

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY

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-Boiling In-charge

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Boiling

REFERENCE ID: G&J/Q4801

ALIGNED TO: NCO-2004/ NIL

Boiling In-charge: Also known as Boiling Person or Boiler, the boiling in-charge is the final processing role in the Indian diamond processing industry before the diamond is sent for grading.

Brief Job Description: Individuals working on this job place the finished diamond in a beaker with chemical solution like hydrochloric and sulfuric acid and place the beaker in a heating oven. This removes any residue of diamond dust, dirt or other contaminants collected during the cutting or polishing process. This process may also remove/bleach some of the darker surface reaching inclusions (*Naats*). Boiling this is sometimes performed on rough as well to improve the appearance of the rough.

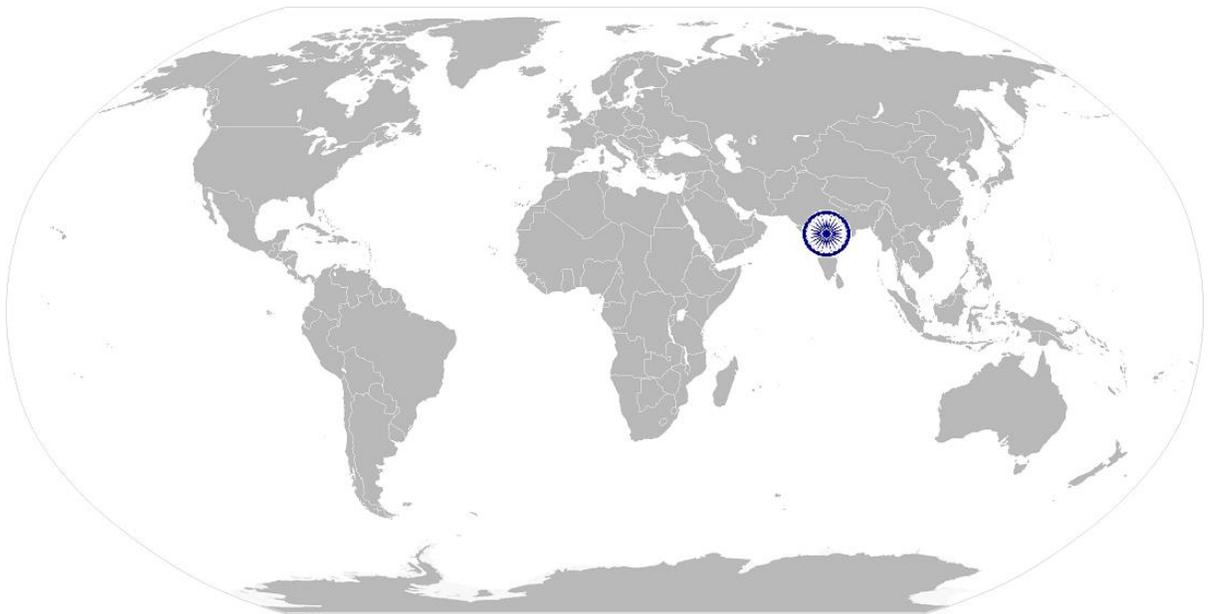
Personal Attributes: The job requires the individual to have: attention to details; cautious in dealing with acids; systematic; protective; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4801		
Job Role	Boiling In-charge		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	17/06/13
Sub-sector	Diamond Processing	Last reviewed on	30/07/13
Occupation	Boiling	Next review date	15/07/15

Job Role	Boiling In-charge Also known as 'Boiling Person' or 'Boiler'
Role Description	Boiling the diamonds in the acidic or caustic solution as per instructions, to clean the surface from the impurities and remove black inclusions (<i>naats</i>) on the surface of the diamond, improving its clarity and value
NVEQF/NVQF level	2
Minimum Educational Qualifications	Preferably 10 th Standard Passed
Maximum Educational Qualifications	
Training	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N4801 Boil the diamonds G&J/N9930 Maintain IPR G&J/N9931 Coordinate with team and superiors G&J/N9933 Maintain safety <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is the final step in diamond processing after which it goes for grading. In this step the diamonds are placed in a beaker with a chemical solution and then boiled in a heating oven. This removes the impurities and *naats* on the diamond surface and improves its light, lustre and whiteness (in case of white diamonds).

