

GRIL POLICIES & PROCEDURES			
Policy Name	Skill Development Programme	Number	GRIL/HR/SKD/2022-3

Civil Supervisor & Foreman
[Structure/Highway]

1. Objective

- To bridge the skill gap identified by PMs & DPMs of Supervisor & Foreman [Structure].
- To increase work productivity at project site.
- To maintain quality of the work and to ensure safety.

2. Methodology

The training methodology shall be blend of both practical & theoretical where 50% comprises of theoretical and 50% practical.

3. Assessment

The participants shall undergo pre-assessment to check the knowledge level before the training and post assessment to check the knowledge level gained after the training.

4. Training Duration & Venue

- The training programme shall be for 10 days and will undergo training on various topics. Training timing will be from 9:00 AM to 5:00 PM for all the 10 days.
- All the participants shall reach the venue and stay for the entire programme.
- ***Training venue – Project Site***

5. Training Effectiveness

After 3 months of the training program, training effectiveness shall be measured by seeking feedback from the reporting manager or project manager through training effectiveness evaluation form

Training Curriculum

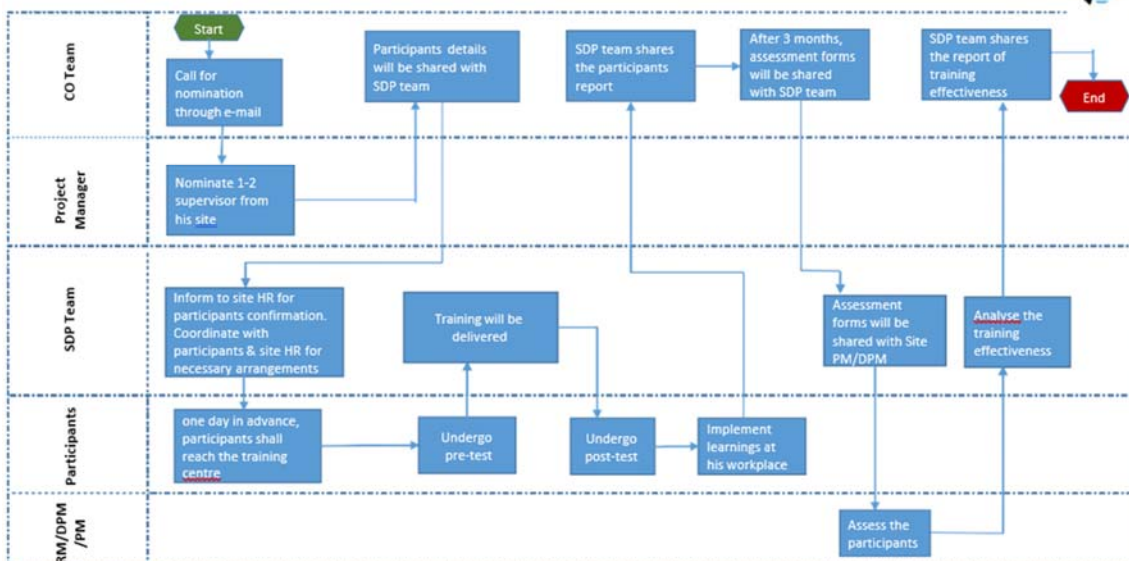
Day	Topics	Key Learning	Trainer
Day 1	Introduction Assessment Measurement & Mensuration	<ul style="list-style-type: none"> • Introduction about the program • Training objective • Pre- Test (Written) • Linear conversion of units • Units of measurement • Basic principles of measurement, arithmetic, calculations 	Mr. Santosh Kumar Pandey
Day 2	Reading Drawing	How to read <ul style="list-style-type: none"> • Plan • Section • Elevation • Standard procedure for reading drawing • Drawing's specifications 	Mr. Santosh Kumar Pandey
Day 3 & 4	Concrete	<ul style="list-style-type: none"> • Ingredient of Concrete • Initial and final setting time of cement • Grade of Concrete • Different types of mix (Batch mix & Nominal mix) • Workability test of concrete • Filling of concrete cube for compressive strength • Methodology for checking line, level, and alignment for various concreting works • Methodology of concreting works • Knowledge of cover • Methodology of curing • Knowledge of different type of vibrators, their influence area and use • Knowledge of construction and expansion joints • Preventive and corrective action to ensure the completion of preparatory works prior to concreting • Types of Construction defects of reinforcement concrete 	Mr. Santosh Kumar Pandey and QC Lab team

