



Performance Verification Packet

Supervisor

This performance verification is designed as one method to evaluate job skills and safe work habits of a participant. The performance of the participant must be evaluated by an NCCER certified evaluator, at an NCCER authorized assessment site and be approved by an NCCER accredited assessment center. For a Certified Plus credential, the version of the assessment and performance verification must be the same.

Last Updated: February 2011
NCCER
13614 Progress Blvd • Alachua, FL 32615
1-888-622-3720

NCCER PERFORMANCE VERIFICATION HOW TO SHEET SUPERVISOR

Participant

- 1) Print your last name, first name, and social security number.
- 2) Print your company name, current employer, and the state where your employer's main office is located.
- 3) In the space provided for "Participant Signature," sign your name and enter the date you signed the form.

Performance Evaluator

- 1) In the space provided for "Site Code," enter the postal zip code of the location where the performance verification is being conducted.
- 2) In the column provided for "Date," enter the date the participant completed each of the tasks. This date is important because there may be times a participant does not complete the performance verification in one day.
- 3) In the space provided for "Performance Evaluator," sign your name.
- 4) In the space provided for "Date," next to your signature, list the date the participant successfully completed all of the tasks.

Administrator

- 1) In the space provided for "Administrator," sign your name. Your signature indicates that the performance evaluator is certified to conduct this performance verification and that it was conducted within the guidelines of the NCCER. Do not use a signature stamp.
- 2) In the space provided for "Date", next to your signature, list the date that this performance verification form is being sent to the NCCER for entry into the National Registry.
- 3) In the space provided for "Accredited Assessment Center," print the name of the accredited assessment center that is conducting this performance verification.

NCCER PERFORMANCE VERIFICATION CANDIDATE SUMMARY SUPERVISOR

Objectives

The candidate will demonstrate planning and scheduling skills, resource control, communication, and safety knowledge.

Scope

This Performance Verification provides a means to observe and evaluate competencies in the following areas:

- Planning & Scheduling
- Resource Control
- Communication
- Safety

Materials Required

- Paper
- Pencil

Time Required

6 hours

Tasks

Evaluator will provide necessary job-specific details for each task.

- **Planning and Scheduling**
 - Calculate time required to complete the given task
- **Resource Control**
 - Estimate labor required for a job
 - Estimate materials required for a job
- **Communication**
 - Report changes in the schedule
 - Report changes in personnel
- **Safety**
 - Conduct safety training session
 - Note hazards in job site
 - Discuss goals for the day
 - Check for PPE
 - Discuss shipments/changes to the job site

NCCER PERFORMANCE VERIFICATION SCENARIO SUPERVISOR

Supervisor Performance Verification Scenario

Planning & Scheduling

A SITE ORDER HAS BEEN ISSUED:

Site performance order #101 effective immediately; all staff personnel, crews, and laborers on site shall adhere to the following new guidelines:

- a. Site operation work shall be confined to from 6:30 am till 3:30 pm with a 1 hour lunch.
- b. Work days shall be Monday thru Friday only.
- c. No overtime is permitted.

1. How many days will it take to supervise the building slab and perimeter footing concrete placement?
2. How many days will it take to supervise entry slab and footing concrete placement?
3. How many days will it take to supervise the interior footing pad concrete placement?

Resource Control - Materials

Use the attached floor plan with the following information to answer the calculations on the Materials Estimation Sheet. Answer only the section the evaluator asks for.

Building general information: (60' x 320') plus 4 entry areas (10' x 20')

The building's first floor is on grade with a floor to floor height of 8 feet. The soil has been graded and leveled to the bottom of the main building slab. The footing soil has a 15 percent swell factor when excavated. Dump trucks carry up to 18 cu yd of soil. Concrete ready mix trucks hold up to 10 cu yd of concrete. The concrete floor will be sealed with two coats of sealer (5 gallons of sealer covers 450 sq ft with the first coat and 620 sq ft with the second coat). Each concrete truck needs 45 minutes (full or not) to set up, unload, and leave site. Local building codes require a cylinder test every 30 cu yd. Reinforcing rebar's weight per 100 linear feet for #5 is 104 lbs and #6 is 150 lbs. The building's slab and perimeter footings will be poured after the shell has been erected. The drywall sheets (4' x 8') require 24 screws per sheet. Each box of drywall screws contains 800 screws.

Footing Schedule			
Footing #	Footing Elevation	Footing Description	Rebar location
A	0'-6"	Continuous footing 24" deep × 24" wide with 3 #6 continuous rebar	Top Bottom
B	1'-0"	Continuous footing 20" deep × 24" wide with 3 #5 continuous rebar	Bottom
C	4'-6"	Elevator footing 30" deep × 10' wide × 16' long with #5 @ 12" on center each way	Top Bottom

Communication & Safety

The interior work will begin tomorrow, and will include an early morning shipment of materials. Plan a safety meeting for the start of the day.

