

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



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### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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### Introduction

## Qualifications Pack- Packager and Dispatcher

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Marketing

**REFERENCE ID:** G&J/Q5001

**ALIGNED TO:** NCO-2004/ NIL

**Packager and Dispatcher:** The diamond packager and dispatcher packs the processed diamonds to make it ready for dispatch.

**Brief Job Description:** The individual at work uses computers, design or plan to pack the polished diamonds, ready for dispatch.

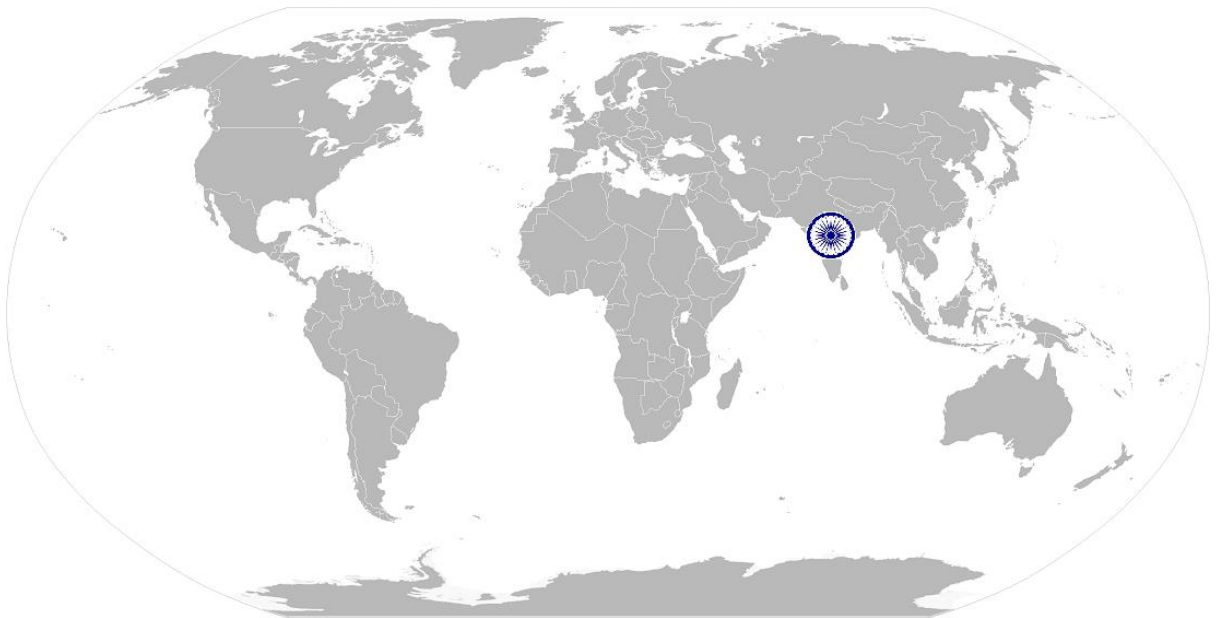
**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team and for long hours in standing position and in a monotonous job.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q5001</b>		
<b>Job Role</b>	<b>Packager and Dispatcher</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>16/08/13</b>
<b>Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
<b>Occupation</b>	<b>Marketing</b>	<b>Next review date</b>	<b>13/08/15</b>

<b>Job Role</b>	<b>Packager and Dispatcher</b>
<b>Role Description</b>	Packing the polished diamonds for dispatch
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications</b>	Minimum 10 <sup>th</sup> Standard passed
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Computer operations
<b>Experience</b>	Not Applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">G&amp;J/N5001 Pack, tag and label diamonds</a></li> <li>2. <a href="#">G&amp;J/N9930 Maintain IPR</a></li> <li>3. <a href="#">G&amp;J/N9932 Coordinate with team and others</a></li> <li>4. <a href="#">G&amp;J/N9933 Maintain safety</a></li> </ol> <p><b>Optional:</b> Not Applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units

# National Occupational Standard



## Overview

This unit is about matching the processed design against its plan, packing it, tagging and labeling before sending for dispatch.

