

## 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@gjsi.org](mailto:ceo@gjsi.org)



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## Introduction

### Qualifications Pack- Inclusion Plotter- Diamond Processing

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Diamond planning

**REFERENCE ID:** G&J/Q4203

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

**Brief Job Description:** Individuals on this job use different technologies such as M-Box, Immersion Glass (IG) and Galaxy, based on Helium/Sarin software, to view and manually or automatically plot different types of inclusions such as cloud, surface cavities, blind spots, pin point inclusion, 3D, flat cracks, curved cracks. Inclusion plotting helps the planner to determine that can be achieved in the cut stone, which will determine its ultimate value. Hence, precision is important in this job. Also known as Sorter or Plotter, the inclusion plotter plots different types of inclusions in a diamond on the computer model.

**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; ability to work for long hours in sitting position in front of the computer; high level of concentration; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4203		
Job Role	Inclusion Plotter – 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	Diamond Planning	Next review date	24/11/2021
NSQC Clearance on*	DD/MM/YYYY		

\* only after clearance from NSQC

Job Role	Inclusion Plotter – Diamond Processing
Role Description	Using plotting technology to clearly identify and accurately plot all the inclusions in a rough diamond, which may not be visible clearly through the naked eye
NSQF level	4
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)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N4201 Dop the diamond</a></li> <li><a href="#">G&amp;J/N4203 Plot the inclusion</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>
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

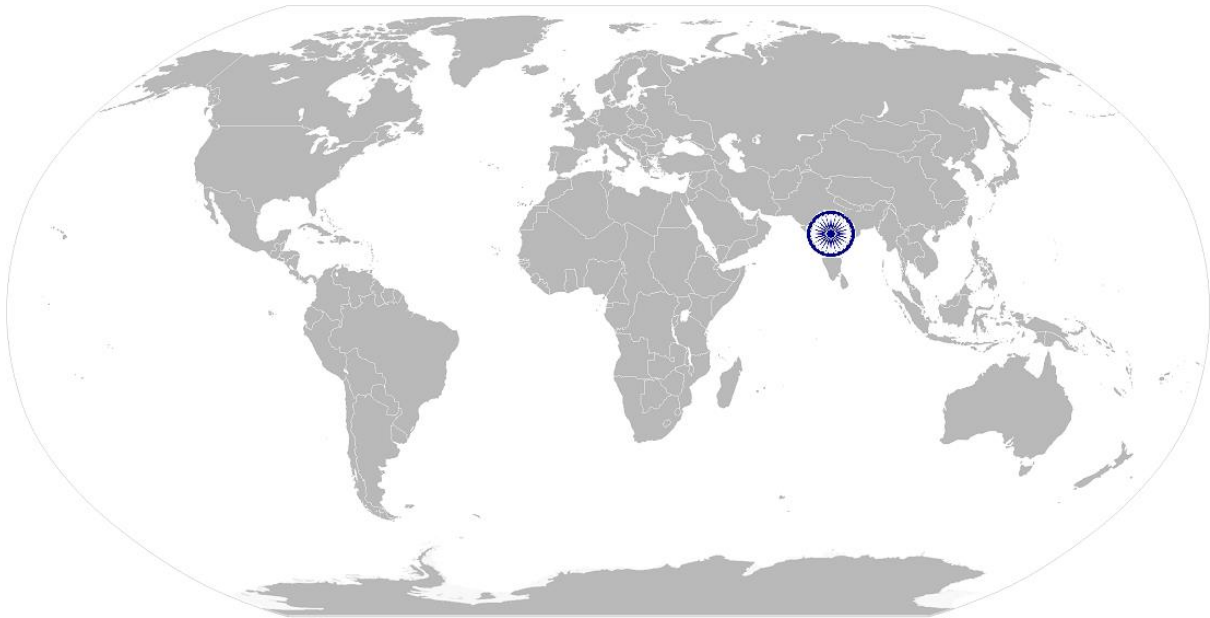
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

**G&J/N4201**

**Dop the diamond**

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# National Occupational Standard



## Overview

This unit is a key plotting stage in diamond processing. It involves fixing of rough diamonds securely onto dops or pins or mould using adhesives or molten glass as per the marking, for the purpose of plotting its inclusions by using computer software such as M-Box, IG or Galaxy.