**NCCER PERFORMANCE VERIFICATION CANDIDATE MATERIALS ESTIMATION
SUPERVISOR**

Main Building and Footing “A”

1. Calculate the amount of soil needed to be removed for footing “A” and slab, in cubic yards?

2. Calculate the number of trucks needed to remove the soil from footing “A” and slab?

3. Calculate the amount of concrete required for the main building footing “A” and slab, in cubic yards?
(Do not include the entry ways.)

4. Calculate the amount of reinforcing steel (rebar) required for footing “A”, in pounds? (do not add or calculate for splices or corner bars)

5. How long is the supervisor required to be present at concrete placing, when supervising the slab pour?

**NCCER PERFORMANCE VERIFICATION CANDIDATE MATERIALS ESTIMATION
SUPERVISOR**

Building Entry Slab and Footing “B”

1. Calculate the amount of soil needed to be removed for footing “B” in cubic yards?

2. Calculate the number of trucks needed to remove the soil from footing “B” and slab?

3. Calculate the amount of concrete required for the building entry footings “B” and slab, in cubic yards?

4. Calculate the amount of reinforcing steel (rebar) required for footing “B”, in pounds (do not add or calculate for splices or corner bars)?

5. How long is the supervisor required to be present at concrete placing, when supervising the slab pour?

**NCCER PERFORMANCE VERIFICATION CANDIDATE MATERIALS ESTIMATION
SUPERVISOR**

Building Footing “C” Elevator

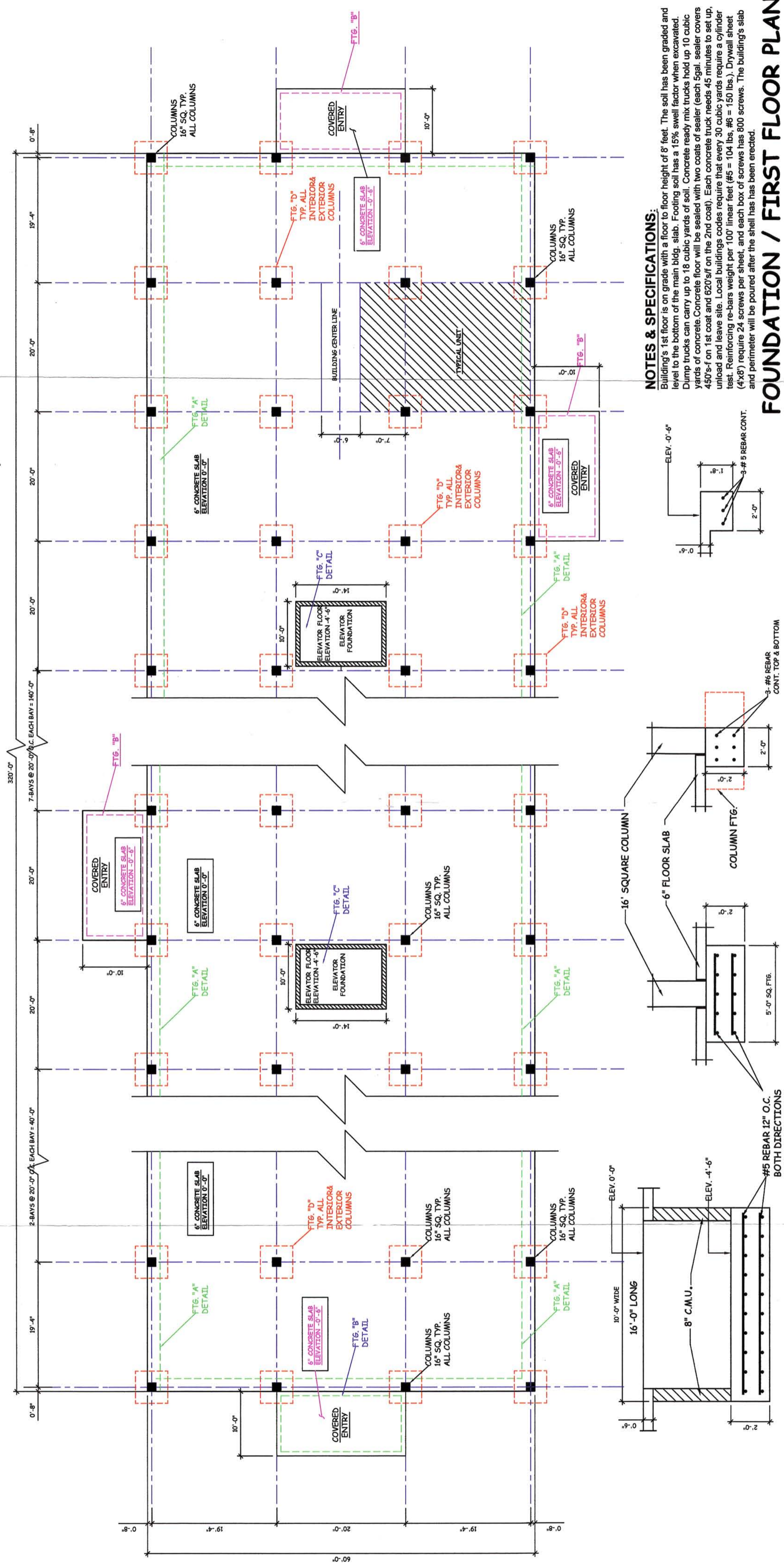
1. Calculate the amount of soil needed to be removed for footing “C” elevator, in cubic yards?

