

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, 3rd floor, BFC building, SEEPZ, Andheri East, Mumbai - 400096

E-mail: ceo@gjsi.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.[P24]
6. Assessment Criteria.....[P26]

Introduction

Qualifications Pack - Auto Blocker – Diamond Processing

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Blocking

REFERENCE ID: G&J/Q4602

ALIGNED TO: NCO-2015

Brief Job Description : Individuals work with the auto-blocking machine and make the basic four (or eight) bottom and top facets of a diamond in order to make it ready for final polishing or brilliance. For auto blocking, the stone is set in a dop. Then dop is fixed in the auto-blocking machine and held down on a revolving cast-iron scaife charged with diamond dust. Also known as Blocking Operator or Operator, the auto blocker uses auto-blocking machine to create the base four or eight bottom and top facets.

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 standing position; ability to multitask; and a lot of patience.

Job Details	Qualifications Pack Code	G&J/Q4602		
	Job Role	Auto Blocker- Diamond Processing		
	Credits (NSQF)	TBD	Version number	2.0
	Sector	Gems & Jewellery	Drafted on	28/08/2016
	Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
	Occupation	Blocking	Next review date	24/11/2021
	NSQC Clearance on*	DD/MM/YYYY		

* only after clearance from NSQC

Job Role	Auto Blocker – Diamond Processing
Role Description	Creating and polishing the basic four or eight bottom and top facets of a diamond as per plan and company's policy, for further polishing or faceting, using the auto blocking machine
NSQF level	3
Minimum Educational Qualifications*	8th Standard
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	18 years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> G&J/N4601 Dop the diamond for blocking G&J/N4605 Operate auto-blocking machine to create facets on diamond G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace
Performance Criteria	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.