G&J/N4801

Boil the diamonds

National Occupational Standard

Unit Code	G&J/N4801
Unit Title (Task)	Boil the diamonds
Description	This OS unit is about using chemical solutions and heating oven to boil the diamonds, to clean its surface and improve its lustre
Scope	<p>This unit/task covers the following:</p> <p>Receive the packet of diamonds</p> <ul style="list-style-type: none"> • check the details on the packet and match the approximate size, shape and number of diamonds • understand the boiling requirement, i.e. if simple water boiling needs to be done, or some specific chemical boiling or deep boiling to remove <i>naats</i> <p>Boil the diamonds</p> <ul style="list-style-type: none"> • wearing safety gear as prescribed by the company, place the diamonds in individual beakers or together as per the boiling requirement • measure and pour the requisite amount of solvents including alcohol, like acetone, sulfuric acid, hydrogen peroxide, nitric acid, hydrofluoric acid and/or water • seal the beaker if required, place it in the heating oven and set the temperature and time • for simple / short boiling, place the beaker on a hot plate and cover as per need • for deep or pressure boiling to remove the <i>naats</i> place the diamond in a Teflon beaker or a pressure beaker, pour the prescribed amount of acidic solvent in the beaker and place it in the deep pressure boiler, seal, turn on the boiler and set the time (usually 15 hours) • after boiling for the required time, remove the beaker from the heat and allow the solution to cool to room temperature and retrieve your diamonds with corrosive resistant tweezers • rinse the diamonds well with pure water to remove acid • dry the diamonds with a lint-free cloth • hold the diamond with tweezers or wear gloves to avoid prints and check it using an eye glass. If all the removable surface impurities have not been removed then repeat the boiling process. • place the boiled diamonds in a packet with appropriate labeling and send them for grading <p>Clean and dry all the beakers and other equipments after use</p> <p>Perform quality check</p> <ul style="list-style-type: none"> • observe the diamonds with an eye glass to check if the surface impurities have been removed by boiling, before sending it for grading • ensure that the beakers used for boiling are clean before placing the diamond or pouring any solution • ensure the door of the heating oven is closed in order to achieve the set temperature

G&J/N4801

Boil the diamonds

	<ul style="list-style-type: none"> ensure that the boiler is sealed in case of pressure boiling <p>Follow safety procedures at work</p> <ul style="list-style-type: none"> wear proper safety gear like full sleeves shirts, goggles, gloves, apron, masks, etc. as prescribed by the company be careful in handling acids use appropriate tools like tongs to remove hot beakers from the oven ensure that the door of the heater is closed after placing the beaker and before starting the machine not to dip one's hand in the boiling solution and use tweezers to remove diamonds follow the disposal procedures set by the company for the used acids <p>Report problems about:</p> <ul style="list-style-type: none"> mismatch in the number of diamonds quality of the beakers or the solvent used is not appropriate difficulty in removing certain impurities any problems in with the heater or pressure boiler loss of a diamond or damage to a diamond
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of boiling	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. accurately boil the diamonds</p> <p>PC2. ensure that no re boiling is required for any diamond</p> <p>PC3. accurately mix the liquids for reaching the required concentration</p> <p>PC4. remove the dirt and inclusions as required</p> <p>PC5. accurately bag and label the diamond packet before returning</p>
Productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC7. timely delivery for further processing</p>
Controlling defects	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. ensure no damage to or loss of the diamond during the boiling process</p> <p>PC9. ensure no accidents while dealing with boiling acids and heaters</p> <p>PC10. Use all safety precautions while boiling</p> <p>PC11. dispose the acids as per prescription</p> <p>PC12. Asses the quality of the acids</p>

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Boil the diamonds

Knowledge and Understanding (K)	
A. Organizational Context (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. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. complete boiling procedure KB2. use of heating oven, hot plate and pressure boilers KB3. properties of different chemicals KB4. using machine tools and its maintenance KB5. safety procedures to avoid injuries to self as well as others KB6. different type of dirt and inclusions in a diamond KB7. basic understanding of 4Cs
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/individual on the job needs to know and understand how: SA1. to read descriptions on the diamond packets/ bags SA2. to read the labels of different chemical bottles SA3. to set time, temperature, etc. on the heater SA4. to label the boiled diamond packets for further processing SA5. to document work done for status and performance appraisal
	Calculation and measuring skills
	The user/individual on the job needs to know and understand how: SA6. to count the number of diamonds / diamond packets SA7. to make groups as per instructions SA8. to make solutions with required concentration after measuring
	Communication skills
	The user/individual on the job needs to know and understand how: SA9. to discuss task, schedules, and work-loads with co-workers and supervisors SA10. to understand instructions and report problems
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how: SA11. to share work load as required SA12. to assist others who require help SA13. to share knowledge with co-workers and take feedback