2. Calculate the number of trucks needed to remove the soil from footing “C” elevator and slab?

3. Calculate the amount of concrete required for elevator footings “C”, in cubic yards?

4. Calculate the amount of reinforcing steel (rebar) required for footing “C”, in pounds (do not add or calculate for splices or corner bars)?

5. How long is the supervisor required to be present at concrete placing, when supervising the slab pour?

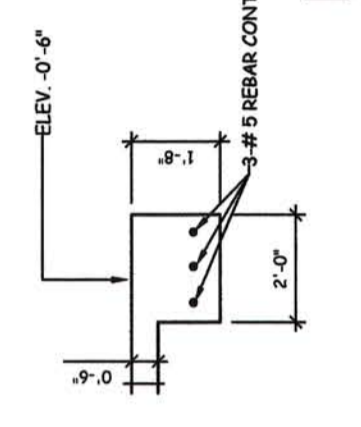


NOTES & SPECIFICATIONS:

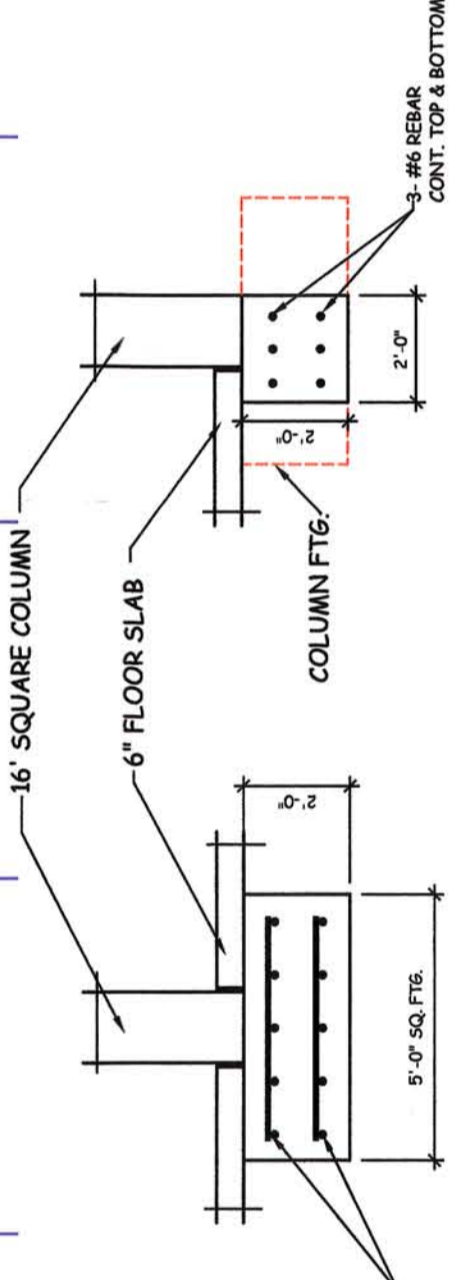
Building's 1st floor is on grade with a floor to floor height of 8' feet. The soil has been graded and level to the bottom of the main bldg. slab. Footing soil has a 15% swell factor when excavated. Dump trucks can carry up to 18 cubic yards of soil. Concrete ready mix trucks hold up 10 cubic yards of concrete. Concrete floor will be sealed with two coats of sealer (each 5gal. sealer covers 450's-f on 1st coat and 620 srf on the 2nd coat). Each concrete truck needs 45 minutes to set up, unload and leave site. Local building codes require that every 30 cubic yards require a cylinder test. Reinforcing re-bars weight per 100' linear feet (#5 = 104 lbs., #6 = 150 lbs.). Drywall sheet (4'x8') require 24 screws per sheet, and each box of screws has 800 screws. The building's slab and perimeter will be poured after the shell has been erected.