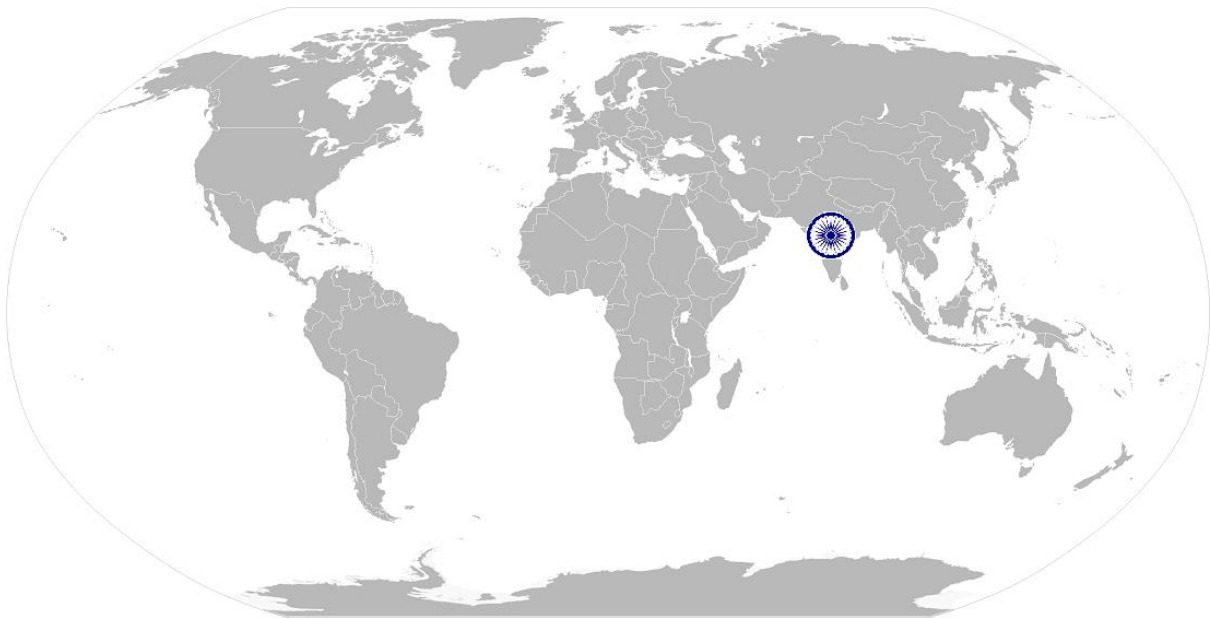
Acronyms

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

G&J/N4601

Dop the diamond for blocking

National Occupational Standard



Overview

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

G&J/N4601

Dop the diamond for blocking

National Occupational Standard

Unit Code	G&J/N4601
Unit Title (Task)	Dop the diamond for blocking
Description	This OS unit is about fixing bruted diamond in the pot with accurate alignment
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Setting rough diamond in the pot Maintaining productivity Controlling defects
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Setting rough diamond in the pot	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure accurate fixing of diamond as per the blocking required</p> <p>PC2. ensure accurate alignment and levelling of the diamond on the dop</p>
Maintaining productivity	<p>PC3. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC4. ensure timely delivery for further processing</p>
Controlling defects	<p>PC5. ensure no damage to the diamond during fixing process</p> <p>PC6. ensure no breakage while placing the cover in the press</p>
Knowledge and Understanding (K)	
A. Organizational Context	<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 product development 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>
B. Technical Knowledge	<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. To match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued</p> <p>KB3. Select the pot as per the size, shape of the diamond and type of blocking required (table pots for table cutting, top pots for top blocking and bottom pots for bottom blocking, pots for manual or auto blocking)</p> <p>KB4. Techniques of fixing of diamonds on pot without breakage</p> <p>KB5. Fix the cover on the bottom pot using a manual press</p> <p>KB6. Ensure there is no breakage while using the press</p>

G&J/N4601

Dop the diamond for blocking

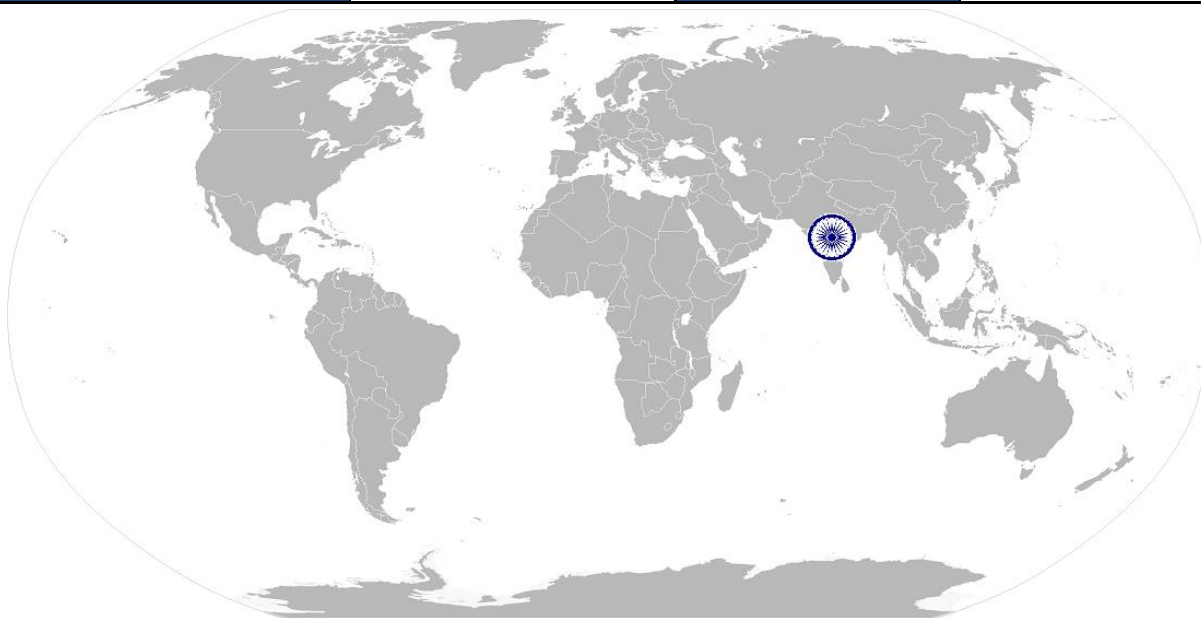
	<p>KB7. Use sticking agents like lac, white cement, etc. (if required) as prescribed</p> <p>KB8. Use of an eye glass in order to check alignment</p> <p>KB9. Potential work hazards</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Fill the requisition slip for tools and consumables
	SA2. Document work done for status and performance appraisal
	Reading Skills
	SA3. To read descriptions on the diamond packets/ bags
	Oral Communication (Listening and Speaking skills)
	SA4. To discuss task, schedules, and work-loads with co-workers and supervisors
	SA5. To understand instructions and report problems
	SA6. To share work load as required
	SA7. To assist others who require help
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Make decisions pertaining to be the selection for particular type of blocking
	Plan and Organize
	SB2. Plan and organize maintenance of tools and machines used
	SB3. Plan and organize the tools and consumables on the work bench for efficient work management
	Customer Centricity
	N.A.
	Problem Solving
	SB4. Minimize damage or loss of any diamond during the doping process
	SB5. To assess the quality of the pot / cover being used
	SB6. To identify immediate or temporary solutions to avoid delays
	Analytical Thinking
	SB7. To plan the work to improve productivity and quality of setting
	Critical Thinking
	SB8. To spot process disruptions and delays