**G&J/N5001**

**Pack, tag and label the diamonds**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N5001</b>
<b>Unit Title (Task)</b>	<b>Pack diamonds, tag and label for dispatch</b>
<b>Description</b>	This OS unit is about packing the polished diamonds for dispatch
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Receive bag of processed diamonds and pack the diamonds</li> <li>• Report problems and interact with others</li> <li>• Achieve productivity</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Packing and dispatching polished diamonds</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. match the stone type, weight and number as mentioned on the bag received</p> <p>PC2. check diamonds order against plan</p> <p>PC3. record details such as order number, design, size, weight, colour and type</p> <p>PC4. make accurate and complete entry of details on tag and label as per company policy</p> <p>PC5. put the diamond(s) in packets or boxes as per company rule</p> <p>PC6. ensure that no diamond is damaged or discoloured</p> <p>PC7. use appropriate packing material depending on dispatch destination and type of diamond packed</p> <p>PC8. tag the pack and label using barcoding or printed details</p> <p>PC9. pack jewellery as per company policy and securely</p> <p>PC10. send to marketing or dispatch for sending to customer</p> <p>PC11. accurately record dispatch details on computer, as per company policy</p>
<b>Interacting with co-workers and seniors</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC12. identify and report mismatch of diamonds against plan or order</p> <p>PC13. report barcoding or computer systems failure</p> <p>PC14. interact with marketing department to inform about dispatch or delivery schedule</p> <p>PC15. interact with final assorting department about any defect in the processed diamonds</p>
<b>Achieving productivity</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC16. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC17. deliver damage free products and in time to marketing and dispatch</p>

**G&J/N5001**

**Pack, tag and label the diamonds**

Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. issue return procedures followed by the company.
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. different types of diamonds KB2. computer operations KB3. exports and local destinations of the company's products KB4. general product QC parameters (4Cs) KB5. plan details and job sheet or order form information KB6. Types of diamonds processed by the company
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and typing skills</b>
	The user/individual on the job needs to know and understand how: SA1. to read plan requirements SA2. to read order form SA3. to enter data on computer
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how: SA4. to communicate effectively with customer, seniors and colleagues SA5. to understand instructions and report problems
	<b>B. Professional Skills</b>
<b>Computer skills</b>	
The user/individual on the job needs to know and understand how: SB1. to use software for generating tags, labels and barcode SB2. to use MS Office tools for writing and recording SB3. to import photograph in data bank and match	
<b>Decision making</b>	
The user/individual on the job needs to know and understand how: SB4. to inform superior about any mismatch of plan with processed diamonds SB5. to assess value of the stones, destination and pack without damage to destination	
<b>Reducing loss</b>	
The user/individual on the job needs to know and understand how: SB6. to handle diamonds with care SB7. to minimize damage or loss of any diamond during the packing process SB8. to report diamond losses via documentation as per company policy SB9. to suggest improvements in order to reduce loss	

