

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

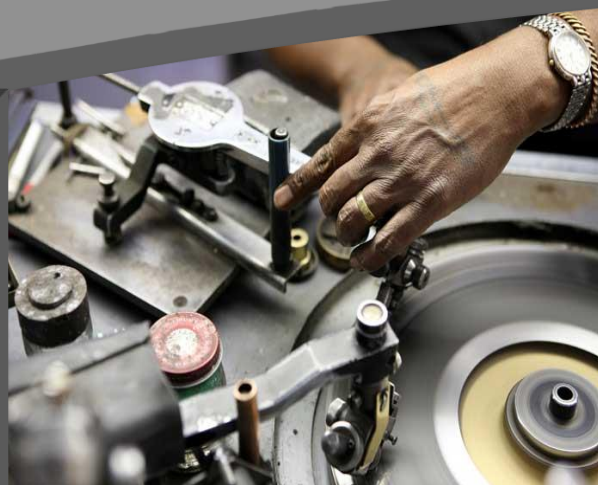
### What are Occupational Standards(OS)?

- 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

#### Contact Us:

Gem and Jewellery Skill Council of India, 3<sup>rd</sup> floor, BFC building, SEEPZ, Andheri East, Mumbai - 400096

E-mail: [ceo@gjsci.org](mailto:ceo@gjsci.org)



## CONTENTS

1. [Introduction and Contacts.....\[P1\]](#)
2. [Qualifications Pack.....\[P2\]](#)
3. [Glossary of Key Terms .....\[P3\]](#)
4. [OS Units.....\[P5\]](#)
5. [Annexure: Nomenclature for QP & OS.\[P25\]](#)
6. [Assessment Criteria.....\[P27\]](#)

## Introduction

### Qualifications Pack- Top Polisher- Diamond Processing

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Faceting and polishing

**REFERENCE ID:** G&J/Q4702

**ALIGNED TO:** NCO-2015/NIL

**Brief Job Description:** The individual on the job works with top dop-tang system and makes 32 top facets of a diamond by polishing it on a wheel or scaife in order to yield maximum brilliance and symmetry. For polishing, the stone is set either in a lead dop or a mechanical-clamp and held down on a revolving cast-iron scaife (horizontal and circular disc) charged with diamond dust. Also known as *Aanth (8) Pail Karigar* or *Mathala Karigar* or Crown Polisher, the top polisher creates the top 32 facets of a diamond.

**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team; ability to work for long hours in sitting position on a bench or the floor; and a lot of patience.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q4702</b>		
<b>Job Role</b>	<b>Top Polisher – Diamond Processing</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>28/08/2016</b>
<b>Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>24/11/2017</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>24/11/2021</b>
<b>NSQC Clearance on*</b>	<b>DD/MM/YYYY</b>		

\* only after clearance from NSQC

<b>Job Role</b>	<b>Top Polisher – Diamond Processing</b>
<b>Role Description</b>	Creating and polishing top facets (generally 32) of a diamond as per plan, while maintaining symmetry, maximizing yield and capturing its brilliance
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications*</b>	8th Standard
<b>Maximum Educational Qualifications*</b>	Not applicable
<b>Training</b> (Suggested but not mandatory)	Not applicable
<b>Minimum job entry age</b>	18 years
<b>Experience</b>	Not applicable
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N4701 Fix diamond in the pot</a></li> <li><a href="#">G&amp;J/N4702 Make and polish the top facets of the diamond</a></li> <li><a href="#">G&amp;J/N9901 Coordinate with others</a></li> <li><a href="#">G&amp;J/N9902 Maintain health and safety at workplace</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

Definitions

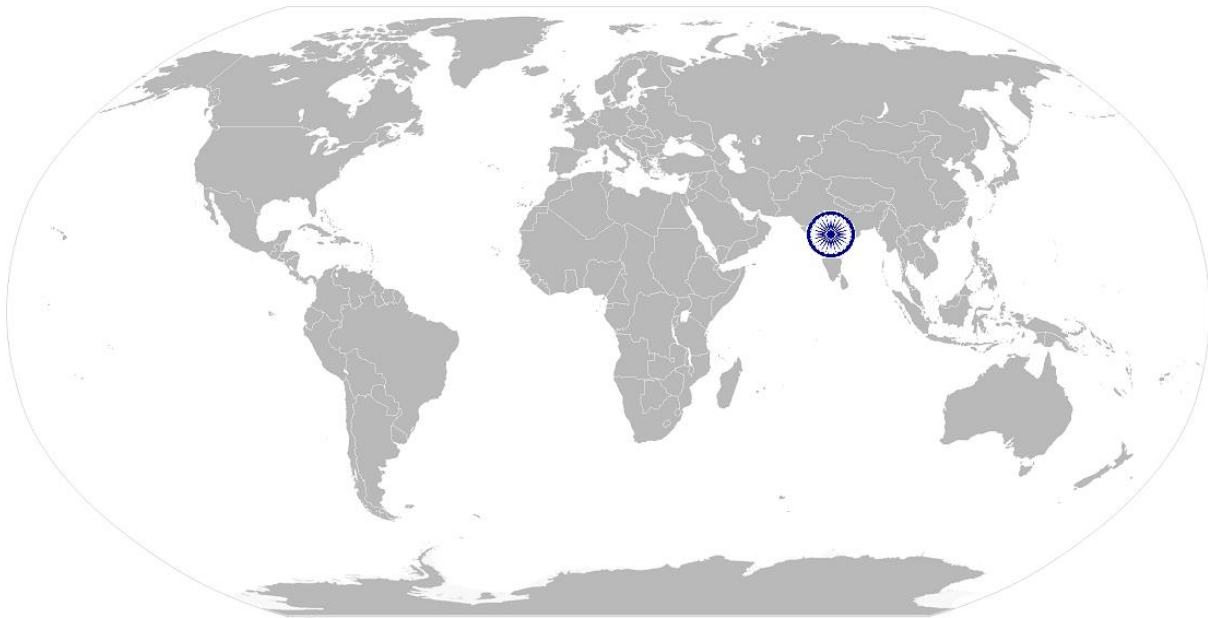
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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.
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 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 the context of the OS, these include communication related skills that are applicable to most job roles.

