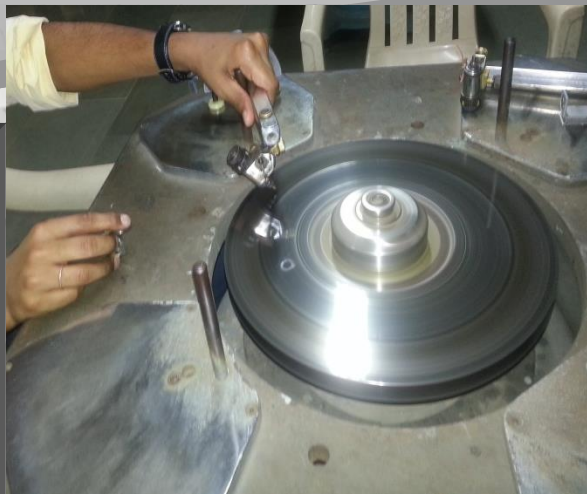


## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



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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- Polishing Supervisor

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Faceting and Polishing

**REFERENCE ID:** G&J/Q4701

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

**Polishing Supervisor:** In the Indian diamond processing industry, Polishing Supervisor is in-charge running the day-to-day work flow and processes of the faceting and polishing department.

**Brief Job Description:** The individual on this job, allocates work to subordinate workers, trains and educates them, instructs about the job to be performed on daily basis, checks quality of output, manages team and systems, carries out performance appraisal, ensures safety of the diamond, and interacts with other departments in order to produce lots of faceted and polished diamonds as per company's objectives and customer's requirement and delivers on time.

**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; ability to work on machines; a sharp mind to spot and correct errors; ability work for long hours not necessarily on one desk; high level of concentration and patience to work in a high-decibel machine-generated noise environment.

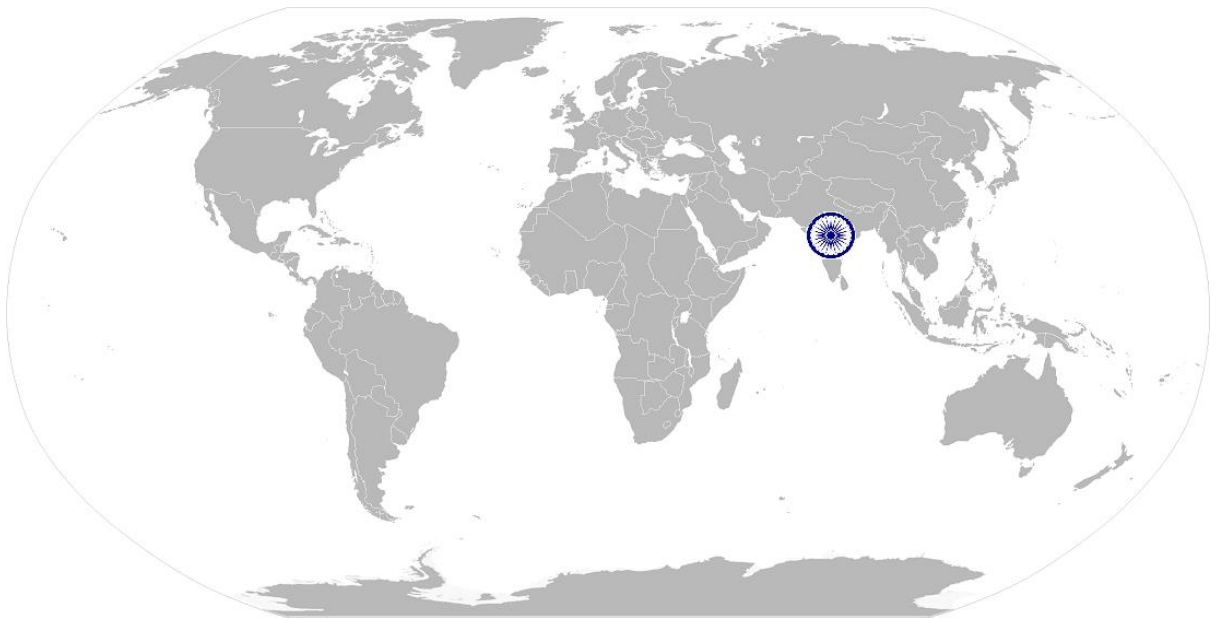
Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q4701</b>		
<b>Job Role</b>	<b>Polishing Supervisor</b>		
<b>Credits(NVEQF/NVQF/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>24/06/13</b>
<b>Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>15/07/15</b>