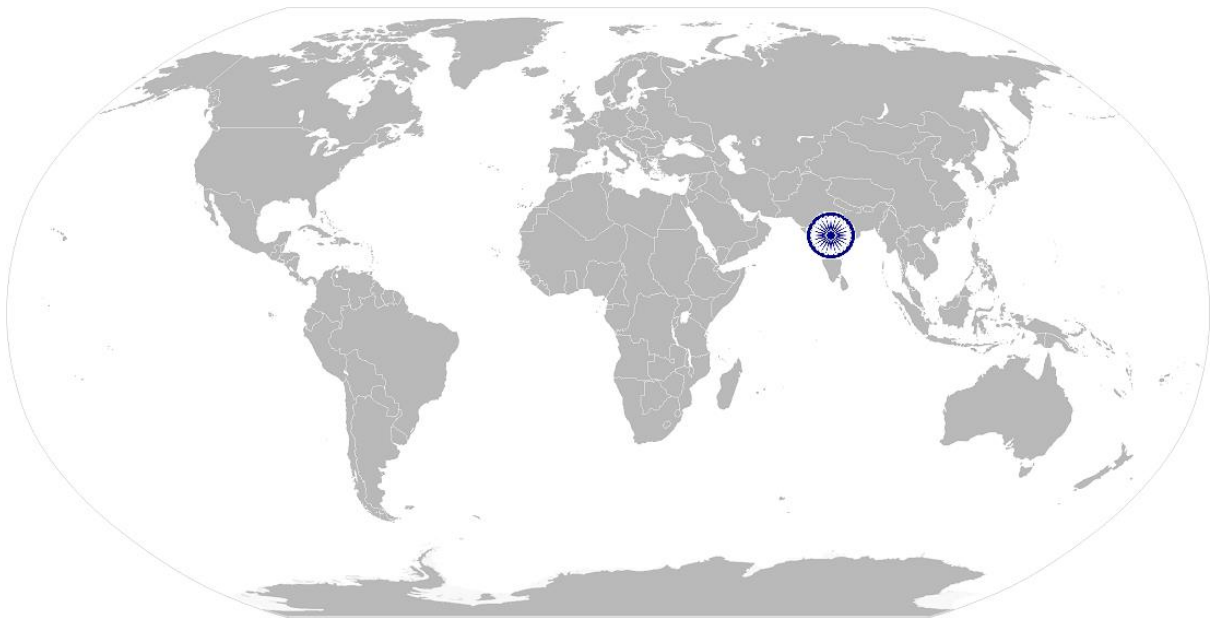
**G&J/N5001**

**Pack, tag and label the diamonds**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N5001</b>		
<b>Credits(NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>16/08/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>13/08/15</b>

# National Occupational Standard



## Overview

This unit is about and respecting intellectual property rights (IPR) of the company's products, policies, procedures and orders.



**G&J/N9930**

**Maintain IPR**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9930</b>
<b>Unit Title (Task)</b>	<b>Respect IPR of company</b>
<b>Description</b>	This OS unit is about maintaining company's intellectual property
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> <li>• prevent leak of new orders to competitors by reporting on time</li> <li>• prevent leak of the manufacturing processes or the policies followed by the company</li> <li>• be aware of any of company's product patents</li> <li>• report IPR violations observed in the market, to supervisor or company heads</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Respecting IPR</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot plagiarism and report</p> <p>PC2. understand rationale of patents and IPR</p> <p>PC3. avoid being involved in IPR violations</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on IPR, plagiarism and order leaks</p> <p>KA2. company's patented products</p> <p>KA3. market trends and company's unique product range</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. basics of patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate any observed IPR violations or leaks</p>
<b>B. Professional Skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand when and how:</p> <p>SB2. to report sources of IPR violations</p>
	<b>Reflective thinking</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB3. to learn from past mistakes and report IPR violations on time</p>
	<b>Critical thinking</b>
<p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to spot signs of violations and alert authorities in time</p>	