G&J/N4601

Dop the diamond for blocking

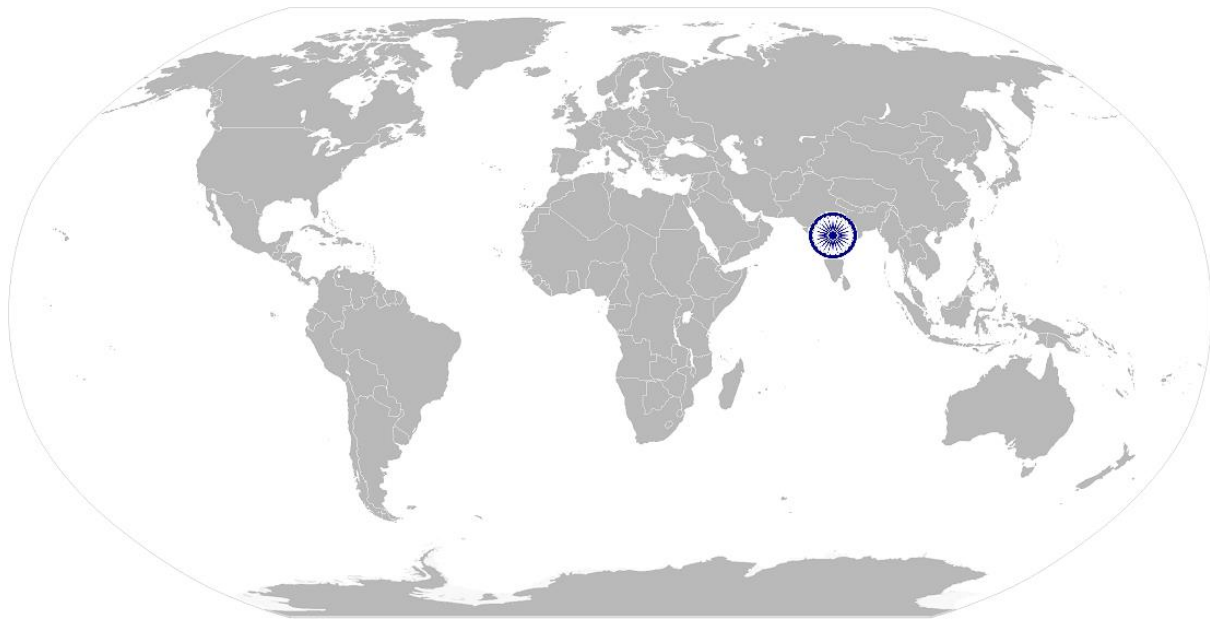
NOS Version Control

NOS Code	G&J/N4601		
Credits (NSQF)	TBD	Version number	2.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
Occupation	Blocking	Next review date	24/11/2021