G&J/N4801

Boil the diamonds

B. Professional Skills	Planning skills
	The user/individual on the job needs to know and understand how: SB1. to plan work in order to ensure accurate and timely boiling
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB2. to work with a heating oven, pressure boiler and a hot plate SB3. to use diamond lifting and viewing tools like tweezers, tongs, scoops, eye glass, etc. SB4. to use and handle consumables like sulfuric acid, nitric acid, hydrofluoric acid, acetone, water, etc. SB5. to use and clean different beakers including Teflon beakers SB6. to maintain tools and machines used SB7. to work in a safe environment, i.e., without injuries
	Reducing loss and recycling
	The user/individual on the job needs to know and understand how: SB8. to re-use the solution used once for boiling to avoid wastage SB9. to handle diamonds with care SB10. to minimize damage or loss of any diamond during the boiling process SB11. to report diamond losses via documentation as per company policy SB12. to suggest improvements in order to reduce loss
	Decision making
	The user/individual on the job needs to know and understand how: SB13. to make decisions pertaining to the type of mixture to be used for boiling SB14. to decide the duration of the boiling process SB15. to decide if the diamond is completely clean or needs to be re boiled
	Organizing skills
	The user/individual on the job needs to know and understand how: SB16. to organize and keep each bottle of chemicals in such a way that it is easy to locate SB17. to re-fill the bottles when required before it is empty
	Problem solving
	The user/individual on the job needs to know and understand how: SB18. to assess the quality factors such as quality of the chemicals, tools and machines used, that contribute to the quality of boiling SB19. to identify immediate or temporary solutions to avoid delays
	Reflective thinking
The user/individual on the job needs to know and understand how: SB20. to plan the work to improve productivity and quality of boiling as well as to make the process hazard free	

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Boil the diamonds

	Critical thinking
	The user/individual on the job needs to know and understand how: SB21. to spot process disruptions and delays

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Boil the diamonds

NOS Version Control

NOS Code	G&J/N4801		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	17/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

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

Unit Code	G&J/N9930
Unit Title (Task)	Respect IPR of company
Description	This OS unit is about maintaining company's intellectual property
Scope	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> • prevent leak of new orders to competitors by reporting on time • prevent leak of the manufacturing processes or the policies followed by the company • be aware of any of company's product patents • report IPR violations observed in the market, to supervisor or company heads
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting IPR	<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>
Knowledge and Understanding (K)	
A. Organizational Context	<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. Technical Knowledge	<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>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	<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. Professional Skills	Decision making
	<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>
	Reflective thinking
	<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>
	Critical thinking
<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>	