Day	Topics	Key Learning	Trainer
Day 5	Reinforcement	<ul style="list-style-type: none"> • Components, materials, and tools used in reinforcement works • Unit's weight of reinforcement steel of different diameter • Electrical safety of power tools for reinforcement works • Interpret details from Bar bending schedule • Interpret specification and standards provided and apply it for fabrication and fixing of reinforcement • Interpret and follow manufacturer's specification for fixing of mechanical coupler • Procedures of stacking of reinforcement • Basic knowledge of various types of steel such as Mild Steel, TOR steel & TMT steel • Method to prevent reinforcement against rusting, and weathering effect • Method of bundling and tagging of rebars • Visual quality check for reinforcement • Max allowable wastage of rebar • Method of segregation of reinforcement on basis of cutting length and dia to minimize wastage • Sequence of inserting bars to fix reinforcement for various types of structures • Lap length required for rebars based on diameter • How to calculate number & spacing of rebar in case of different diameter rebar used • Importance of lap length & staggering of reinforcement • Importance about providing cover block • Types and optimum use of binding wire • Basic reconciliation of reinforcement • Rolling marking of reinforcement • Check & ensure marking of rebars for spacing before commencement of work • Check for bend, cutting length before fabrication & placing of reinforcement 	Mr. Santosh Kumar Pandey

Day	Topics	Key Learning	Trainer
Day 6	Formwork & Scaffolding	<ul style="list-style-type: none"> • Checking of shutter boards for dimensional accuracy and rigidity • Provision of lifting arrangement for heavy weight shutter boards or metal shutter boards • Types of belts, slings used for lifting and their weight carrying capacity • Repairing process for damaged shutters • Accessories preparation such as wedges, beading, stoppers, and fillers shutters • Basic tools required for cutting, filling, levelling and compaction of earth • Physical/visual checking for level and compaction of ground surface • Tools, tackles, consumables, material and equipment required for shuttering and scaffolding works • Working platform and access stairs for safe working • Preparatory works required prior to shuttering such as cleaning, removing of concrete laitance, shutter repairing • Types of release agent used for different types of sheathing material • Lifting and lowering of formwork material • Checklist for shuttering works • Calculation of material quantity from drawings • Preventive and corrective action to meet the required standards of quality in scaffolding work • Checklist for scaffolding works • Line, level and alignment required for erection of scaffolding work • Scaffold components, materials and tools used in scaffolding works <p>Different types of scaffolds system such as pipe & couplers and other common customized system scaffold (frame scaffold) for basic and complex structures</p> <ul style="list-style-type: none"> • Line, level and alignment required for scaffold • Estimate materials, components and fixtures required in assigned activities under scaffolding work. 	Mr. Santosh Kumar Pandey
Day 7	Quantity surveying	<ul style="list-style-type: none"> • Introduction • QS Procedure • Method of Measurement • Exercise 	Mr. Santosh Kumar Pandey & Site Billing Team

Day	Topics	Key Learning	Trainer
Day 8	Health, Safety & Environment	<ul style="list-style-type: none"> • Importance of HSE • Roles & Responsibility for HSE • Importance of PPEs • Hazard Prevention & Measures • Emergency Preparedness • Fire Fighting • Electrical Safety • Housekeeping • Traffic Management • First Aid & CPR 	Site HSE Team
Day 9	Levelling	Basics of levelling	Mr. Santosh Pandey
	Behavioural Skills	Qualities of Supervisor/Foreman	Mr. Pramod Misra
Day 10	Closing	Post Assessment	

PROCESS FLOW CHART



*Site HR will be in loop in the entire process and coordinate as and when required