G&J/N4605 Operate auto-blocking machine to create facets on diamond

National Occupational Standard




Overview

This unit is about using the auto-blocking machine and making the basic four or eight top and bottom facets of a diamond. This unit gives a basic structure to the diamond before it goes for final polishing or brillianting. This is an important phase as it defines the final parameters of the diamond that can be achieved.

G&J/N4605 Operate auto-blocking machine to create facets on diamond

Unit Code	G&J/N4605
Unit Title (Task)	Operate auto-blocking machine to create facets on diamond
Description	This OS unit is about using the auto blocking machine for creating basic four/eight bottom and top facets on a diamond as per the planned dimensions or the objective fixed by the company, to give a basic shape to the diamond before it goes for final polishing or brillianting
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Operating the blocking machine • Achieving quality of blocking • Achieving productivity • Controlling defects • Multitasking
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Operating the blocking machine	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure accurate parameters are entered of dimensions of diamond in the machine</p> <p>PC2. operate and maintain the machine</p>
Achieving quality of blocking	<p>PC3. achieve accurate proportion and symmetry of the facets as per design requirement</p> <p>PC4. remove all the inclusions while blocking as per plan</p> <p>PC5. ensure accurate bagging and labelling of the diamonds before returning</p>
Achieving productivity	<p>PC6. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC7. achieve timely delivery for further processing</p>
Controlling defects	<p>PC8. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions</p> <p>PC9. ensure no breakage of culet point</p> <p>PC10. minimize damage, weight loss and breakage</p> <p>PC11. repair a damaged stone</p>
Multitasking	PC12. work on different types of blocking machines and technologies
Knowledge and Understanding (K)	
A. Organizational Context	<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 product development process</p>

G&J/N4605 Operate auto-blocking machine to create facets on diamond

	<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. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Blocking procedure of diamonds</p> <p>KB2. Computer and blocking machine operations</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. Using proportion and symmetry analyzer machine</p> <p>KB8. Geometry to understand the angles and symmetry</p> <p>KB9. Process of preparation of scaife </p> <p>KB10. Repair work</p> <p>KB11. Valuation of diamonds depending on different dimensions</p> <p>KB12. Uses of different types of tools and materials for different purposes and end results</p> <p>KB13. Maintenance and preparation of the tools as per job requirement</p> <p>KB14. Potential work hazards, particularly, when using machine tools</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. To document work done for status and performance appraisal</p> <p>SA2. To report diamond losses via documentation as per company policy</p>
	Reading Skills
	<p>SA3. To read descriptions on the job packets/ bags</p> <p>SA4. To enter data on blocking machine and read its progress</p> <p>SA5. To read the dimensions specified by the proportion analyser machine</p>
	Oral Communication (Listening and Speaking skills)
	<p>SA6. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA7. To understand instructions and report problems</p> <p>SA8. To share work load as required</p> <p>SA9. To assist others who require help</p> <p>SA10. To share knowledge with co-workers</p> <p>SA11. To operate multiple machines</p>

G&J/N4605 Operate auto-blocking machine to create facets on diamond

B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Make decisions pertaining to facet in order to yield maximum value for the finished diamond, where no design is provided
	Plan and Organize
	SB2. To plan work for maximum productivity SB3. To plan the best cut to get maximum value from the diamond SB4. Plan and organize the schedule for maintenance of tools and machines
	Customer Centricity
	N.A.
	Problem Solving
	SB5. To rectify defects occurred SB6. Refer technical problems with any part of machine to supervisor SB7. Refer damage while blocking to supervisor
	Analytical Thinking
	SB8. To minimise weight loss
	Critical Thinking
	SB9. To spot process disruptions and delays