<b>Job Role</b>	<b>Polishing Supervisor</b>
<b>Role Description</b>	Monitoring the work of polishers (top, bottom or girdle) and other helpers , for the purpose of ensuring accurate faceting and polishing of the diamond as per plan
<b>NVEQF/NVQF level</b>	5
<b>Minimum Educational Qualifications</b>	12 <sup>th</sup> standard passed
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Diamond polishing
<b>Experience</b>	3 years minimum
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N4702 Supervise polishing operations</a></li> <li><a href="#">G&amp;J/N9930 Maintain IPR</a></li> <li><a href="#">G&amp;J/N9932 Coordinate with the team and others</a></li> <li><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 supervising the polishing operations by monitoring, instructing, educating and training the polishers in order to ensure accurate creation of all the facets of the diamond as per plan, without any damage to the stone and the weight loss as per the company's policies. Dissemination of information and knowledge and management of work flow and team are important aspects of this job role.

**G&J/N4702**

**Supervise polishing operations**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N4702</b>
<b>Unit Title (Task)</b>	<b>Supervise the polishing operations</b>
<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of polishers (top, bottom or girdle) including the doppers/helpers
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Deliver the bag of diamonds to polisher/dopper</p> <ul style="list-style-type: none"> <li>• match the stone type, weight and number as mentioned on the bag</li> <li>• allocate work to dopper, polisher according to their work load and level of expertise, e.g., type of diamonds handled in the past, size and weight, type of polishing required</li> <li>• instruct about the delivery time, tools and machines, and consumables to be used and quality requirements</li> <li>• educate about a new requirements or different type of dopping/ polishing requirement</li> <li>• explain the hazards involved and precautions to be taken to avoid accidents</li> </ul> <p>Describe the dopping requirement to dopper</p> <ul style="list-style-type: none"> <li>• instruct about the sequence of side, angle and alignment for dopping</li> <li>• remind about secure doping and type of dop to be used</li> <li>• explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone as well as workers</li> <li>• describe the final outcome as desired as per plan</li> </ul> <p>Monitor the work done by the polisher</p> <ul style="list-style-type: none"> <li>• describe the final outcome as desired by the customer or as per plan</li> <li>• ensure that the machine or the bench set up is correct</li> <li>• ensure that the leveling of all the parts of the bench and the tang is correct</li> <li>• explain to the facet maker, the faceting requirements as per plan such as how many facets and shape of facet to be created, e.g., round brilliant, marquise, princess, oval, heart, baguette, emerald, etc.</li> <li>• ensure the placement of the dopped diamond on the rounding machine or the tang for polishing is correct by the polisher</li> <li>• point out the mistakes made by the polisher, like wrong gear set on the tang, or in accurate fixing of the diamond in the rounding machine</li> <li>• ensure the polisher is adequately using diamond dust on the scaife as required</li> <li>• instruct the polisher about the speed of work to ensure timely delivery</li> <li>• explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone</li> </ul> <p>Perform quality check</p> <ul style="list-style-type: none"> <li>• ensure the work done by the polisher or helper is complete and correct</li> <li>• ensure that all diamond have been faceted accurately as per plan and there has</li> </ul>