**Acronyms**

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

---

# National Occupational Standard



## Overview

This unit is a key pre-polishing stage in diamond processing. Bruted/blocked diamonds are placed onto dop pots as per size, fixed and covered by pressing, and aligned for the purpose of polishing.

**G&J/N4701**

**Fix diamond in the pot**

<b>Unit Code</b>	<b>G&amp;J/N4701</b>
<b>Unit Title (Task)</b>	<b>Fix diamond in the pot</b>
<b>Description</b>	This OS unit is about fixing bruted/blocked diamond in the pot with accurate alignment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Collecting the bruted/blocked diamond packet from the supervisor</li> <li>Fixing the bruted/blocked diamond on the pot</li> <li>Achieving productivity</li> <li>Maintaining the quality of output</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Collecting the bruted/blocked diamond packet from the supervisor</b>	To be competent, the user/individual on the job must be able to: PC1. match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued
<b>Fixing the bruted/blocked diamond on the pot</b>	PC2. ensure accurate and secured fixing of diamond as per the polish required PC3. ensure precise alignment and levelling of the diamond on the dop
<b>Achieving productivity</b>	PC4. achieve the productivity in terms of carats or number of pieces as set by the company PC5. ensure timely delivery for further processing
<b>Maintaining the quality of output</b>	PC6. ensure no damage to the diamond during fixing process PC7. ensure no breakage while placing the cover in the press
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Company's policies on: quality and delivery standards, safety and hazards, integrity and personnel management</p> <p>KA2. Non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information</p> <p>KA4. Work flow involved in company's diamond processing process</p> <p>KA5. Importance of the individual's role in the workflow</p> <p>KA6. Reporting structure</p> <p>KA7. Issue return procedures followed by the company</p>

**G&J/N4701**

**Fix diamond in the pot**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Shape, cut, clarity, carat, and physical characteristics of the diamond</p> <p>KB2. How to select the pot as per the size, shape of the diamond and type of polishing required (top pots for top polishing and bottom pots for bottom polishing)</p> <p>KB3. Techniques of fixing of diamonds on pot</p> <p>KB4. How and when to use sticking agents i.e. lac, white agent, if required</p> <p>KB5. Potential work hazards</p> <p>KB6. Use of an eye glass in order to check alignment</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how :</p> <p>SA1. To Fill requisition slip for ordering consumables</p> <p><b>Reading Skills</b></p> <p>SA2. To read descriptions on the diamond packets/ bags</p> <p>SA3. To document work done for status and performance appraisal</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>SA4. To discuss task, schedules, and work-loads with co-workers and supervisors</p> <p>SA5. To understand instructions and report problems to supervisor</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/ individual on the job needs to know and understand how :</p> <p>SB1. Decide the plan for fixing the diamond on dop using lac or sticking cement</p> <p><b>Plan and Organize</b></p> <p>SB2. Plan work for maximum productivity</p> <p><b>Customer Centricity</b></p> <p>N.A.</p> <p><b>Problem Solving</b></p> <p>SB3. To resolve the issues with the quality of the pot / cover being used</p> <p>SB4. To resolve issues about mismatch of diamonds issued or received</p> <p><b>Analytical Thinking</b></p> <p>N.A.</p> <p><b>Critical Thinking</b></p> <p>SB5. To spot process disruptions and delays</p>