**G&J/N4201**

**Dop the diamond**

<b>Unit Code</b>	<b>G&amp;J/N4201</b>
<b>Unit Title (Task)</b>	<b>Dop the diamond</b>
<b>Description</b>	This OS unit is about fixing rough diamond on dop or stage or die pin or mould using adhesives, as per the marking and for plotting the inclusions in a diamond
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Doping the rough diamond on the stage or pin</li> <li>• Achieving Productivity</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Doping the rough diamond on the stage or pin</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure accurate fixing of rough as per the plotting technique</p> <p>PC2. ensure accurate alignment and level the rough as per marking</p> <p>PC3. clean rough as instructed</p> <p>PC4. create mould as per the size of the rough</p> <p>PC5. ensure that there are no inclusion and cavities on the upside and downside of the fixed rough</p>
<b>Achieving Productivity</b>	<p>PC6. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC7. ensure timely delivery for further processing</p> <p>PC8. ensure no damage to the rough diamond is caused during fixing, removal or cleaning process</p>
<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>

**G&J/N4201**

**Dop the diamond**

<b>B. Technical Knowledge</b>	<p>KB1. Basic characteristics of a diamond</p> <p>KB2. Cleaning the rough surface prior to doping or fixing using Sodium hydroxide solution heated to 1000C and water respectively</p> <p>KB3. How the rough needs to be fixed along the marking to achieve the plotting objective</p> <p>KB4. Accurate fixing of roughs on dop/stage/mould as per plotting technique</p> <p>KB5. Heat requirements such temperature, duration for different adhesives</p> <p>KB6. cleaning techniques of the rough using different chemicals and ultrasonic cleaner</p> <p>KB7. Melting the immersion glass and mould making procedure for IG</p> <p>KB8. Potential work hazards</p> <p>KB9. Various tools and machines such as vacuum pump oven etc to be used for the fixing process, its hazards and maintenance</p> <p>KB10. Use of magnifying camera with screen or an eye glass in order to check alignment</p> <p>KB11. To work in a safe environment, i.e., without injuries</p> <p>KB12. To avoid finger prints on the mould</p> <p>KB13. To apply whitener properly</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:</p> <p>SA1. To document work done for status and performance appraisal</p>
	<b>Reading Skills</b>
	<p>SA2. Read and understand the reading on different meters/scales</p> <p>SA3. Read the manuals for machines</p> <p>SA4. Read descriptions on the diamond packets/ bags</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>SA5. Discuss task, schedules, and work-loads with co-workers and supervisors</p> <p>SA6. Understand instructions and report problems</p> <p>SA7. Share work load as required</p> <p>SA8. Assist others who require help</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the order of fixing roughs in the pins/stage</p> <p>SB2. Decide the heating requirements</p> <p>SB3. Judge the required quantum of gas in the machine</p> <p>SB4. Decide the size required for the mould</p> <p>SB5. Choose the direction of fixing in case the marking is not provided</p>



**G&J/N4201**

**Dop the diamond**

	<b>Plan and Organize</b>
	SB6. Plan and organize the tools work desk for efficient work management
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB7. Minimize damage or loss of any diamond during the doping process
	SB8. Identify the factors such as quality of the glue, tools and machines used, that contribute to the fixing of roughs
	<b>Analytical Thinking</b>
	SB9. Suggest improvements in order to reduce loss
	<b>Critical Thinking</b>
	SB10. Spot process disruptions and delays