FOUNDATION / FIRST FLOOR PLAN

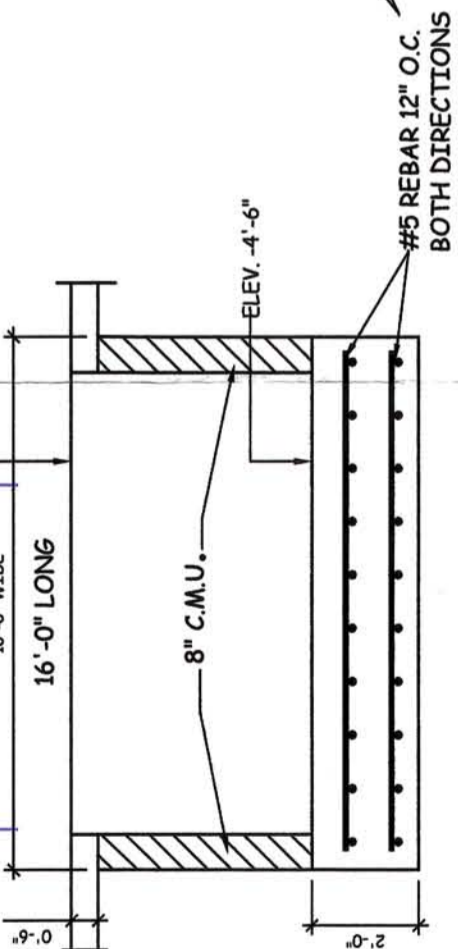
NTS



FOOTER DETAIL "B"



FOOTER DETAIL "A"



FOOTER DETAIL "D"



FOOTER DETAIL "C"

Safety Meeting Topic:

(Select a topic pertinent to the job at hand)

Feedback Questions

Make a list of at least five questions you want participants to be able to answer at the end of the meeting.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Question 4:

Answer 4:

Question 5:

Answer 5:

Visual aids to be used:

Participant handouts:

NCCER PERFORMANCE EVALUATOR CHECKLIST
SUPERVISOR

Date Completed Task To Perform

- | | |
|----------|---|
| __-__-__ | 1. Planning & Scheduling |
| | <ul style="list-style-type: none">• Calculated the time required for the given task |
| __-__-__ | 2. Resource Control (have candidate show work for all calculations) |
| | <ul style="list-style-type: none">• Estimated labor required for the job• Estimated materials required for the job accurately, but allowing for a 5% variance |
| __-__-__ | 3. Communication |
| | <ul style="list-style-type: none">• Reported changes in the schedule to crew and client• Reported changes in the personnel to crew and owner |
| __-__-__ | 4. Safety |
| | <ul style="list-style-type: none">• Conducted a safety training session<ul style="list-style-type: none">○ Noted hazards on the job site○ Discussed weather conditions○ Communicated the goals for the day○ Checked for PPE○ Discussed shipments and/or changes to the job site |

NCCER PERFORMANCE VERIFICATION INSTRUCTIONS SUPERVISOR

Supervisor Performance Verification Instructions

Give the candidate the scenario, materials estimation sheet, plans, and safety meeting feedback form provided in the packet. Have the candidate calculate the time needed for the given task. Check the answer with the Evaluator's Answer Sheet. **NOTE:** Do not let the candidate see the evaluator's answer sheet

Choose one footing (A, B, or C) for the task. Have the candidate answer the questions on the candidate materials estimation sheet for that footing. Check the answers on the evaluator's answer sheet. **NOTE:** Do not let the candidate see the evaluator's sheet.

The candidate will prepare and conduct a safety training session based on the information given in the scenario. The evaluator will be the "crew" for the meeting. Have the candidate use the enclosed safety meeting feedback form to denote five areas he/she will cover in the meeting. Make sure all areas are covered.

Once the performance verification is completed, have the candidate return scenario, materials estimation sheet, plans, safety meeting feedback form and any scratch paper that was used.



**PERFORMANCE VERIFICATION FORM
SUPERVISOR PVSUPER47**

Candidate information		
_____	_____	_____
Last Name	First Name	SSN or SGN
_____	_____	_____
Employer/Company Name	State	Site Code
Evaluator		
_____	_____	_____
Last Name	First Name	SSN or SGN

Task Number	TASK	DATE (MM/DD/YY)	START TIME	END TIME
01	Planning & Scheduling (46101-11, MT207-01, 44106-08)			
02	Resource Control (46101-11, MT208-01)			
03	Communication (46101-11, 44101-08)			
04	Safety (46101-11, 44102-08)			

Consent/Release: I, the undersigned, do hereby authorize the National Center for Construction Education and Research (NCCER) to release the information and results attained through the administration of the National Craft Assessment and Certification Program (NCACP) to the organization referenced below, and acknowledge that the employer noted above is my present employer.

Accredited Assessment Center: _____

Participant: _____ **Date:** _____

Performance Evaluator: _____ **Date:** _____

Administrator: _____ **Date:** _____

Last Updated: February 2011
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