G&J/N4605 Operate auto-blocking machine to create facets on diamond

NOS Version Control

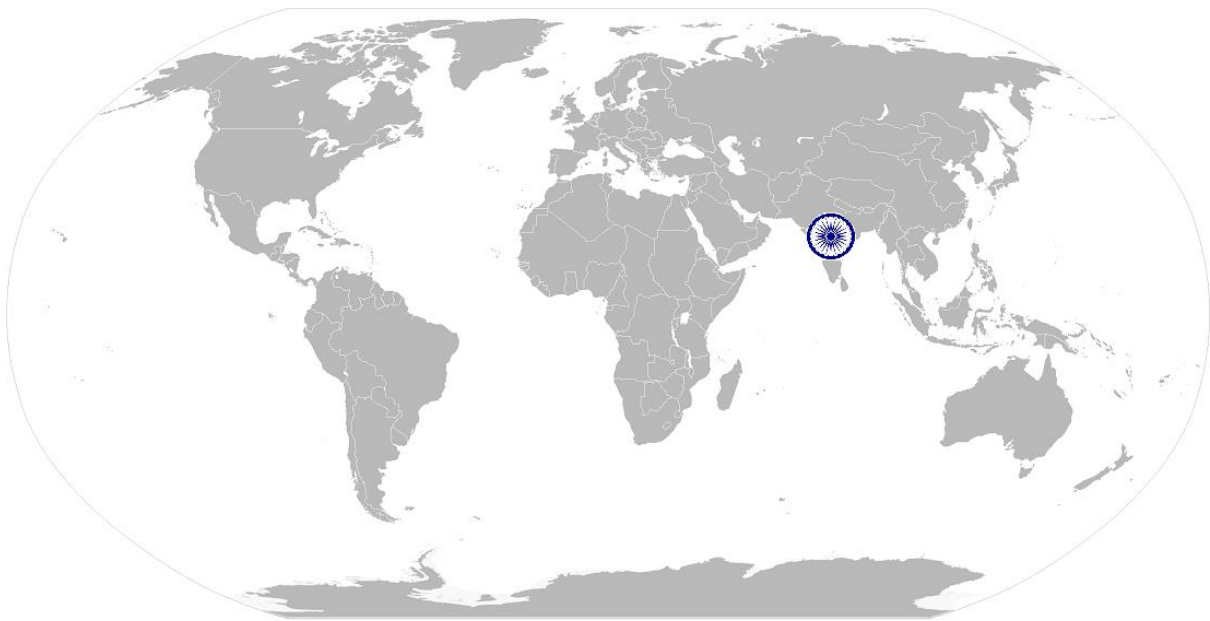
NOS Code	G&J/N4605		
Credits (NSQF)	TBD	Version number	2.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
Occupation	Blocking	Next review date	24/11/2021



G&J/N9901

Coordinate with others

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

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

G&J/N9901

Coordinate with others

B. Technical Knowledge	<p>The user/ individual on the job needs to know and understand how to:</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. 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>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking skills)
	<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>
B. Professional Skills	Decision Making
	<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>
	Plan and Organize
	<p>SB3. Collate information and communicate in a manner that is clear and comprehensive to colleagues and supervisor</p>
	Customer Centricity

G&J/N9901

Coordinate with others

	SB4. Convey accurate information to all internal as well as external customers (or right information to right person)
	Problem Solving
	SB5. How to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
	Analytical Thinking
	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
	Critical Thinking
	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