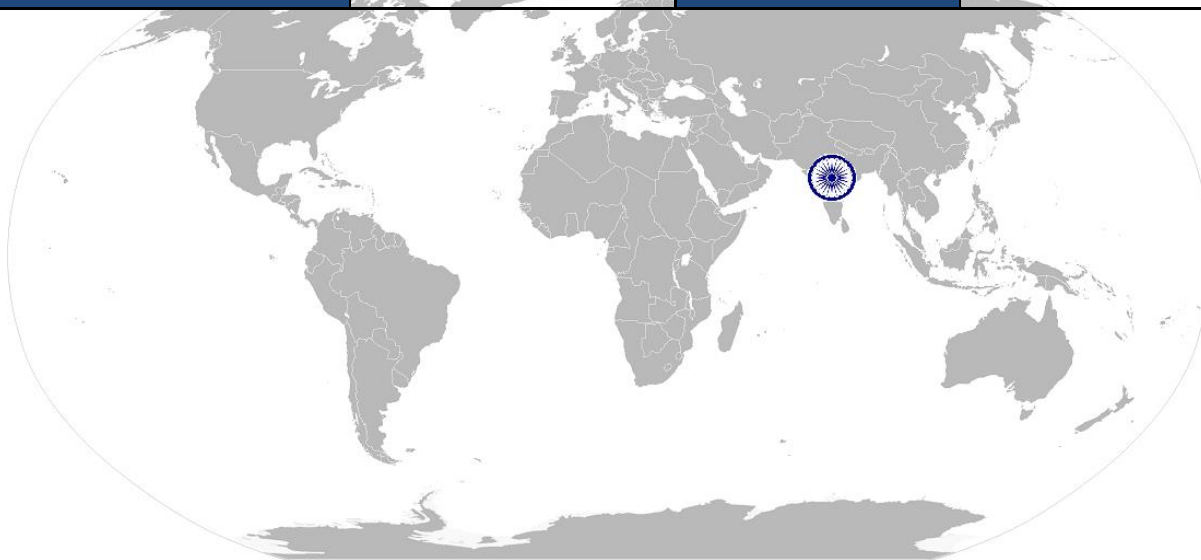


**G&J/N4201**

**Dop the diamond**

## **NOS Version Control**

NOS Code	G&J/N4201		
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	Diamond Planning	Next review date	24/11/2021

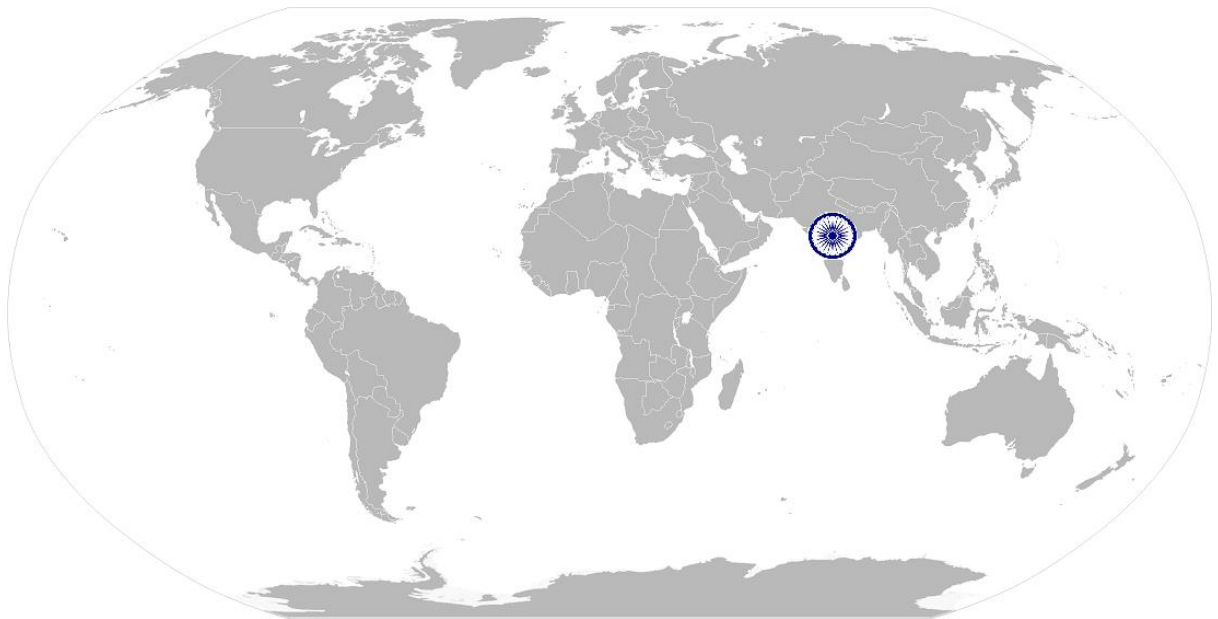


**G&J/N4203**

**Plot the inclusions**

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# National Occupational Standard



## **Overview**

This unit is about operating the plotting software or machine such as M-Box, IG or Galaxy in order to spot and plot inclusions in rough diamond – such as watery cracks, coloured bubbles, clouds, brown graining lines, VVS pinpoints – in order to help the planner in planning the optimum cut.