**G&J/N4702**

**Supervise polishing operations**

	<p>been no damage to the stone in the process</p> <ul style="list-style-type: none"> <li>• ensure there are no problems such as extra facets, natural surface, nicks, scratches, polish lines, burn marks, abrasions</li> <li>• ensure that the weight loss in the process is under the prescribed limit</li> <li>• on completion, check the proportion and symmetry of the facets using the proportion and symmetry analyzer machine</li> <li>• as per the results of the machine, get the facets repaired to match the planning exactly</li> </ul> <p>Ensure safety and security</p> <ul style="list-style-type: none"> <li>• ensure that there is no damage to any team member or to a stone while using the machines and tools.</li> <li>• instruct the correct way of using machine and tools to avoid accidents</li> <li>• explain the hazards of dealing with different chemicals, machines and tools</li> <li>• ensure each team member follows proper safety procedures and wears safety gear as prescribes by the company</li> <li>• train the team members about maintenance of the machine tools and the way to organize the same</li> </ul> <p>Manage accounts of stones</p> <ul style="list-style-type: none"> <li>• match the diamond type, weight and number of diamonds received against those handed over to dopper or polisher</li> <li>• ensure that there is no loss of stone by any team member during the entire polishing process</li> <li>• return bagged polished diamonds to the manager</li> </ul> <p>Review the performance of the team members for performance appraisal</p> <p>Handle or report problems related to:</p> <ul style="list-style-type: none"> <li>• technical problems with any part of the bench/ mill such as leveling, loose screws</li> <li>• diamond received with planning defect</li> <li>• diamond received with a faulty table</li> <li>• mismatch in diamond issued and received</li> <li>• problem with the planned polishing which may lead to breakage</li> <li>• defective or inadequate number of dops/ holders</li> <li>• damage while polishing</li> <li>• inadequate quantity of consumable such as adhesives</li> <li>• machine break down or wear and tear of tools, etc.</li> <li>• workforce shortage</li> <li>• personal issues among workers</li> <li>• reasons for anticipated delays that may adversely affect delivery</li> </ul>
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**G&J/N4702**

**Supervise polishing operations**

<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Quality of output</b>	To be competent, the user/individual on the job must be able to: PC1. achieve accurate proportions and symmetry of the facets and the girdle as per design requirement PC2. achieve finish and brilliance of the facets and the girdle as planned PC3. remove inclusions while polishing as per plan PC4. ensure accuracy of the alignment and secure dopping PC5. ensure that the cut meets the grading requirements PC6. ensure weight loss planned is within company's prescribe limit PC7. ensure accurate bagging and labelling of the diamonds before returning
<b>Productivity</b>	To be competent, the user/individual on the job must be able to: PC8. achieve the productivity in terms of carats or number of pieces as set by the company PC9. deliver in time to next process
<b>Allocating work</b>	To be competent, the user/individual on the job must be able to: PC10. accurately assess the worker's capabilities and work load in order to distribute work for maximum productivity PC11. accurately describe the job at hand to the worker PC12. instruct about precautions to be taken to deliver the job at hand as planned PC13. clearly define delivery schedule and work output requirements PC14. anticipate and be alert about any disruptions and worker's capabilities
<b>Problems handling</b>	To be competent, the user/individual on the job must be able to: PC15. resolve problems related to machine and tools to deliver on time PC16. resolve problems related to workers and their productivity PC17. encourage workers to achieve higher productivity PC18. rectify faults and repair a damaged stone
<b>Controlling defects</b>	To be competent, the user/individual on the job must be able to: PC19. ensure no breakage of the culet point PC20. ensure there is no loss or damage to the diamond while polishing PC21. ensure no flaws due to faulty polish like, nicks, scratches, burn marks, abrasions, etc
<b>Multitasking</b>	To be competent, the user/individual on the job must be able to: PC22. supervise other departments such as blocking, bruting, etc. when required
<b>Process Compliances</b>	To be competent, the user/individual on the job must be able to: PC23. comply with relevant legislation, standards, policies and procedures
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and	The individual on the job needs to know and understand: KA1. company's policies on: acceptable limits of weight loss; personnel management; delivery standards; safety practices and procedures; customer orientation; performance measurement and incentive policies KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow

**G&J/N4702**

**Supervise polishing operations**

<p>its processes)</p>	<p>KA4. reporting structure            KA5. issue return procedures followed by the company            KA6. typical customer profile and market trends            KA7. specialization area of the company (size, clarity, shape, quality, etc. of diamonds)            KA8. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.            KA9. management of worker, quality and productivity            KA10. conflict resolution and problem solving            KA11. performance appraisal</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. blocking procedure of diamonds            KB2. bruting and coning            KB3. polishing process            KB4. 4Cs of diamond (colour, cut, clarity and carat)            KB5. use of various scopes in diamond processing            KB6. stress (tension) of the diamond            KB7. using proportion and symmetry analyzer machine            KB8. geometry to understand the angles and symmetry            KB9. direction of the tang and using the data system on the tang            KB10. process of preparation of scaife            KB11. repair work            KB12. valuation of diamonds depending on different dimensions            KB13. knowledge of assembly and leveling of different parts of the bench            KB14. knowledge of preparing the scaife for polishing            KB15. potential steps which may cause damage to a diamond            KB16. potential work hazards, particularly, when using auto blocking machine or scaife            KB17. operating auto blocking machine            KB18. types of inclusions in a diamond            KB19. uses of different types of tools and materials for different purposes and end results            KB20. how to maintain and prepare the tools as per job requirement            KB21. accounting of stones and documentation            KB22. team management</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Reading and writing skills</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to read about different types of diamonds and their properties            SA2. to read descriptions on the diamond packets/ bags            SA3. to document work flow, quality standards and outcomes as per company policy            SA4. to read company rules/compliance documents required to complete the work</p>