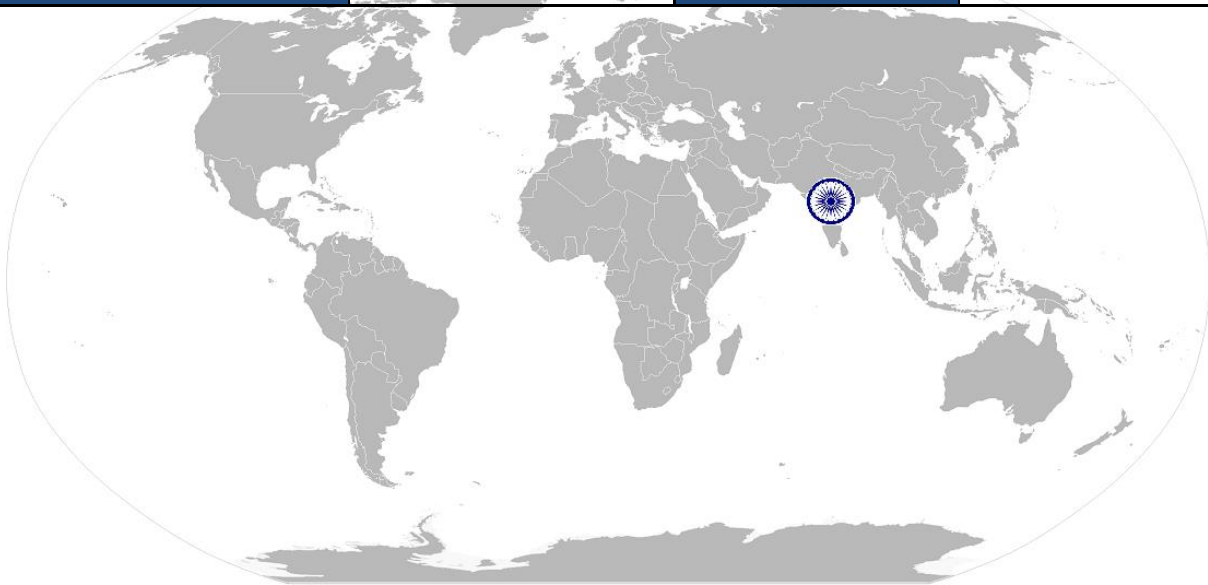


**G&J/N4701**

**Fix diamond in the pot**

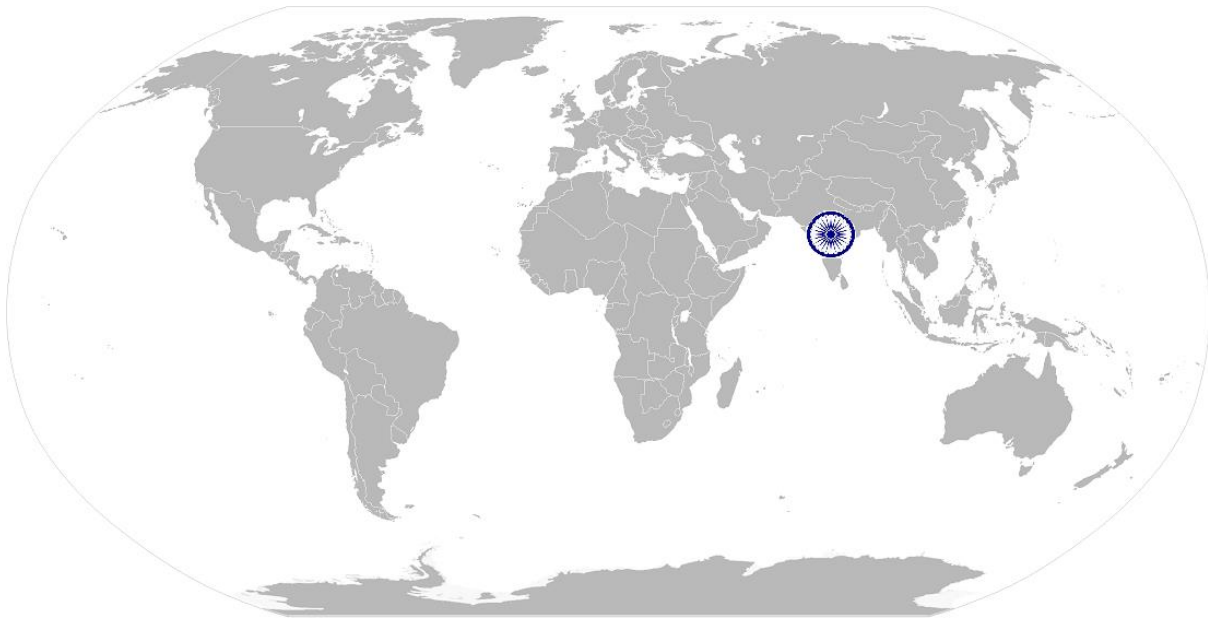
## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N4701</b>		
<b>Credits (NSQF)</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>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>24/11/2017</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>24/11/2021</b>





# National Occupational Standard



## Overview

This unit is about using the top dop-tang system and making the 32 top facets of a diamond by polishing it on the polishing wheel or scaife. The objective is to ensure: that the angles of the facets must be exact in order to maximize yield and capture brilliance, their sizes must be accurately symmetrical, and are as per planned dimensions.

**G&J/N4702**

**Make and polish the top facets of the diamond**

<b>Unit Code</b>	<b>G&amp;J/N4702</b>
<b>Unit Title (Task)</b>	<b>Make and polish the top facets of the diamond</b>
<b>Description</b>	This OS unit is about creating 32 top facets on diamond in the proportion, symmetry and finish as per the planning or the objective fixed by the company
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Setting up the polishing bench and fixing dop in tang</li> <li>• Creating crown facets on the diamond</li> <li>• Performing regular quality check of polish</li> <li>• Providing final finish to crown facets</li> <li>• Achieving Productivity</li> <li>• Reporting problems in time to avoid process disruptions</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Setting up the polishing bench and fixing dop in tang</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. set up polishing mill and achieve accurate levelling to remove vibrations</p> <p>PC2. achieve accurate alignment and fix the scaife on the bench</p> <p>PC3. achieve accurate alignment and level tang plate with the scaife</p> <p>PC4. prepare scaife for polishing</p> <p>PC5. ensure precision in fixing and levelling the top dop onto the tang</p>
<b>Creating crown facets on the diamond</b>	<p>PC6. understand the planning on the job sheet for the final finish of the diamond</p> <p>PC7. polish the first four facets in such a way that a perfect square is created</p> <p>PC8. Polish four main corner facets in such a way that a perfect octagon is created and all facets are equal in shape and size</p> <p>PC9. create 16 upper girdle facets</p> <p>PC10. make the eight kite facets</p> <p>PC11. apply diamond dust to the scaife as per instructions</p>
<b>Performing regular quality check of polish</b>	<p>PC12. repeatedly check the polish quality with the help of an eye glass</p> <p>PC13. check the facets to exactly match with the plan</p> <p>PC14. check and achieve accurate symmetry and the required dimensions &amp; Proportions such as crown height, crown angle, proportion and symmetry of facets etc.</p> <p>PC15. achieve finish and brilliance of the facets as planned</p> <p>PC16. remove all the inclusions while polishing as per plan</p> <p>PC17. achieve a cut grading up to the required standards</p> <p>PC18. ensure accurate bagging and labelling of the diamonds before returning</p>
<b>Providing final finish to crown facets</b>	<p>PC19. give a final finish to the diamond to achieve maximum brilliance, once the exact faceting is done</p> <p>PC20. ensure there are no problems like extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions, etc.</p>

**G&J/N4702**

**Make and polish the top facets of the diamond**

	PC21. remove from the dye, clean the diamond and return to the issue department after labelling the job packet/ bag
<b>Achieving productivity</b>	PC22. achieve the productivity in terms of carats or number of pieces as per target set by the company PC23. achieve timely delivery for further processing PC24. achieve minimize damage, weight loss and breakage PC25. ensure zero flaws due to faulty polishing
<b>Reporting problems in the time to avoid process disruptions</b>	PC26. identify and report technical problems with any part of the bench/ mill such as levelling, loose screws etc. PC27. report planning defect PC28. report any damage while polishing
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</p> <p>KA2. Non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information</p> <p>KA4. Work flow involved in company's diamond processing</p> <p>KA5. Importance of the individual's role in the workflow</p> <p>KA6. Reporting structure</p> <p>KA7. Issue return procedures followed by the company</p> <p>KA8. Typical customer profile and market trends</p> <p>KA9. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA10. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Blocking procedure of diamonds</p> <p>KB2. Cleaning of scaife</p> <p>KB3. Bruting and coning</p> <p>KB4. Polishing process</p> <p>KB5. 4Cs of diamond (colour, cut, clarity and carat)</p> <p>KB6. Use of various scopes in diamond processing</p> <p>KB7. Stress (tension) of the diamond</p> <p>KB8. Using proportion and symmetry analyzer machine</p> <p>KB9. Geometry to understand the angles and symmetry</p> <p>KB10. Direction of the tang and using the data system on the tang</p> <p>KB11. Process of preparation of scaife</p> <p>KB12. Level of fluorescence and its treatments</p> <p>KB13. Repair work</p>