**G&J/N4203**

**Plot the inclusions**

<b>Unit Code</b>	<b>G&amp;J/N4203</b>
<b>Unit Title (Task)</b>	<b>Plot the inclusions</b>
<b>Description</b>	This OS unit is about using manual or automatic technology to plot various inclusions in the rough on a computer model to help in planning
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Preparing the rough for plotting</li> <li>• Operating the plotting machine and software</li> <li>• checking the quality of plotting</li> <li>• Achieving productivity</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Preparing the rough for plotting</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. check, determine and mark the diamond for fixing on the stage or die pin</p> <p>PC2. ensure that there are no inclusion and cavities on the upside and downside</p> <p>PC3. assess that the marking is correct for the plotting required</p> <p>PC4. check the alignment of the fixed rough on the holder with respect to marking</p> <p>PC5. detect the inclusions which are not marked automatically by the machine</p>
<b>Operating the Plotting Machine and Software</b>	<p>PC6. ensure accurate placement of the dop / stage in the machine</p> <p>PC7. ensure accurate scanning of the rough for plotting inclusions</p> <p>PC8. ensure accurate download and share files server</p> <p>PC9. rectify any faulty plotting done by auto plotter on the diamond</p>
<b>checking the quality of Plotting</b>	<p>PC10. ensure accurate marking of rough for fixing</p> <p>PC11. ensure accurate plotting of all inclusions, with no mistakes and need for re-work</p> <p>PC12. ensure correct bagging and labelling of the roughs before returning</p>
<b>Achieving productivity</b>	<p>PC13. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC14. achieve timely delivery for further processing</p> <p>PC15. maintain cycle time</p> <p>PC16. minimize damage, weight loss and breakage</p>
<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>

**G&J/N4203**

**Plot the inclusions**

	<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>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. 4Cs of a diamond and its characteristics</p> <p>KB2. Marking and fixing of a rough</p> <p>KB3. Laser mapping</p> <p>KB4. Model making</p> <p>KB5. Cavity mapping</p> <p>KB6. Operating the M-Box, IG and Galaxy machines</p> <p>KB7. Using the different plotting software used for Helium and Sarin technologies</p> <p>KB8. Colour grading of a diamond</p> <p>KB9. Different type of inclusions in a diamond</p> <p>KB10. Spectrum operations</p> <p>KB11. Potential work hazards</p> <p>KB12. Computer operations</p> <p>KB13. File sharing on the server</p> <p>KB14. Use of various scopes in diamond processing</p> <p>KB15. How to apply whitener on rough to cover all surfaces.</p> <p>KB16. Repair work</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:</p> <p>SA1. Document work done for status and performance appraisal</p> <p>SA2. Report diamond losses via documentation as per company policy</p>
	<b>Reading Skills</b>
	<p>SA3. Read the manuals for operating machines and software</p> <p>SA4. Read descriptions on the diamond packets/ bags</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>SA5. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA6. Understand instructions and report problems</p> <p>SA7. Share work load as required</p> <p>SA8. Assist others who require help</p> <p>SA9. Train the helpers to learn plotting</p>

**G&J/N4203**

**Plot the inclusions**

<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Differentiate different type of inclusions, e.g. decide what is a cloud
	SB2. Decide which inclusions are important and must be plotted
	SB3. Use auto plotting for a particular stone, if manual is too time consuming
	SB4. Decide colour and clarity
	SB5. Make marking for fixing
	<b>Plan and Organize</b>
	SB6. To plan work for maximum productivity
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB7. Suggest improvements in order to reduce loss
	SB8. Rectify defects occurred in plotting
	<b>Analytical Thinking</b>
	SB9. Assess accuracy of the marking for fixing and alignment of fixed rough
	SB10. Assess accuracy of plotting
	SB11. Identify solutions to avoid delays because of machine failure
	<b>Critical Thinking</b>
	SB12. Spot process disruptions and delays