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**Supervise polishing operations**

	<b>Calculation and geometry skills</b>
	The user/individual on the job needs to know and understand how: SA5. to check the angles, size and alignment of the diamond SA6. to calculate an approximate value of a diamond
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how: SA7. to discuss task, schedules, and work-loads with team members, co-workers, manager and other supervisors SA8. to give instructions to the team members about the polish required SA9. to give appropriate instructions and feedback to different levels of workers under his supervision SA10. to educate about safety and work hazards SA11. to train on loss avoidance, productivity and correct steps to follow on the job SA12. to inform about IPR issues pertaining to the company and detecting violations SA13. to resolve inter-personal conflicts between workers and co-workers
	<b>Team management skills</b>
	The user/individual on the job needs to know and understand how: SA14. to distribute work equitably and according to seniority and experience of worker SA15. to encourage workers to share workload and deliver on time SA16. to assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA17. to appraise based on company's standards and workers' performance SA18. to encourage workers to multitask, update and work on new technologies
<b>B. Professional Skills</b>	<b>Reading design dimensions</b>
	The user/individual on the job needs to know and understand how: SB1. the diamond has to be polished in order to achieve perfect proportion and symmetry as required by design
	<b>Diamond Valuation</b>
	The user/individual on the job needs to know and understand how to: SB2. estimate basic value of the diamond SB3. in case no design is provided, understanding what kind of polish can yield maximum value for the finished diamond
	<b>Using tools and machines</b>
The user/individual on the job needs to know and understand: SB4. how to work with dop tang system, scaife and set up the polishing bench SB5. how to prepare and charge the scaife as required SB6. how to use proportion and symmetry analyzer machine and the rounding machine SB7. the dopping procedure of a diamond dop SB8. precautions to be taken while using scaife and rounding machine, etc. SB9. how to use tools like tweezers, eye glass, etc. to hold and view the diamond	



**G&J/N4702**

**Supervise polishing operations**

	<p>SB10. machine operations and its maintenance SB11. how to make the work environment safe environment, i.e., without injuries to self as well as others</p>
	<p><b>Planning skills</b></p>
	<p>The user/individual on the job needs to know and understand how: SB12. to plan work for of the team members according to work load and immediate delivery commitments</p>
	<p><b>Decision making skills</b></p>
	<p>The user/individual on the job needs to know and understand how: SB13. to decide which team member should be assigned what type of diamond SB14. the safety of polishing a diamond as per the plan given</p>
	<p><b>Reducing loss</b></p>
	<p>The user/individual on the job needs to know and understand how: SB15. to handle diamonds with care SB16. to minimize damage or loss of any diamond during the polishing process SB17. to report diamond losses via documentation as per company policy SB18. to suggest improvements in order to reduce loss</p>
	<p><b>Innovative thinking</b></p>
	<p>The user/individual on the job needs to know and understand how: SB19. to devise new means of working to improve productivity SB20. to suggest different or innovative plans, which may yield higher returns for the company</p>
	<p><b>Analytical thinking</b></p>
	<p>The user/individual on the job needs to know and understand how: SB21. to assess the accuracy of the work done by the polisher or the dopper</p>
	<p><b>Reflective thinking</b></p>
	<p>The user/individual on the job needs to know and understand how: SB22. to make people work for long hours in a sitting position without health problems</p>
	<p><b>Critical thinking</b></p>
	<p>The user/individual on the job needs to know and understand how: SB23. to spot process disruptions and delays SB24. to arrange for tools, machines and consumables in time</p>