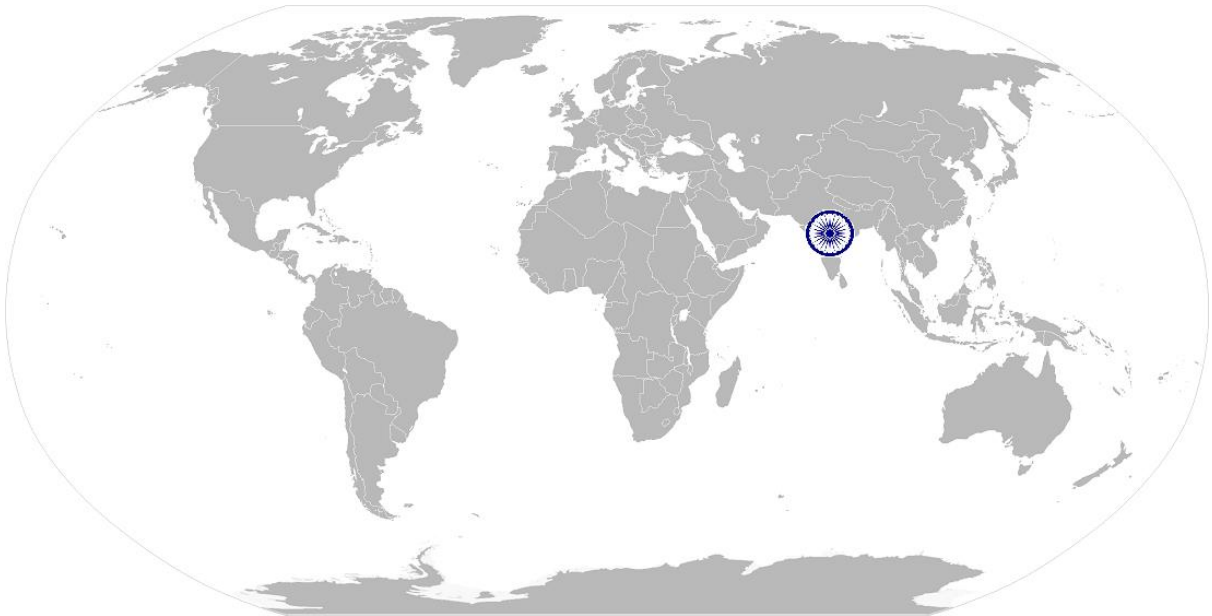
**G&J/N9930**

**Maintain IPR**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9930</b>		
<b>Credits(NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>29/05/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>13/08/15</b>

# National Occupational Standard



## Overview

This unit is about the work ethics, team work, and level of communication with colleagues or clients in the diamond processing industry. It determines the ability to work as a team member, share work and multi-task in order to achieve the required deliverables on schedule.

**G&J/N9932**

**Coordinate with team and others**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9932</b>
<b>Unit Title (Task)</b>	<b>Coordinate with team and others</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazard-free work flow
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Interact with supervisor</li> <li>• Interact with colleagues within and outside the department</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with supervisor</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive work instructions and raw materials from reporting supervisor</p> <p>PC2. communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC3. communicate any potential hazards or expected process disruptions</p> <p>PC4. handover completed work to supervisor</p> <p>PC5. understand the work output requirements</p> <p>PC6. comply with company policy and rule</p> <p>PC7. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
<b>Interactions with colleagues and other departments</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC9. work with colleagues of other departments</p> <p>PC10. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC11. receive feedback from QC and rework in order to complete work on time</p> <p>PC12. put team over individual goals</p> <p>PC13. resolve conflicts and multi-task</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on personnel management</p> <p>KA2. work flow involved in company's diamond processing</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>

**G&J/N9932**

**Coordinate with team and others**

<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand: KB1. how to communicate effectively KB2. how to build team coordination
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Teamwork and some multitasking</b></p> <p>The individual on the job needs to know and understand how: SA1. to share work load as required SA2. to deliver product to next work process on time</p>
<b>B. Professional Skills</b>	<p><b>Decision making</b></p> <p>The individual on the job needs to know and understand: SB1. how to report potential areas of disruptions to work process SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern</p> <p><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand: SB3. how to improve work process</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays</p>