**G&J/N4203**

**Plot the inclusions**

## **NOS Version Control**

NOS Code	G&J/N4203		
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
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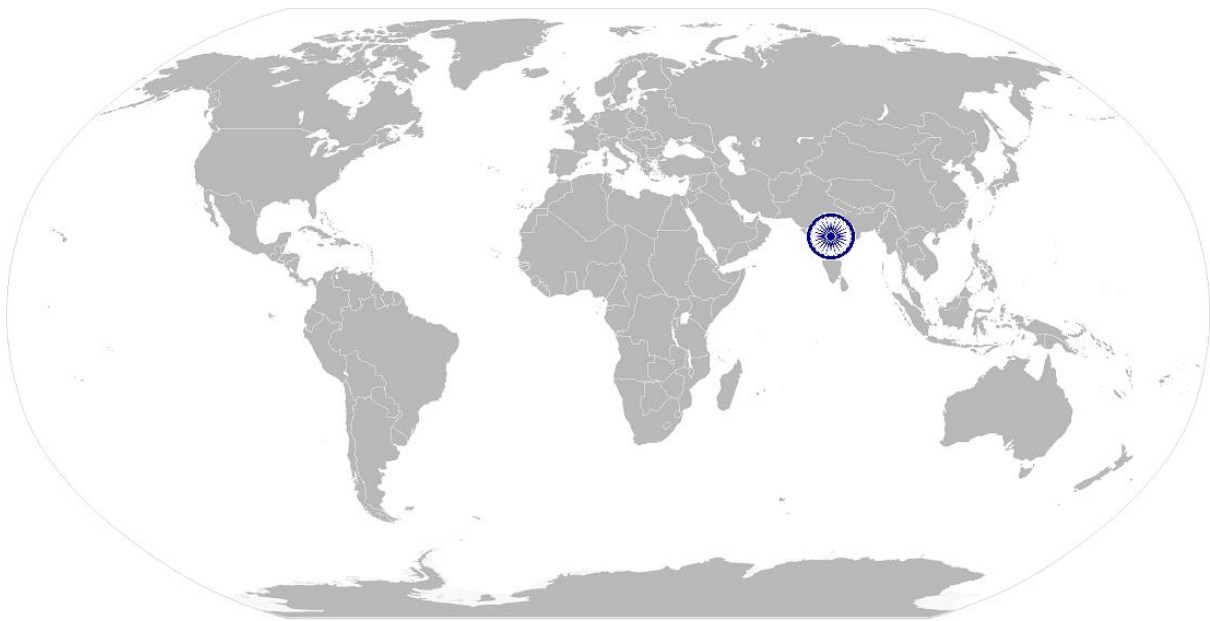


**G&J/N9901**

**Coordinate with others**

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# 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>	<p>This unit/task covers the following:</p> <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>	<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>
<b>Interacting with colleagues within and outside the department</b>	<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>
<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>	<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>B. Technical Knowledge</b>	<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. 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>
<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:</p> <p>SA1. Write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and English</p>
	<b>Reading Skills</b>
	<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>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<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>B. Professional Skills</b>	<b>Decision Making</b>
	<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>
	<b>Plan and Organize</b>
	<p>SB3. Collate information and communicate in a manner that is clear and comprehensive to colleagues and supervisor</p>
	<b>Customer Centricity</b>

**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**

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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	Diamond Planning	Next review date	24/11/2021