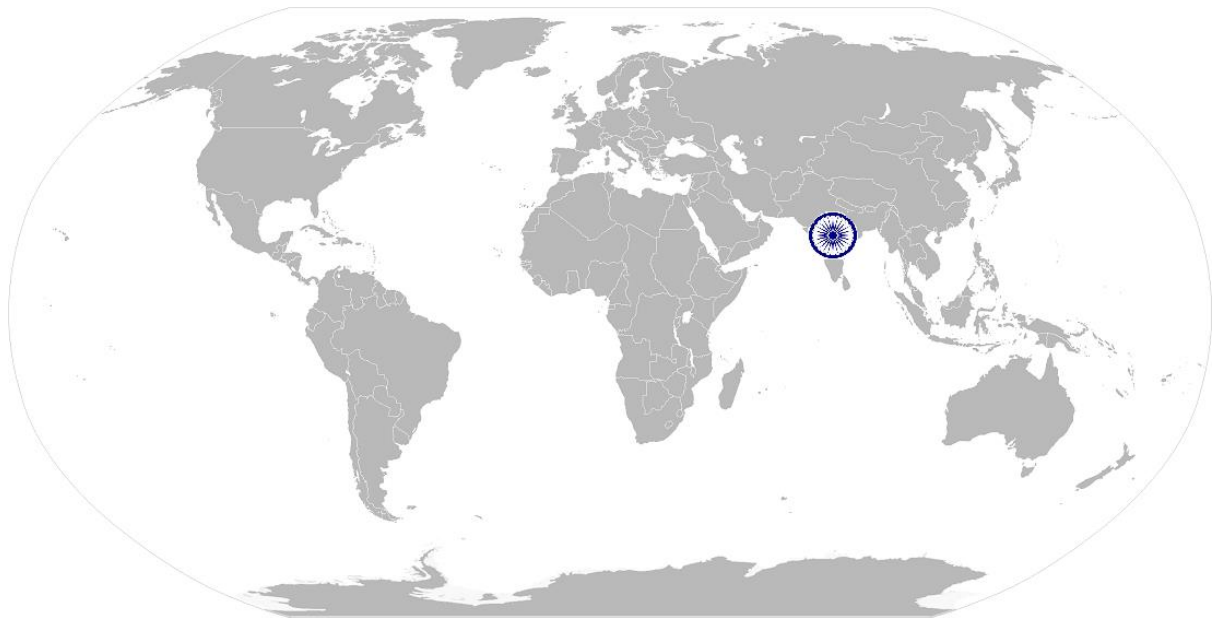
**G&J/N4702**

**Supervise polishing operations**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N4702</b>		
<b>Credits(NVEQF/NVQF/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>24/06/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</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>	

