equipment</u>
<ol style="list-style-type: none"> 1. Hand Drill Machine 2. Power Drill Machine 3. Hand circular saw 4. Electric hand planer 5. Chisel 6. Compass 7. Flat Chisel 8. Foot Ruler 9. Hammer 10. Bar clamp vice 11. F clamp vice 12. Router machine 13. Combination pliers 14. Double planners 15. Spirit level 16. Water level 17. Spoke shave 	<ol style="list-style-type: none"> 18. Marking Gauge 19. Measuring Tape 20. Mortise Gauge 21. Mortise Chisel 22. Round Chisel 23. Saw 24. Screwdriver 25. Sharpening stone 26. Triangular File 27. Tri-square 28. Dust mask 29. Apron 30. Hand gloves 31. Goggles 32. Safety shoes 33. Helmet 	<ol style="list-style-type: none"> 1. Mask 2. Hand Gloves 3. Safety shoes 4. Apron 5. Helmet 6. Goggles 7. Ear plug

<u>Related Knowledge</u>	
<ol style="list-style-type: none"> 1. Introduction of Finishing Carpenter and its scope 2. Measurement, different tools, machinery and their uses 3. Safety precaution 4. Identify timber and defects and decay of timber- 5. Different accessories (hardware) used in Finishing Carpentry works. 	<ol style="list-style-type: none"> 6. Estimating and costing 7. Working arrangement 8. Working Plan 9. Simple maintenance works 10. Seasoning and treatment of wood/timber 11. Basic Mathematical calculation