**G&J/N4702**

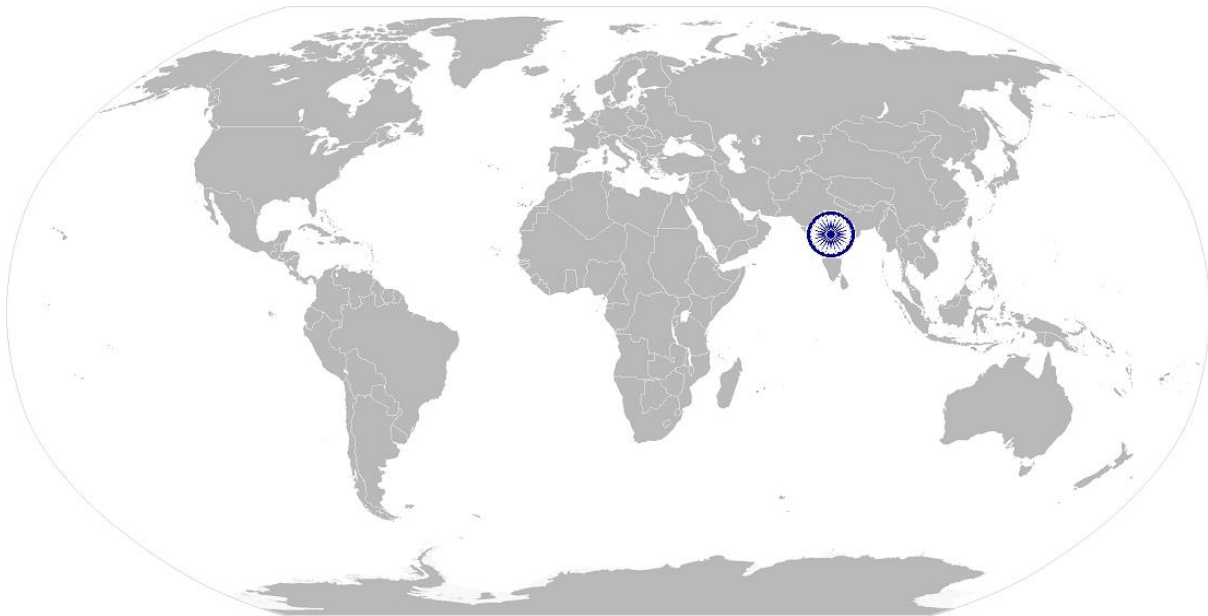
**Make and polish the top facets of the diamond**

	<p>KB14. Valuation of diamonds depending on different dimensions          KB15. Knowledge of assembly of different parts of the bench          KB16. Knowledge of levelling the scaife and plate          KB17. Knowledge of preparing the scaife for polishing          KB18. Knowledge of levelling the tang          KB19. To know uses of different types of tools and materials for different purposes and end results          KB20. To know how to maintain and prepare the tools as per job requirement          KB21. To know potential work hazards, particularly, when using machine tools</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:          SA1. Document work done for status and performance appraisal</p>
	<b>Reading Skills</b>
	<p>SA2. To read descriptions on the job packets/ bags          SA3. To read the dimensions specified by the proportion analyser machine</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>SA4. Discuss task lists, schedules, and work loads with co-workers and supervisor          SA5. To understand instructions and report problems          SA6. To share work load as required          SA7. To assist others who require help          SA8. To share knowledge with co-workers          SA9. To work with other people sharing the bench          SA10. To work in other departments such as bottom polishing, girdle, handling the complete diamond</p>
	<b>B. Professional Skills</b>
<p>The user/ individual on the job needs to know and understand how to:          SB1. Make decisions pertaining to use right tang, the correct level and direction to achieve the desired finish</p>	
<b>Plan and Organize</b>	
<p>SB2. To plan work for maximum productivity          SB3. To plan the best cut to get maximum value from the diamond          SB4. To plan to improve speed of polishing while maintaining facet's proportion, symmetry and weight loss as per planning</p>	
<b>Customer Centricity</b>	
N.A.	

**G&J/N4702**

**Make and polish the top facets of the diamond**

	<b>Problem Solving</b>
	SB5. Rectify defects occurred
	<b>Analytical Thinking</b>
	SB6. To devise new means of working to improve productivity or reduce efforts
	SB7. To suggest improvements in tools/machines for productivity or better quality
	<b>Critical Thinking</b>
	SB8. To spot process disruptions and delays