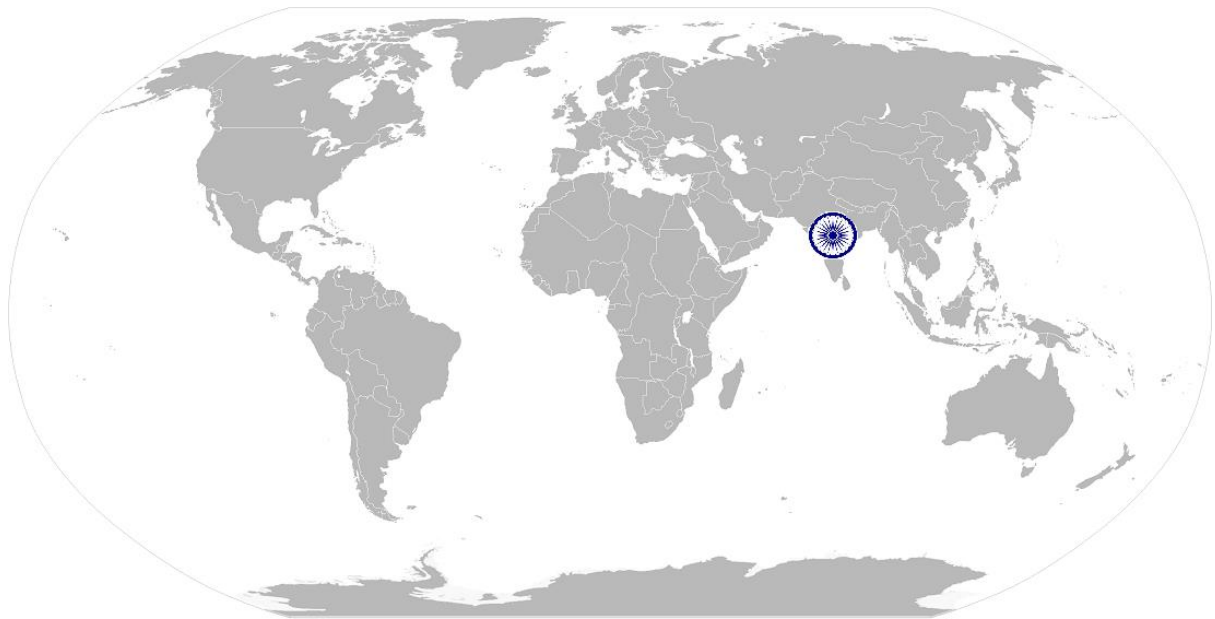
**G&J/N9930**

**Maintain IPR**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9930</b>		
<b>Credits(NVEQF/NVQF/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>24/06/13</b>
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		<b>Next review date</b>	<b>15/07/15</b>

# National Occupational Standard



## Overview

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

**G&J/N9932**

**Coordinate with the 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 members, colleagues and seniors</b>
<b>Description</b>	This OS unit is about communicating with subordinates, colleagues and seniors in order to maintain smooth and hazards free work flow
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Interact with subordinates (team members) to:</p> <ul style="list-style-type: none"> <li>• give work instructions to the team members</li> <li>• receive communication from team members about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>• instruct about the delivery time, tools and machines, and consumables to be used and quality requirements</li> <li>• educate about a new requirements/objectives of the company</li> <li>• train about using and maintenance of machines and tools</li> <li>• communicate any potential hazards or safety measures to be followed</li> <li>• listen to various problems reported by the team members and provide solution</li> <li>• quality check completed work from the team member and give feedback</li> </ul> <p>Interact with superiors to:</p> <ul style="list-style-type: none"> <li>• receive work instructions and feedback from reporting manager or other senior</li> <li>• communicate to reporting superior about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>• communicate to reporting superior about employee management, i.e., shortages or performance related</li> <li>• communicate any potential hazards or expected process disruptions</li> <li>• re-work based on feedback provided by superior on product, process and people</li> <li>• handover completed work to superior</li> </ul> <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> <li>• work as a team with colleagues and share work as per their or own work load and skills</li> <li>• work with colleagues of other departments</li> <li>• communicate an discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>• receive feedback from QC and rework in order to complete work on time</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with subordinates</b>	To be competent, the user/individual on the job must be able to: PC1. clearly communicate instructions and work requirements PC2. understand the problems

**G&J/N9932**

**Coordinate with the team and others**

<b>Interaction with superior</b>	To be competent, the user/individual on the job must be able to: PC3. understand the work output requirements PC4. understand company policy and rule PC5. deliver quality work on time as required by reporting any anticipated reasons for delays
<b>Interactions with colleagues and other departments</b>	To be competent, the user/individual on the job must be able to: PC6. put team over individual goals PC7. resolve conflicts and multitask
<b>Knowledge and Understanding (K)</b>	
<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 at each stage; incentives; delivery standards; safety and hazards; integrity and IPR; and personnel management KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. typical customer profile and market trends
<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 KB3. how to manage work flow and personnel KB4. how to motivate team members
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Teamwork and multitasking</b> The individual on the job needs to know and understand how: SA1. to motivate team members to deliver right quality output on time SA2. to communicate for the purpose of: training, resolving problems related to machines or personnel, giving specific instructions and driving work
<b>B. Professional Skills</b>	<b>Decision making</b> The individual on the job needs to know and understand: SB1. how to report and address potential areas of disruptions to work process SB2. when to report to superior and when to deal with a colleague depending on the type of concern SB3. how the product has to be processed for giving accurate instructions to team members <b>Reflective thinking</b> The individual on the job needs to know and understand: SB4. how to improve work processes for greater output SB5. how to resolve inter-personal conflicts among workers and departments <b>Critical thinking</b> The individual on the job needs to know and understand: SB1. how to spot process disruptions and delays SB2. how to allocate work for optimum output of required quality and quantity