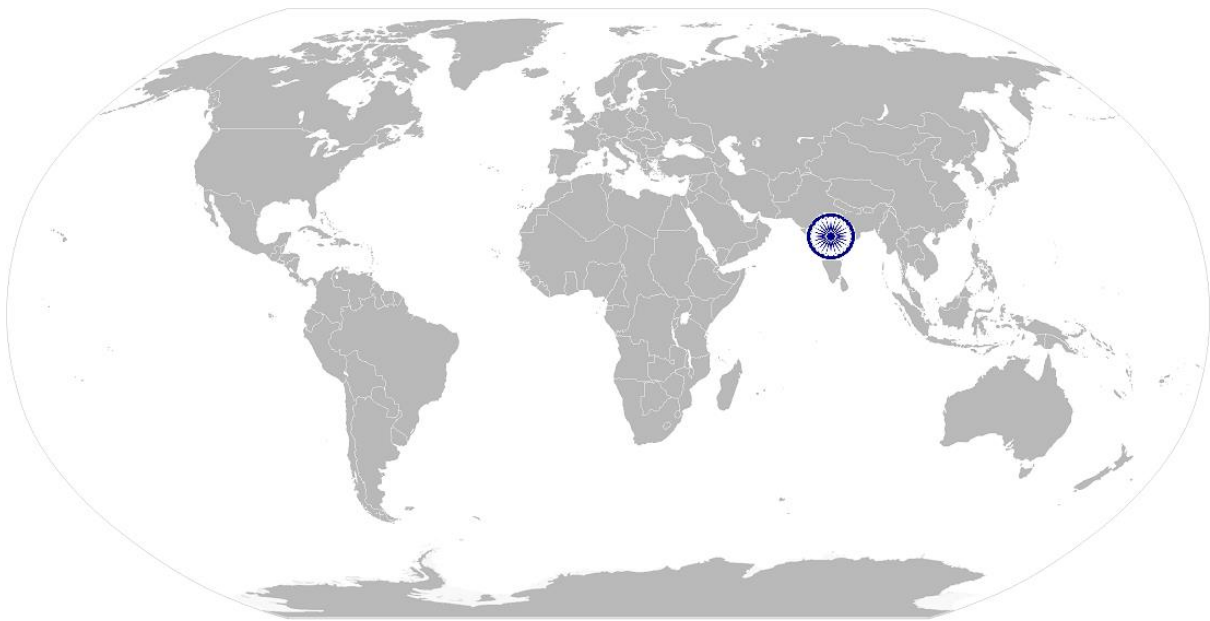
NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	2.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
Occupation	Blocking	Next review date	24/11/2021



G&J/N9902

Maintain health and safety at workplace

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

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

G&J/N9902

Maintain health and safety at workplace

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Meaning of “hazards” and risks KB2. Health and safety hazards commonly present in the work place and related precautions KB3. Various dangers associate with use of electrical equipment KB4. Preventative and remedial actions to be taken in case of exposure to toxic material KB5. Methods of accident prevention KB6. How different chemicals react and what could be the danger from them KB7. How to use machines and tools without causing any harm to the body KB8. Importance of using protective clothing/ equipment while working KB9. Precautionary activities to prevent the fire accident KB10. Various causes of fire KB11. Techniques of using different fire extinguishers KB12. Different material s materials used for extinguishing fire KB13. Rescue techniques applied during a fire hazard KB14. Various types of safety signs and what they mean KB15. Appropriate basic first aid treatment relevant to condition e.g. bleeding minor burns eye injuries KB16. Potential impact to a person who is moved incorrectly
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>N.A.</p>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking skills)
	<p>SA3. Effectively communicate the risk of not following safety measures</p>

G&J/N9902

Maintain health and safety at workplace

B. Professional Skills	Decision Making
	The individual on the job needs to know and understand how to: SB1. Report potential sources of danger SB2. Follow the relevant prescribed procedure in the event of an accident SB3. Wear appropriate safety gear to avoid an accident
	Plan and Organize
	SB4. Learn from past mistakes regarding use of hazardous machines or chemicals
	Customer Centricity
	N. A.
	Problem Solving
	SB5. Adhere to and guide others to follow prescribed procedures related to health and safety
	Analytical Thinking
	SB6. Analyse untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	Critical Thinking
	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