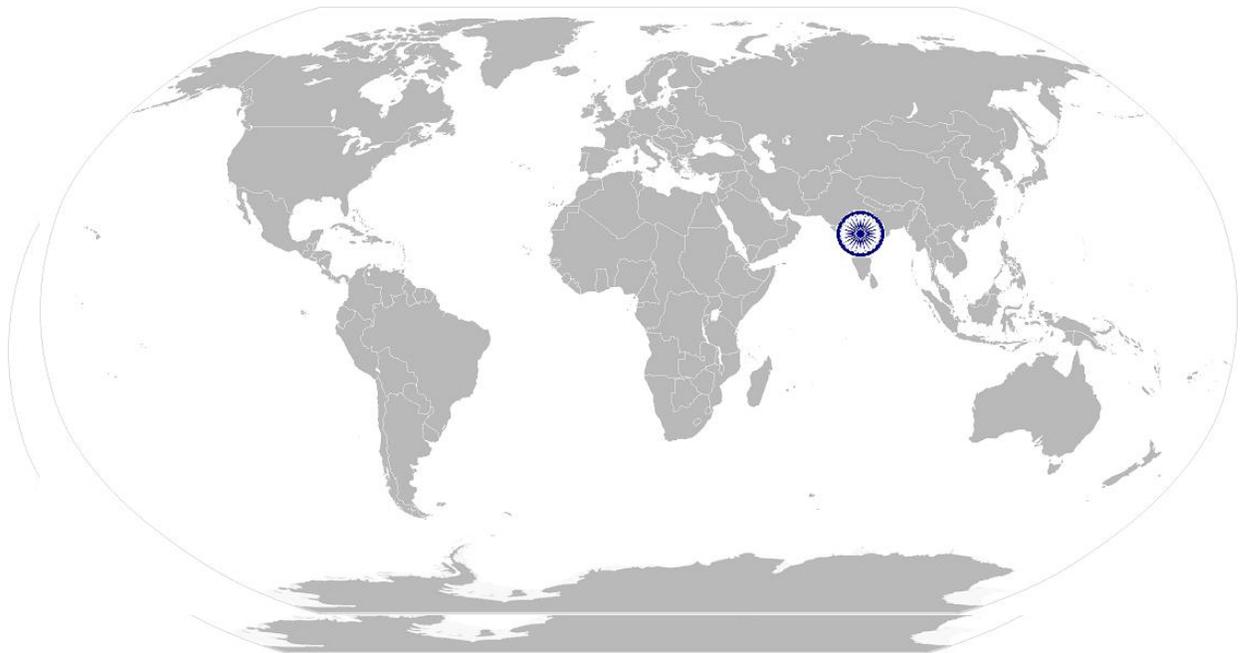
G&J/N9930

Maintain IPR

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Industry	Gems & Jewellery	Drafted on	17/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

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/N9931

Coordinate with team and superiors

National Occupational Standard

Unit Code	G&J/N9931
Unit Title (Task)	Interact with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazard-free work flow
Scope	<p>This unit/task covers the following:</p> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> • receive work instructions and raw materials from reporting supervisor • communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate any potential hazards or expected process disruptions • handover completed work to supervisor <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> • work as a team with colleagues and share work as per their or own work load and skills • work with colleagues of other departments • communicate and discuss work flow related difficulties in order to find solutions with mutual agreement • receive feedback from QC and rework in order to complete work on time
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with supervisor	To be competent, the user/individual on the job must be able to: PC1. understand the work output requirements PC2. comply with company policy and rule PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
Interactions with colleagues and other departments	To be competent, the user/individual on the job must be able to: PC4. put team over individual goals PC5. conflicts resolution and multi-tasking
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on personnel management KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure

G&J/N9931

Coordinate with team and superiors

B. Technical Knowledge	The individual on the job needs to know and understand: KB1. how to communicate effectively KB2. how to build team coordination
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Teamwork and some multitasking 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
B. Professional Skills	<p>Decision making</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>Reflective thinking</p> <p>The individual on the job needs to know and understand: SB3. how to improve work process</p> <p>Critical thinking</p> <p>The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays</p>