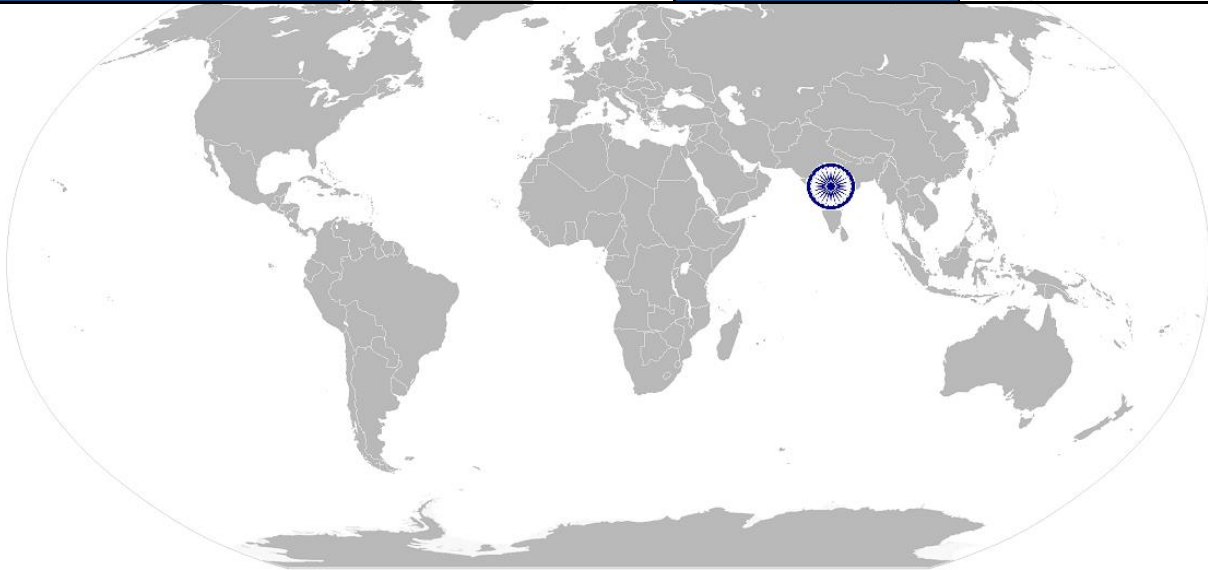


**G&J/N4702**

**Make and polish the top facets of the diamond**

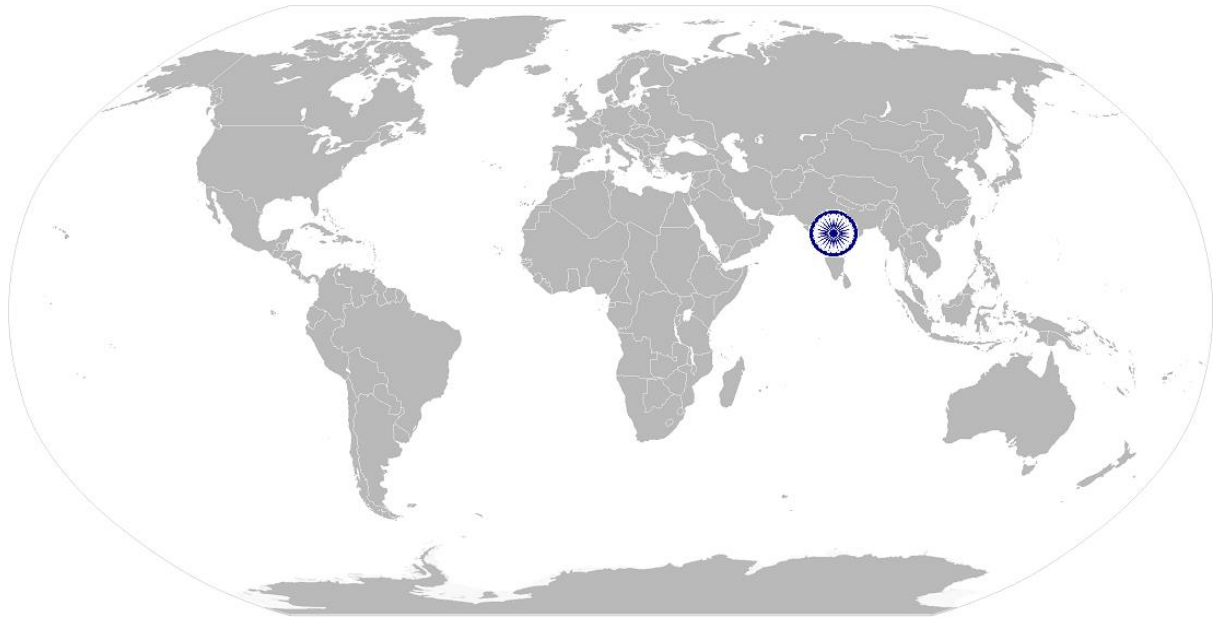
## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N4702</b>		
<b>Credits (NSQF)</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>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>24/11/2017</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>24/11/2021</b>





# National Occupational Standard



## Overview

**This unit is about team work and communication with colleagues or clients. It determines the coordination capability of an individual to work as a team member, share work and multi-task in order to achieve the deliverables on schedule.**



**G&J/N9901**

**Coordinate with others**

<b>Unit Code</b>	<b>G&amp;J/N9901</b>
<b>Unit Title (Task)</b>	<b>Coordinate with others</b>
<b>Description</b>	This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables on schedule
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Interacting with supervisor</li> <li>• Interacting with colleagues within and outside the department</li> <li>• Interacting with outside parties</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interacting with supervisor</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. coordinate for receiving work instructions and raw materials from reporting supervisor</li> <li>PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>PC3. communicate to reporting supervisor about operation details and hazards</li> <li>PC4. interact with supervisor regarding compliance of company policy and rules</li> </ul>
<b>Interacting with colleagues within and outside the department</b>	<ul style="list-style-type: none"> <li>PC5. coordinate with colleagues to share work, as per the workload</li> <li>PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>PC7. coordinate and receive feedback from quality control department</li> <li>PC8. coordinate for putting team goals over individual goals</li> <li>PC9. resolve conflicts by communicating with colleagues and other departments</li> <li>PC10. coordinate with colleagues regarding multitasking in other departments with requirements</li> </ul>
<b>Interacting with outside parties</b>	PC11. adhere to nondisclosure policy of the company in all outside coordination
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management</li> <li>KA2. Company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</li> <li>KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information</li> <li>KA4. Reporting structure</li> </ul>