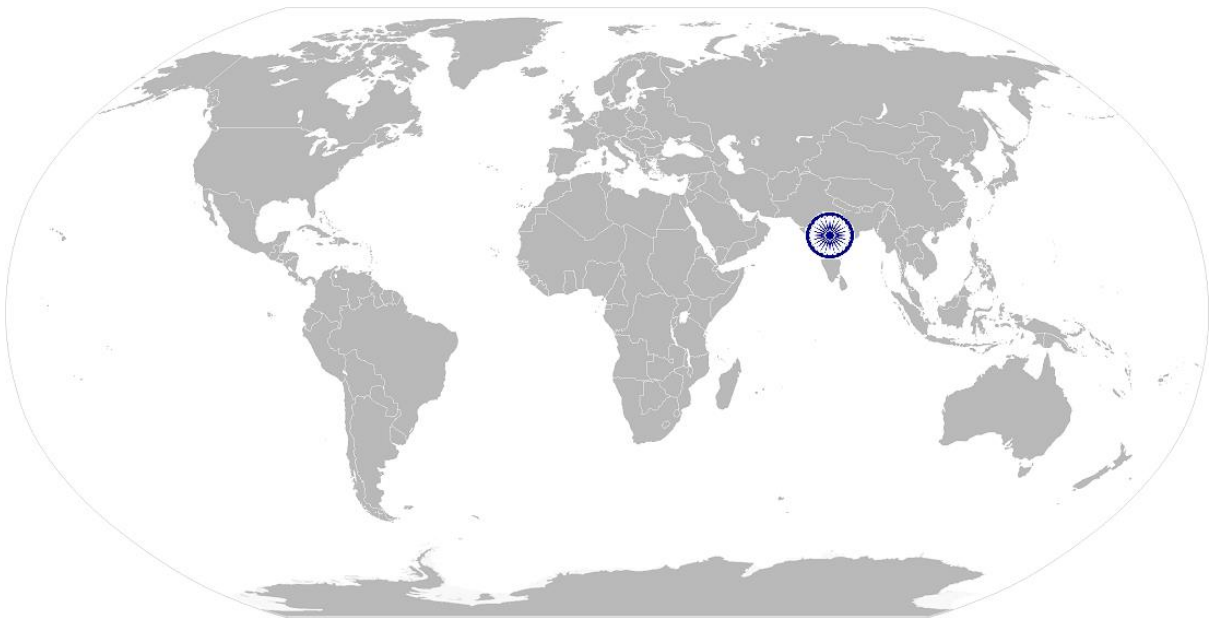
**G&J/N9932**

**Coordinate with the team and others**

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<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>24/06/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</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> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> <li>to avoid accidents related to use of potentially dangerous chemicals, gases, sharp tools and hazards from machines like rotating scaife, lasers, heating ovens, etc.</li> </ul> <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> <li>wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job</li> </ul> <p>Understand the safety procedures followed by the company</p> <ul style="list-style-type: none"> <li>such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency</li> </ul> <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> <li>process flow improvements to reduce anticipated or repetitive hazards</li> <li>mishandling of tools, machines or hazardous materials</li> <li>electrical problems that could result in accident</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>	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
<b>Using safety gear</b>	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
<b>Understanding of safety procedures</b>	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
<b>Knowledge and Understanding (K)</b>	
<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 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 process KA3. importance of the individual's role in the workflow KA4. reporting structure

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<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>

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**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9933</b>		
<b>Credits(NVEQF/NVQF/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>24/06/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

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

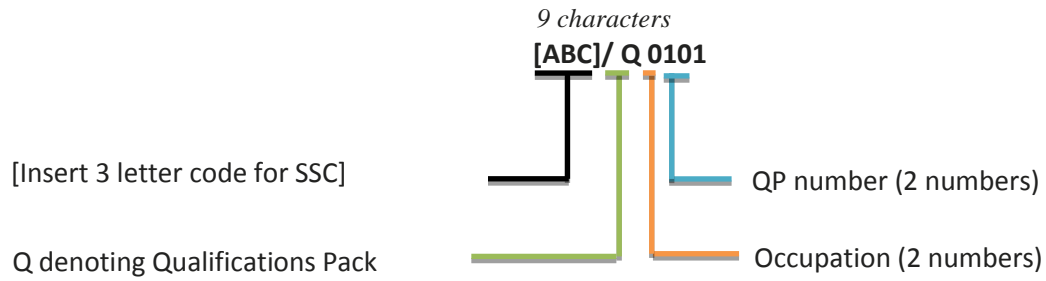
**Acronyms**

	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.
<b>Keywords /Terms</b>	<b>Description</b>
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