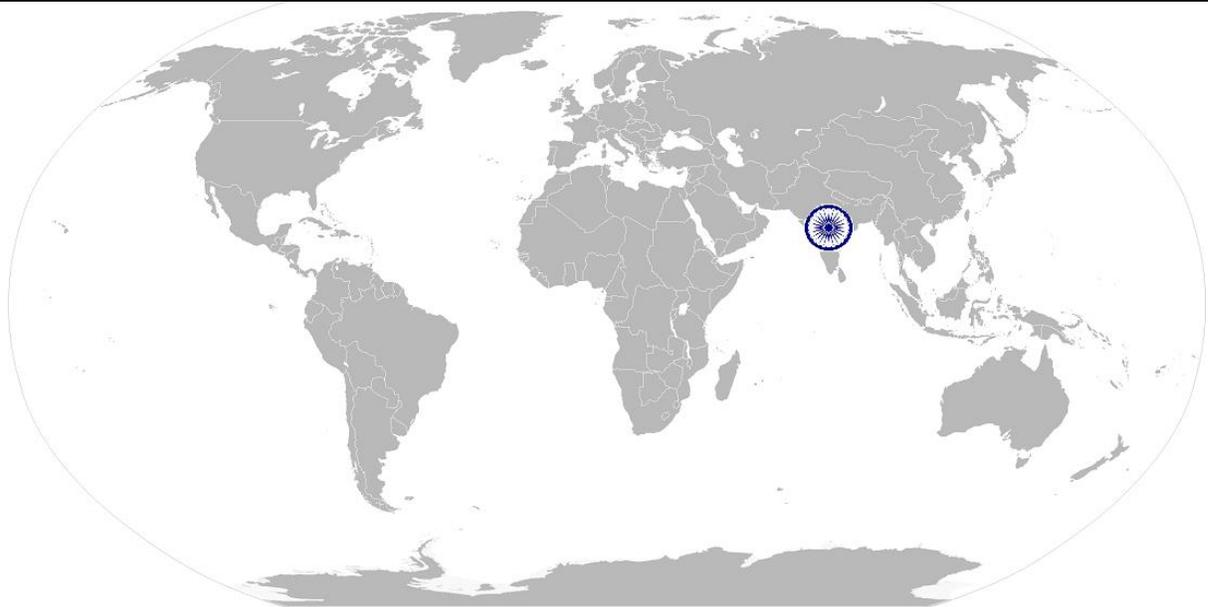


G&J/N9931

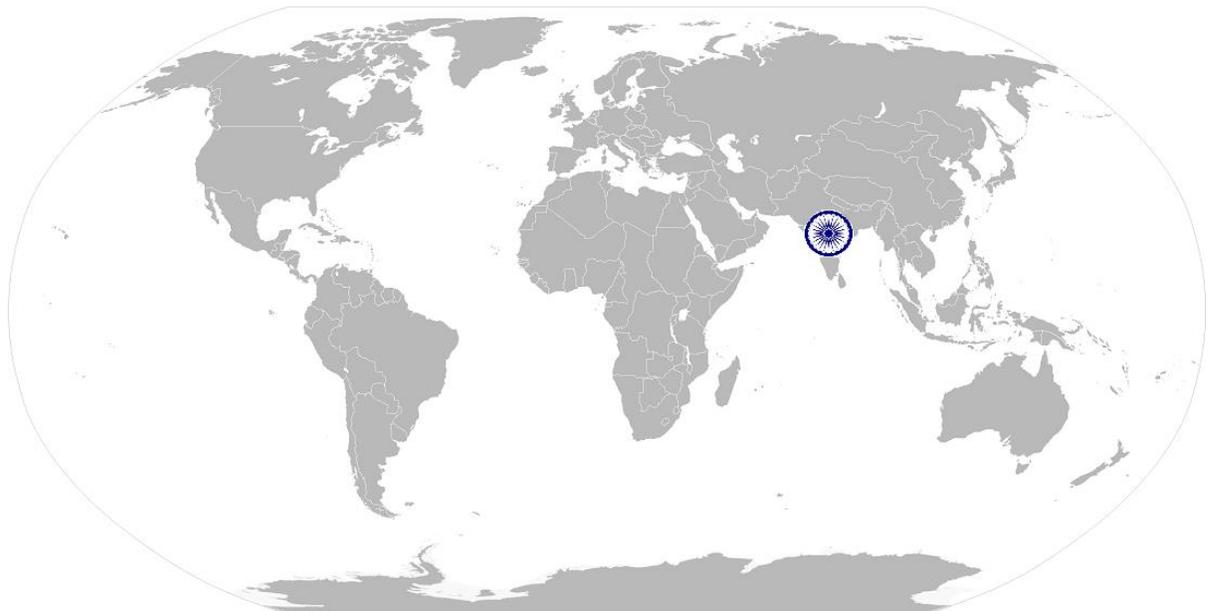
Coordinate with team and superiors

NOS Version Control

NOS Code	G&J/N9931		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	17/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15



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

Unit Code	G&J/N6004
Unit Title (Task)	Maintain safety at work
Description	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
Scope	<p>This unit/task covers the following:</p> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> to avoid accidents related to use of potentially dangerous chemicals, gases, sharp tools and hazards from machines like rotating scaife, lasers, heating ovens, etc. <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job <p>Understand the safety procedures followed by the company</p> <ul style="list-style-type: none"> such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> process flow improvements to reduce anticipated or repetitive hazards mishandling of tools, machines or hazardous materials electrical problems that could result in accident
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding of potential sources of accidents and communicating	To be competent, the user/individual on the job must be able to: PC1. spot and report potential hazards on time PC2. follow company policy and rules regarding hazardous materials PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
Using safety gear	To be competent, the user/individual on the job must be able to: PC4. understand which safety gear must we used for a particular task
Understanding of safety procedures	To be competent, the user/individual on the job must be able to: PC5. understand and follow the evacuation procedure properly during a fire drill PC6. provide first aid to self or others in case of emergency
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: 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 KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure