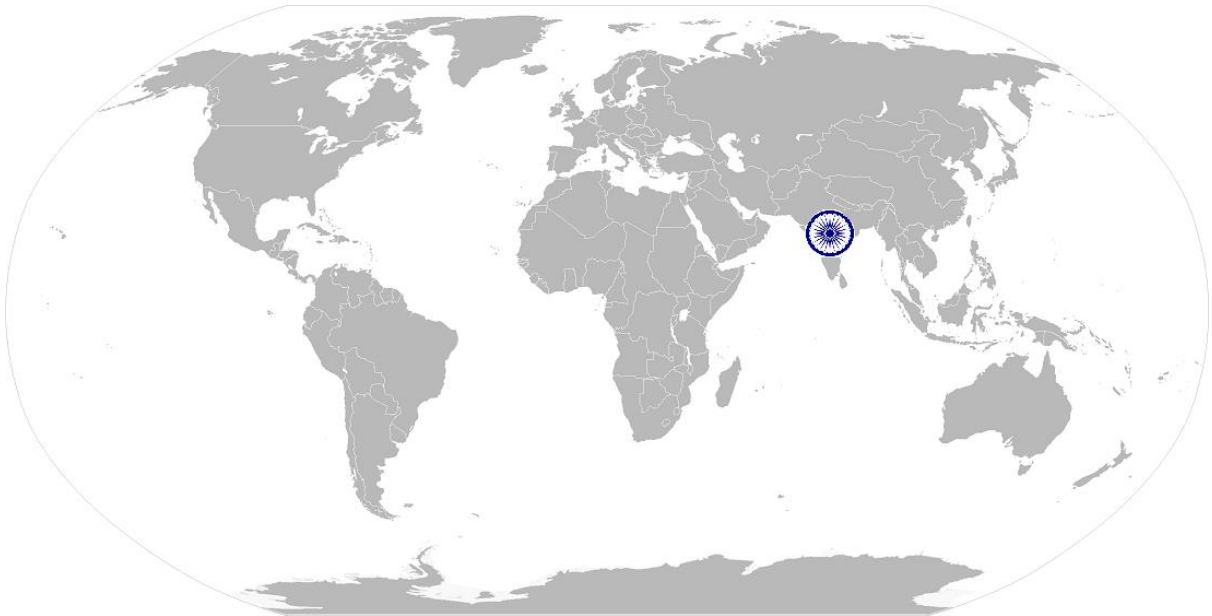
**G&J/N9932**

**Coordinate with team and others**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9932</b>		
<b>Credits(NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>16/08/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>13/08/15</b>

# National Occupational Standard



## Overview

This unit is about the worker's commitment towards reporting potential hazards and containing accidents in order to make the work environment safe for self and colleagues.

**G&J/N9933**

**Maintain safety**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9933</b>
<b>Unit Title (Task)</b>	<b>Maintain safety at work</b>
<b>Description</b>	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Understand potential sources of accidents</li> <li>• Use safety gear to avoid accidents</li> <li>• Understand the safety procedures followed by the company</li> <li>• Communicate to reporting supervisor about safety improvements</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding of potential sources of accidents and communicating</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. avoid accidents related to use of potentially dangerous chemicals, gases, sharp tools and hazards from machines such as rotating scaife, lasers, heating ovens.</p> <p>PC2. spot and report potential hazards on time</p> <p>PC3. follow company policy and rules regarding hazardous materials</p> <p>PC4. deliver quality work on time as required by reporting any anticipated hazards for delays</p>
<b>Understanding safety procedures</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. understand which safety gear must we used for a particular task</p> <p>PC6. wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job</p> <p>PC7. participate in activities such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency</p> <p>PC8. understand and follow the evacuation procedure properly during a fire drill</p> <p>PC9. provide first aid to self or others in case of emergency</p>
<b>Communicating to supervisor about safety and hazards</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. suggest process flow improvements to reduce anticipated or repetitive hazards</p> <p>PC11. report mishandling of tools, machines or hazardous materials</p> <p>PC12. identify and report electrical problems that could result in accident</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety/drill, first aid and, disposal of harmful chemicals and materials</p> <p>KA2. work flow involved in company's diamond processing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>



**G&J/N9933**

**Maintain safety**

<p><b>B. Technical Knowledge</b></p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. how different chemicals react and what could be the danger from them</p> <p>KB2. how to use machines and tools without causing bodily harm</p> <p>KB3. fire safety education</p> <p>KB4. first aid execution</p> <p>KB5. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Communication skills</b></p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate the danger</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision making</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB1. importance of reporting potential sources of danger</p> <p>SB2. appropriate actions to be taken in the event of an accident</p> <p>SB3. procedure for disposing of hazardous materials, safely and following environmental guidelines</p> <p><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand how:</p> <p>SB4. to learn from past mistakes regarding use of hazardous machines, tools or chemicals</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB5. how to spot danger</p> <p>SB6. procedure to follow in the event of a fire or other hazard</p>

**G&J/N9933**

**Maintain safety**

## NOS Version Control

<b>NOS Code</b>	<b>G&amp;J/N9933</b>		
<b>Credits(NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>29/05/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
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Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish