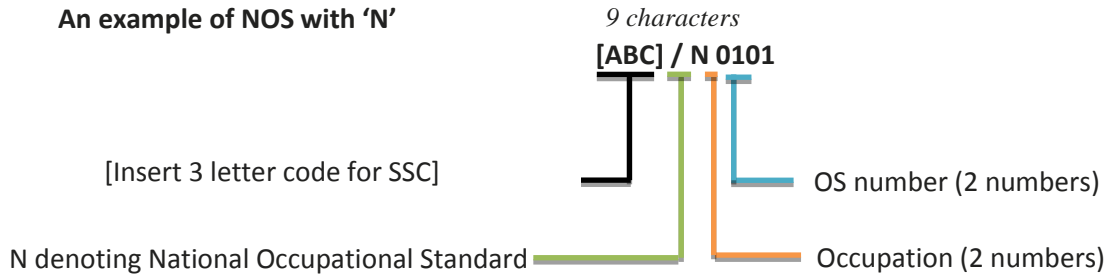
### Nomenclature for QP and NOS

#### 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	47
Next two numbers	OS number	07

CRITERIA FOR ASSESSMENT OF TRAINEES

<u>Job Role</u>	<u>Polishing Supervisor</u>		
<u>Qualification Pack</u>	<u>Polishing Supervisor</u>		
<u>Sector Skill Council</u>	GEMS & JEWELLERY		
<u>Guidelines for Assessment:</u> 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/N4702 This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of polishers (top, bottom or girdle) including the doppers/helpers	PC1. achieve accurate proportions and symmetry of the facets and the girdle as per design requirement	1	5
	PC2. achieve finish and brilliance of the facets and the girdle as planned	1	5
	PC3. remove inclusions while polishing as per plan	1	5
	PC4. ensure accuracy of the alignment and secure dopping	1	4
	PC5. ensure that the cut meets the grading requirements	1	4
	PC6. ensure weight loss planned is within company's prescribe limit	0	2
	PC7. ensure accurate bagging and labelling of the diamonds before returning	0	2
	PC8. achieve the productivity in terms of carats or number of pieces as set by the company	0	3
	PC9. deliver in time to next process	0	3

	PC10. accurately assess the worker's capabilities and work load in order to distribute work for maximum productivity	0	3
	PC11. accurately describe the job at hand to the worker	0	3
	PC12. instruct about precautions to be taken to deliver the job at hand as planned	1	3
	PC13. clearly define delivery schedule and work output requirements	0	3
	PC14. anticipate and be alert about any disruptions and worker's capabilities	0	3
	PC15. resolve problems related to machine and tools to deliver on time	0	3
	PC16. resolve problems related to workers and their productivity	0	3
	PC17. encourage workers to achieve higher productivity	0	3
	PC18. rectify faults and repair a damaged stone	0	3
	PC19. ensure no breakage of the culet point	1	3
	PC20. ensure there is no loss or damage to the diamond while polishing	0	3
	PC21. ensure no flaws due to faulty polish like, nicks, scratches, burn marks, abrasions, etc	1	3
	PC22. supervise other departments such as blocking, bruting, etc. when required	0	3
	PC23. comply with relevant legislation, standards, policies and procedures	0	3
		8	75
G&J/N9930 This OS unit is about maintaining company's intellectual	PC1. spot plagiarism and report	1	0

property	PC2. understand rationale of patents and IPR	1	0
	PC3. avoid being involved in IPR violations	1	0
		3	0
G&J/N9932 This OS unit is about communicating with subordinates, colleagues and seniors in order to maintain smooth and hazards free work flow	PC1. clearly communicate instructions and work requirements	1	0
	PC2. understand the problems	1	0
	PC3. understand the work output requirements	1	0
	PC4. understand company policy and rule	1	0
	PC5. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
	PC6. put team over individual goals	1	0
	PC7. resolve conflicts and multitask	1	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	