G&J/N9933

Maintain safety

<p>B. Technical Knowledge</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>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Communication skills</p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate the danger</p>
<p>B. Professional Skills</p>	<p>Decision making</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>Reflective thinking</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>Critical thinking</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

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Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	17/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

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 fulfil 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

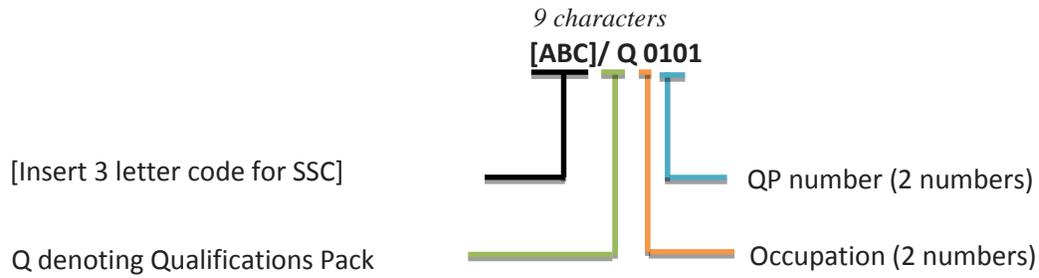
Acronyms

	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

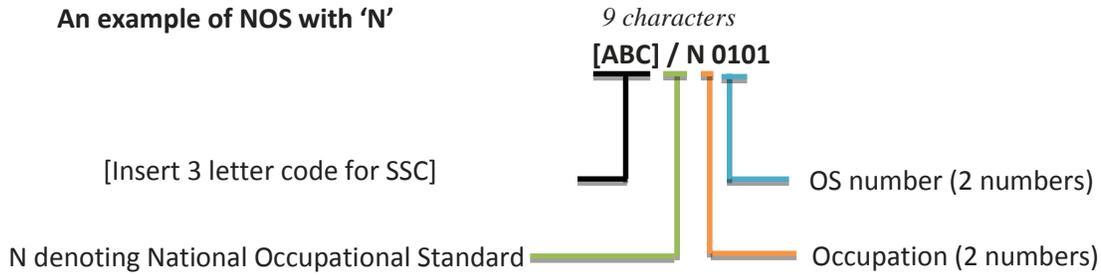
Nomenclature for QP and NOS

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 QP or NOS	Q
Next two numbers	Occupation code	48
Next two numbers	OS number	08

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role - Boiling In-Charge

Qualification Pack Boiling In-Charge

Sector Skill Council
GEMS & JEWELLERY

Guidelines for Assessment:

1. To pass the Qualification Pack , every trainee should score a minimum of 50% in theory and 70% in practical assessments.

		Marks Allocation	
		Theory	Skills Practical
G&J/N4801 This OS unit is about using chemical solutions and heating oven to boil the diamonds, to clean its surface and improve its lustre	PC1. accurately boil the diamonds	1	8
	PC2. ensure that no re boiling is required for any diamond	0	8
	PC3. accurately mix the liquids for reaching the required concentration	1	6
	PC4. remove the dirt and inclusions as required	0	6
	PC5. accurately bag and label the diamond packet before returning	1	6
	PC6. achieve the productivity in terms of carats or number of pieces as set by the company	1	6
	PC7. timely delivery for further processing	0	6
	PC8. ensure no damage to or loss of the diamond during the boiling process	1	6
	PC9. ensure no accidents while dealing with boiling acids and heaters	0	6
	PC10. Use all safety precautions while boiling	1	5
	PC11. dispose the acids as per prescription	1	6
	PC12. Asses the quality of the acids	1	6
		8	75

G&J/N9930 This OS unit is about maintaining company's intellectual property	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
		3	0
G&J/N9931 This OS unit is about communicating with colleagues and seniors in order to maintain smooth ad hazards free work flow	PC1. understand the work output requirements	1	0
	PC2. comply with company policy and rule	1	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
	PC4. put team over individual goals	2	0
	PC5. conflicts resolution and multi-tasking	2	0
		6	2
G&J/N9933 This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job	PC1. spot and report potential hazards on time	1	0
	PC2. follow company policy and rules regarding hazardous materials	1	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	0
	PC4. understand which safety gear must we used for a particular task	0	1
	PC5. understand and follow the evacuation procedure properly during a fire drill	0	1

	PC6. provide first aid to self or others in case of emergency	0	1
		3	3
		20	80
		100	