**G&J/N9901**

**Coordinate with others**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Various categories of people that one is required to communicate and coordinate within the organization</p> <p>KB2. Importance of effective communication in the workplace</p> <p>KB3. Importance of teamwork in organization and individual success</p> <p>KB4. Various components of effective communication</p> <p>KB5. Key elements of active listening</p> <p>KB6. Barriers to effective communication</p> <p>KB7. Importance of avoiding casual expletives and unpleasant terms while communicating professional circles</p> <p>KB8. To avoid Common reasons for interpersonal conflict</p> <p>KB9. Expressing and addressing grievances appropriately and effectively</p> <p>KB10. What constitutes disciplined behavior for a working professional</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and English</p> <p><b>Reading Skills</b></p> <p>SA2. Read preferred language of communication as prescribed by the company</p> <p>SA3. Read job sheets and interpret technical details mentioned in the job sheet</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>SA4. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. Be a good listener</p> <p>SA6. Be effective in communicating the issues faced to the supervisor</p> <p>SA7. Avoid using jargon, slang or acronyms when communicating</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Spot and communicate potential areas of disruptions to work process and report the same</p> <p>SB2. Report to supervisor and or to deal with a colleague individually, depending on the type of concern</p> <p><b>Plan and Organize</b></p> <p>SB3. Collate information and communicate in a manner that is clear and comprehensive to colleagues and supervisor</p> <p><b>Customer Centricity</b></p>

**G&J/N9901**

**Coordinate with others**

	SB4. Convey accurate information to all internal as well as external customers (or right information to right person)
	<b>Problem Solving</b>
	SB5. How to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
	<b>Analytical Thinking</b>
	SB6. Analyse the work processes by interacting with others and adopting best practices
	SB7. Use prior experience to observe and reflect for development of ideas
	<b>Critical Thinking</b>
	SB8. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB9. Deal with clients lacking the technical background to solve the problem on their own
	SB10. Spot process disruptions and delays and report and communicate with solutions
SB11. Identify immediate or temporary solutions to resolve delays	
SB12. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	



**G&J/N9901**

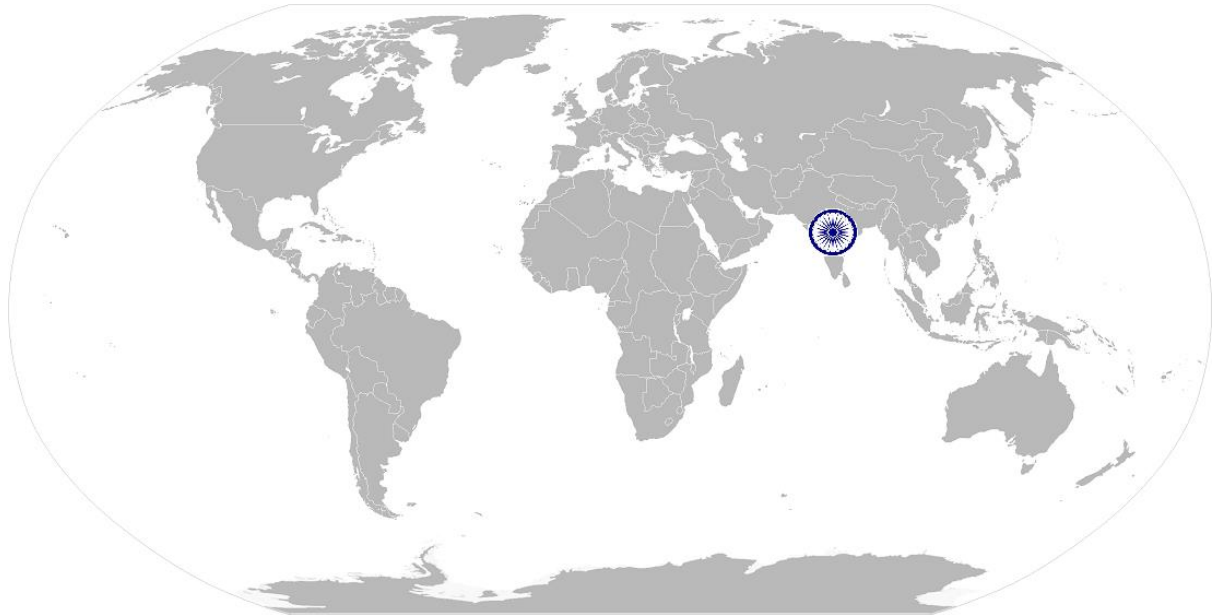
**Coordinate with others**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9901</b>		
<b>Credits (NSQF)</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>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>24/11/2017</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>24/11/2021</b>



# National Occupational Standard



## Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to avoid accidents in order to make the work environment safe for self and colleagues and also helps in maintaining health and safety.

**G&J/N9902**

**Maintain health and safety at workplace**

<b>Unit Code</b>	<b>G&amp;J/N9902</b>
<b>Unit Title (Task)</b>	<b>Maintain health and safety at workplace</b>
<b>Description</b>	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining health and safety
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Health and safety in work area</li> <li>• Fire safety</li> <li>• Emergencies, rescue and first aid procedures</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Health and safety in work area</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify and use appropriate protective clothing/equipment for specific tasks and work</li> <li>PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace</li> <li>PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others</li> <li>PC4. identify and avoid doing any tasks or activities in a bad working position</li> <li>PC5. practice appropriate working postures to minimise occupational health related issues</li> </ul>
<b>Fire safety</b>	<ul style="list-style-type: none"> <li>PC6. use the appropriate fire extinguishers on different types of fire</li> <li>PC7. demonstrate rescue techniques applied during fire hazard</li> <li>PC8. demonstrate good housekeeping in order to prevent fire hazards</li> <li>PC9. demonstrate the correct use of any fire extinguisher</li> </ul>
<b>Emergencies, rescue and first aid procedures</b>	<ul style="list-style-type: none"> <li>PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.</li> <li>PC11. respond promptly and appropriately to an accident situation or medical emergency</li> <li>PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's policies on: safety and hazards and personnel management</li> <li>KA2. Names and location of documents that refer to health and safety in work place</li> <li>KA3. Reporting structure</li> </ul>



