

RJA Panel

Md. Habib
Shuttering Carpenter, Hassan
Associates

SM Nizam
Shuttering Carpenter, ADB Bank

Md. Fulzer Rahmat
Shuttering Carpenter, Monico

Md. Md. Suruj Miah
Shuttering Carpenter, Monico

Md. Zakir
Shuttering Carpenter, Monico

Md. Rasel
Shuttering Carpenter, Sub-
Contractor

Md. Mostafa Kamal
Shuttering Carpenter, IDL

Md. Shahidul Islam
Shuttering Carpenter, Radio
Center

Md. Kawser
Shuttering Carpenter, Sub
Contractor

Md. Alal
Shuttering Carpenter, Sub
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RJA Facilitator

Engr. Md. Belayet Hossain
Training Coordinator, Output-1,
SEP-B

RJA Co-Facilitator, Recorder and Coordinator

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

Observer

Mohammad Zulfikar Ali
Secretary, BACI

Rapid Job Analysis of Shuttering Carpenter



12 November 2014

Skills and Employment Programme-Bangladesh (SEP-B)

Implemented by:



Results For The Real World

Duties and Tasks

A. Practice Occupational Health and Safety (OHS) Procedure:

A1. Administer safety of the workers	A2. Administer safety of the workplace	A3. Follow safety signs and regulations	A4. Apply personal protective equipment	A5. Control housekeeping hazards	A6. Ensure toilet and sanitation facilities at worksite
A7. Apply first aids on minor injuries	A8. Respond to emergencies and personal wellbeing				

B. Maintain Tools, Equipment and Materials Used in Shuttering Carpenter Works:

B1. Maintain inventory for tools and equipment	B2. Maintain shuttering materials	B3. Arrange shuttering carpenter tools and equipment	B4. Repair minor faults of tools or its parts	B5. Notify supervisor in case of broken tools and equipment	B6. Fill up the requisition form.
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C. Perform Measurement and Calculation for Shuttering Carpenter Works:

C1. Interpret specifications of shuttering carpenter works	C2. Interpret working drawing	C3. Measure, length, wide and height of shuttering works area	C4. Convert units of measurement	C5. Calculate volume of shuttering area	C6. Calculate required materials for shuttering works
C7. Take measurement of rectangular shuttering formwork	C8. Take measurement of square shuttering formwork	C9. Take measurement of circular shuttering formwork	C10. Take measurement of angular shuttering formwork		

D. Prepare Materials for Making Shuttering Formwork:

D1. Identify material for shuttering works	D2. Perform sawing using hand saw	D3. Perform nailing on wooden members	D4. Extend wooden member using half lap joint	D5. Extend wooden member using full-lap joint	D6. Extend wooden member using butt joint
D7. Prepare wooden or bamboo post to support shuttering or formwork	D8. Erect member in horizontal and vertical alignment	D9. Erect member in angular alignment	D10. Check the level of erected member using pipe level	D11. Check the level of erected member using spirit level	D12. Assemble member at right angle to each other
D13. Check the perpendicularity of member by tri-square	D14. Prepare shuttering formwork for sides of Rectangular shape	D15. Prepare shuttering formwork for sides of Square shape	D16. Prepare shuttering formwork for sides of Semicircular shape	D17. Prepare shuttering formwork for sides of Circular shape	

E. Install Shuttering Formwork:

E1. Erect shuttering formwork for shear wall	E2. Prepare shuttering layout for foundation	E3. Erect shuttering formwork for foundation	E4. Perform layout for shuttering works of column structure	E5. Erect shuttering formwork for column	E6. Erect shuttering formwork for rectangular column
E7. Erect shuttering formwork for square column	E8. Erect shuttering formwork for semi-circular column	E9. Erect shuttering formwork for circular column	E10. Erect shuttering formwork for beam in same/different level	E11. Erect shuttering formwork for rib-beam	E12. Erect shuttering formwork for cantilever beam and slab
E13. Erect shuttering formwork for slab in same/different level	E14. Erect shuttering formwork for arch lintel/arch slab	E15. Erect shuttering formwork for staircase	E16. Erect shuttering formwork for ceiling	E17. Erect fair piece shuttering formwork	E18. Prepare staging for shuttering formwork
E19. Erect different structural member using steel member	E20. Dismantle shuttering formwork				

F. Perform Communication:

F1. Communicate with supervisor and workers	F2. Assist supervisor to prepare work schedule	F3. Receive instruction from Supervisor for day to day works	F4. Provide instruction for cleaning the workplace	F5. Provide instruction to apply safety measures	F6. Communicate over telephone
F7. Write progress report of the work	F8. Keep self and workers' attendance records	F9. Locate the site and give instruction to others			

G. Develop Professionalism:

G1. Take advice from supervisor	G2. Participate in trainings	G3. Attend meetings	G4. Work with the specialized skilled worker	G5. Visit new sites	G6. Explore new opportunities of learning
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Additional Information

<u>Worker Traits</u>		<u>Entry Requirements</u>	<u>Career Path</u>
Punctual Physically and Mentally healthy Physical fitness Male / Female (less) Good learner Patience Good attitude	Disciplined Honesty Non-discrimination Team works Good communication Good attention	Male/ Female (less) Grade-V Age: 18 years <u>Duration of Training</u> 3-6 months (4 hours / day)	Sub-Contractor/Supervisor Sr. Foreman Jr. Foreman Sr. Shuttering carpenter <u>Future Trend</u> This sector is growing fast and huge demand for skilled labor in the local job market and foreign.

<u>Tools and Equipment</u>	<u>Measuring Instruments</u>
<ol style="list-style-type: none"> 1. Ball pin hammer 2. Hand saw 3. Butt gauge 4. Hand grinding machine 5. Shawl 6. Chisel (Different size) 7. Wrench 8. Nail puller 9. Nail punch 10. Pliers 11. Chisel 12. File 13. Randa 	Measuring Steel tape Marking gauge Tri-square Calculator Olon Calculator Pipe level Water level <u>Personal Protective Equipment</u> Dust mask Goggles Gloves Safety shoes Aprons Safety belt Helmet Jute cloth

<u>Related Knowledge</u>	
Calculation of measurements, in feet/meter (conversion) Units of measurement Drawing scales Calculation for volume/ area (Rectangle, Circle, Triangle) Mortar characteristics Maximum limit of height/ day for wall Principle of leveling Types of drawing	Classification of layout Types of shutter Necessity of shutter Safety measures Possible causes of accidents Identification of tools for the selected work Safety regulation of government List types of PPE Significance the first aid Quality of various construction work