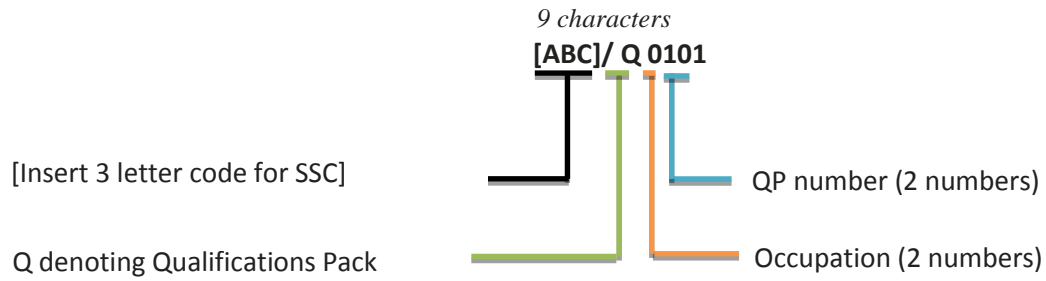
**Acronyms**

	specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today’s world. These skills are typically needed in any work environment in today’s world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
IPR	Intellectual Property Rights
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

## Annexure

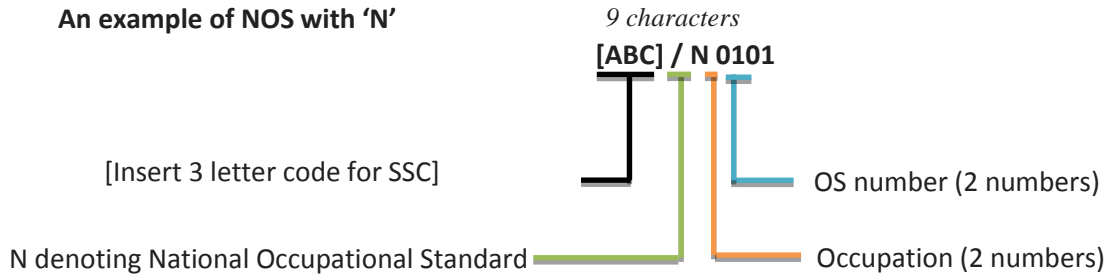
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-98

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether <b>QP</b> or <b>NOS</b>	Q
Next two numbers	Occupation code	50
Next two numbers	OS number	10

CRITERIA FOR ASSESSMENT OF TRAINEES					
Job Role		Packager & Dispatch			
Qualification Pack		Packager & Dispatch			
Sector Skill Council		GEMS & JEWELLERY			
To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical					
Assessment Strategy				Marks Allocation	
NOS	Elements	Performance Criteria		Theory	Practical
1. G&J/N5001 Pack, tag and label diamonds	Packing and dispatching	PC1. make accurate assessment of diamonds matching with plan or order		2	14
		PC2. make accurate and complete entry of details on tag and label as per company policy		2	14
		PC3. pack jewellery as per company policy and securely		2	12
		PC4. enter dispatch details accurately		2	10
	Productivity	PC5. achieve the productivity in terms of carats or number of pieces as set by the company		1	10
		PC6. deliver in time to dispatch		1	10
<b>Sub Total</b>				<b>10</b>	<b>70</b>
2. G&J/N6001 Maintain IPR at work	Respecting IPR	PC1. spot plagiarism and report		1	0
		PC2. understand rationale of patents and IPR		1	0
		PC3. avoid being involved in IPR violations		1	0
	<b>Sub Total</b>				<b>3</b>
3. G&J/N6002 Coordinate with others	Interaction with superior	PC1. understand the work output requirements		1	2
		PC2. comply with company policy and rule		1	1
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays		0	1
	Interactions with colleagues, customers and/or vendors	PC4. put team over individual goals		0	1
		PC5. resolve conflicts and multi-task		0	1
<b>Sub Total</b>				<b>2</b>	<b>6</b>
4. G&J/N6004 Maintain safe work environment	Communicating potential accident points	PC1. spot and report potential hazards on time		1	1
		PC2. follow company policy and rules regarding use of hazardous materials		1	1
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays		1	1
	Using safety gear	PC4. use or wear safety gear as per the rules of the company		1	1



<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>				
		PC5. understand and follow the evacuation procedure properly during a fire drill	1	0
	Understanding safety procedures	PC6. provide first aid to self or others in case of emergency	0	0
		<b>Sub Total</b>	<b>5</b>	<b>4</b>
		<b>Total</b>	<b>20</b>	<b>80</b>