**G&J/N9902**

**Maintain health and safety at workplace**

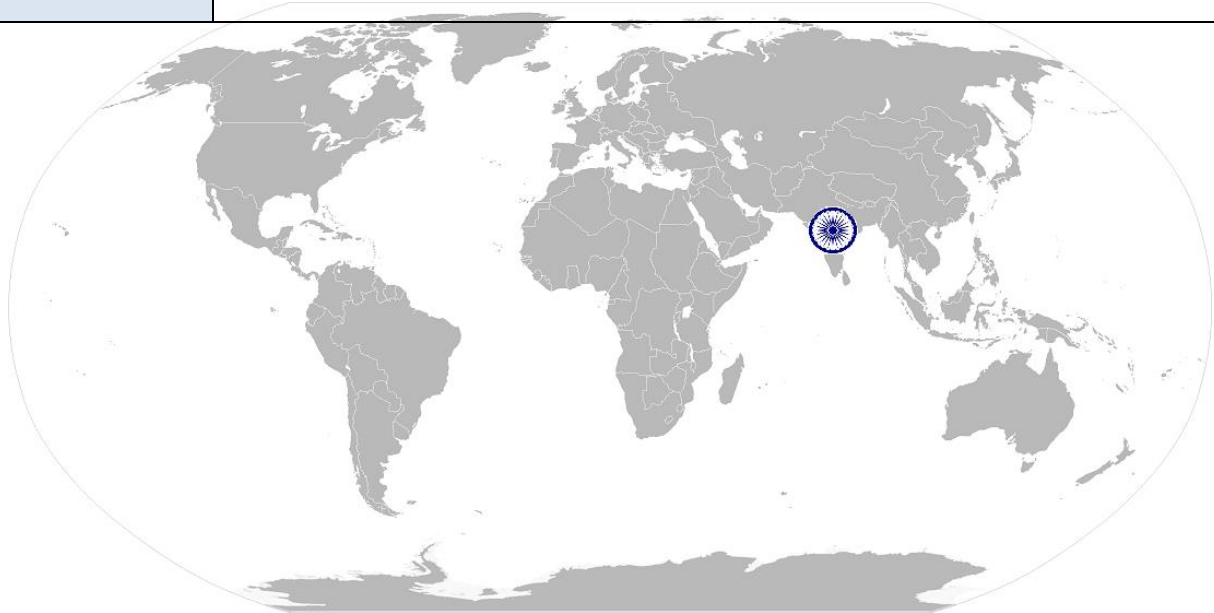
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Meaning of “hazards” and risks</p> <p>KB2. Health and safety hazards commonly present in the work place and related precautions</p> <p>KB3. Various dangers associate with use of electrical equipment</p> <p>KB4. Preventative and remedial actions to be taken in case of exposure to toxic material</p> <p>KB5. Methods of accident prevention</p> <p>KB6. How different chemicals react and what could be the danger from them</p> <p>KB7. How to use machines and tools without causing any harm to the body</p> <p>KB8. Importance of using protective clothing/ equipment while working</p> <p>KB9. Precautionary activities to prevent the fire accident</p> <p>KB10. Various causes of fire</p> <p>KB11. Techniques of using different fire extinguishers</p> <p>KB12. Different materials used for extinguishing fire</p> <p>KB13. Rescue techniques applied during a fire hazard</p> <p>KB14. Various types of safety signs and what they mean</p> <p>KB15. Appropriate basic first aid treatment relevant to condition e.g. bleeding minor burns eye injuries</p> <p>KB16. Potential impact to a person who is moved incorrectly</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The individual on the job needs to know and understand how to: N.A.</p> <p><b>Reading Skills</b></p> <p>SA1. Read and comprehend basic content to read labels, charts, signage’s</p> <p>SA2. Read and comprehend basic English to read manuals of operations</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>SA3. Effectively communicate the risk of not following safety measures</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 how to:</p> <p>SB1. Report potential sources of danger</p> <p>SB2. Follow the relevant prescribed procedure in the event of an accident</p> <p>SB3. Wear appropriate safety gear to avoid an accident</p> <p><b>Plan and Organize</b></p> <p>SB4. Learn from past mistakes regarding use of hazardous machines or chemicals</p> <p><b>Customer Centricity</b></p>



**G&J/N9902**

**Maintain health and safety at workplace**

	N. A.
	<b>Problem Solving</b>
	SB5. Adhere to and guide others to follow prescribed procedures related to health and safety
	<b>Analytical Thinking</b>
	SB6. Analyse untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	<b>Critical Thinking</b>
	SB7. Critically analyse the processes carried out by self and by colleagues in the department to spot potential hazards and safety issues



**G&J/N9902**

**Maintain health and safety at workplace**

## **NOS Version Control**

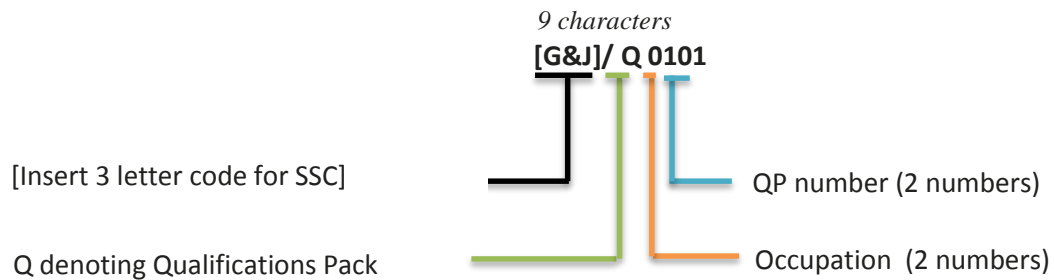
<b>NOS Code</b>	<b>G&amp;J/N9902</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>24/11/2017</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>24/11/2021</b>