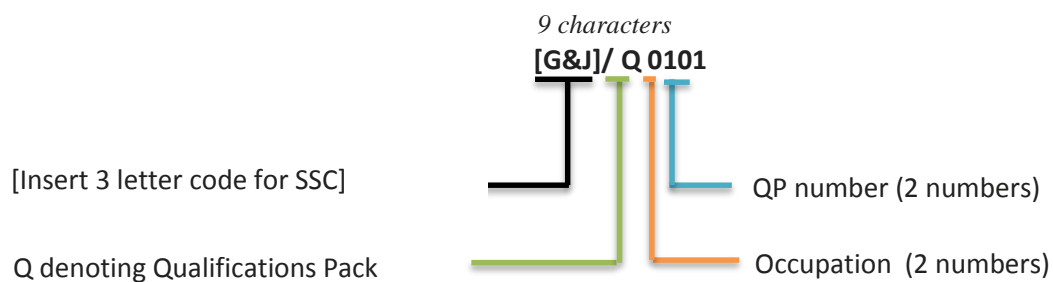
NOS Code	G&J/N9902		
Credits (NSQF)	TBD	Version number	2.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
Occupation	Blocking	Next review date	24/11/2021



Annexure

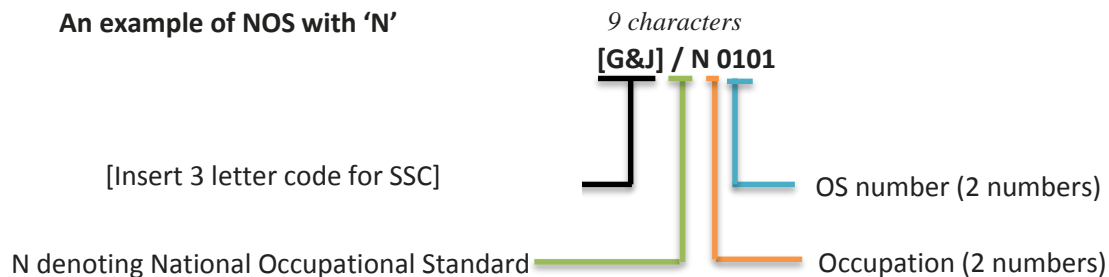
Nomenclature for QP and NOS

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 Auto Blocker – Diamond Processing

Qualification Pack G&J/Q4602

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: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. G&J/N4601 Dop the diamond for blocking	PC1. ensure accurate fixing of diamond as per the blocking required	10	3	2	1
	PC2. ensure accurate alignment and levelling the diamond on the dop		2	1	1
	PC3. achieve the productivity in terms of carats or number of pieces as set by the company		2	0	2
	PC4. ensure timely delivery for further processing		1	0	1
	PC5. ensure no damage to the diamond during fixing process		1	0	1
	PC6. ensure no breakage while placing the cover in the press		1	0	1
	Total		10	3	7

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N4605 Operate auto-blocking machine to create facets on diamond	PC1. ensure accurate parameters are entered of dimensions of diamond in the machine	50	5	1	4
	PC2. operate and maintain the machine		2	0	2
	PC3. achieve accurate proportion and symmetry of the facets as per design requirement		10	2	8
	PC4. remove all the inclusions while blocking as per plan		5	1	4
	PC5.ensure accurately bagging and labelling of the diamonds before returning		3	1	2
	PC6. achieve the productivity in terms of carats or number of pieces as set by the company		5	1	4
	PC7. achieve timely delivery for further processing		2	1	1
	PC8. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions		5	1	4
	PC9. ensure no breakage of culet point		5	1	4
	PC10. minimize damage, weight loss and breakage		3	1	2
	PC11. repair a damaged stone		3	1	2
	PC12. work on different types of blocking machines and technologies		2	0	2
	Total		50	11	39

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	20	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. 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
	Total		20	3	17

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	20	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
	PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.		2	1	1
	Total		20	3	17