## Annexure

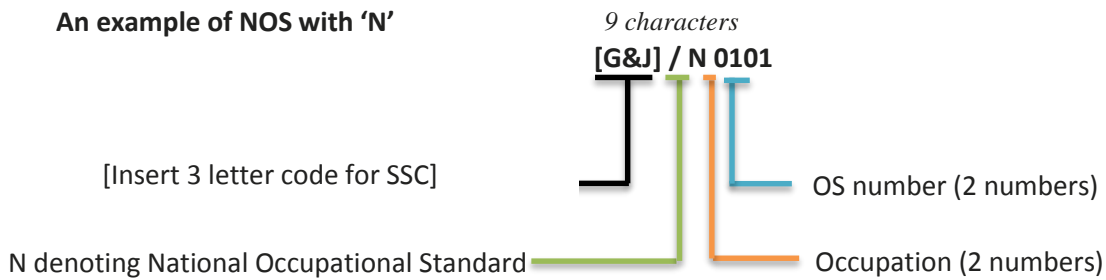
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

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



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

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-11
Imitation Jewellery	12-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-90
Silver Smithing	91-98
Common	99

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

## Criteria For Assessment Of Trainees

**Job Role** Top Polisher-Diamond Processing

**Qualification Pack** G&J/Q4702

**Sector Skill Council** Gem & Jewellery

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation		
Total Marks: 150						
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical	
1. G&J/N4701 Fix diamond in the pot	PC1. match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued	<b>10</b>	2	1	1	
	PC2. ensure accurate and secured fixing of diamond as per the polish required		2	1	1	
	PC3. ensure precise alignment and levelling of the diamond on the dop		2	1	1	
	PC4. achieve the productivity in terms of carats or number of pieces as set by the company		1	0	1	
	PC5. ensure timely delivery for further processing		1	0	1	
	PC6. ensure no damage to the diamond during fixing process		1	0	1	
	PC7. ensure no breakage while placing the cover in the press		1	0	1	
	<b>Total</b>			<b>10</b>	<b>3</b>	<b>7</b>

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N4702 Make and polish the top facets of the diamond	PC1. set up polishing mill and achieve accurate levelling to remove vibrations	<b>100</b>	2	0	2
	PC2. achieve accurate alignment and fix the scaife on the bench		2	0	2
	PC3. achieve accurate alignment and level tang plate with the scaife		2	1	1
	PC4. prepare scaife for for polishing		3	0	3
	PC5. ensure precision in fixing and levelling the top dop onto the tang		3	1	2
	PC6. understand the planning on the job sheet for the final finish of the diamond		2	1	1
	PC7. polish the first four facets in such a way that a perfect square is created		6	1	5
	PC8. polish four main corner facets in such a way that a perfect octagon is created and all facets are equal in shape and size		5	1	4
	PC9. create 16 upper girdle facets		5	1	4
	PC10. make the eight kite facets		5	1	4
	PC11. apply diamond dust to the scaife as per instructions		2	0	2
	PC12. repeatedly check polish quality with the help of an eye glass		3	1	2
	PC13. check the facets to exactly match with the plan		3	1	2
	PC14. check and achieve accurate symmetry and the required dimensions & Proportions such as crown height, crown angle, proportion and symmetry of facets etc.		5	1	4
	PC15. achieve finish and brilliance of the facets as		5	1	4

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	planned				
	PC16. remove all the inclusions while polishing as per plan		5	1	4
	PC17. achieve a cut grading up to the required standards		5	1	4
	PC18. ensure accurate bagging and labelling of the diamonds before returning		3	1	2
	PC19. give a final finish to the diamond to achieve maximum brilliance, once the exact faceting is done		5	1	4
	PC20. ensure there are no problems like extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions, etc.		5	1	4
	PC21. remove from the dye, clean the diamond and return to the issue department after labelling the job packet/ bag		3	1	2
	PC22. achieve the productivity in terms of carats or number of pieces as per target set by the company		2	0	2
	PC23. achieve timely delivery for further processing		2	1	1
	PC24. achieve minimize damage, weight loss and breakage		5	1	4
	PC25. ensure zero flaws due to faulty polishing		5	1	4
	PC26. identify and report technical problems with any part of the bench/ mill such as levelling, loose screws		3	1	2
	PC27. report planning defect		2	0	2
	PC28. report any damage while polishing		2	0	2
	<b>Total</b>		<b>100</b>	<b>21</b>	<b>79</b>



Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
3. G&J/N9901 Coordinate with others	PC1. coordinate for receiving work instructions and raw materials from reporting supervisor	<b>20</b>	1	0	1
	PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required		1	0	1
	PC3. communicate to reporting supervisor about operation details and hazards		1	0	1
	PC4. interact with supervisor regarding compliance of company policy and rules		2	0	2
	PC5. coordinate with colleagues to share work, as per the workload		3	0	3
	PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		2	0	2
	PC7. coordinate and receive feedback from quality control department		2	1	1
	PC8. coordinate for putting team goals over individual goals		1	0	1
	PC9. resolve conflicts by communicating with colleagues and other departments		2	0	2
	PC10. communicate and discuss work Coordinate with colleagues regarding multitasking in other departments with requirements		3	1	2
	PC11. adhere to nondisclosure policy of the company in all outside coordination		2	1	1
	<b>Total</b>		<b>20</b>	<b>3</b>	<b>17</b>

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
4. G&J/N9902 Maintain health and safety at workplace	PC1. identify and use appropriate protective clothing/equipment for specific tasks and work	<b>20</b>	2	0	2
	PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace		1	0	1
	PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others		1	0	1
	PC4. identify and avoid doing any tasks or activities in a bad working position		2	0	2
	PC5. practice appropriate working postures to minimise occupational health related issues		2	1	1
	PC6. use the appropriate fire extinguishers on different types of fire.		1	0	1
	PC7. demonstrate rescue techniques applied during fire hazard		2	0	2
	PC8. demonstrate good housekeeping in order to prevent fire hazards		1	0	1
	PC9. demonstrate the correct use of any fire extinguisher		2	0	2
	PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.		1	0	1
	PC11. respond promptly and appropriately to an accident situation or medical emergency		3	1	2

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.		2	1	1
	<b>Total</b>		<b>20</b>	<b>3</b>	<b>17</b>