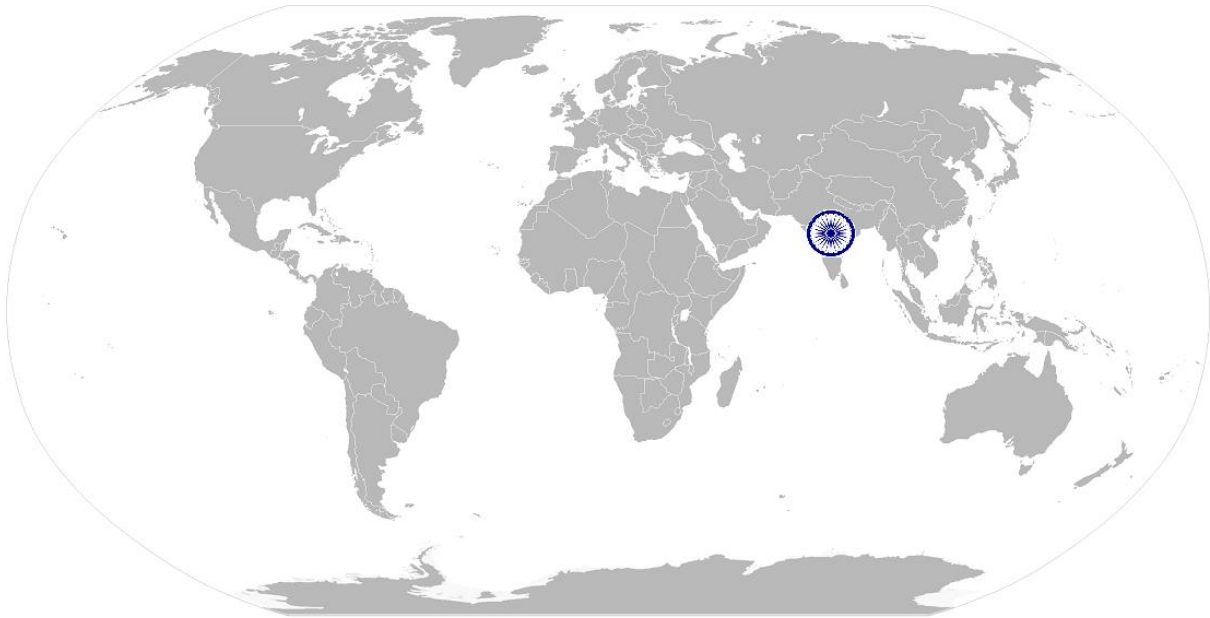


**G&J/N9902**

**Maintain health and safety at workplace**

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# 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 at workplace.

**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 at workplace
<b>Scope</b>	<p>This unit/task covers the following:</p> <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>	<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>
<b>Fire safety</b>	<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>
<b>Emergencies, rescue and first aid procedures</b>	<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>
<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: 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**

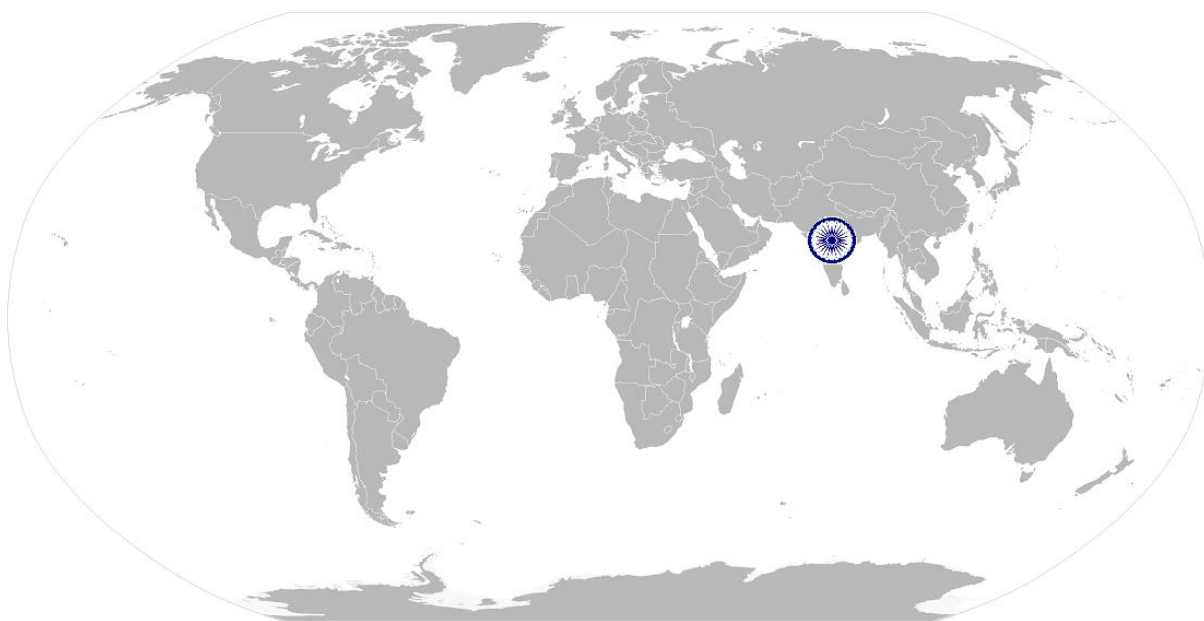
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Meaning of “hazards” and risks</p> <p>KB2. Health and safety hazards commonly present in the work place and related precautions</p> <p>KB3. Various dangers associate with use of electrical equipment</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 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 etc.</p> <p>KB16. Potential impact to a person who is moved incorrectly</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>N.A.</p>
	<b>Reading Skills</b>
	<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>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>SA3. Effectively communicate the risk of not following safety measures</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<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>
	<b>Plan and Organize</b>
	<p>SB4. Learn from past mistakes regarding use of hazardous machines or chemicals</p>
	<b>Customer Centricity</b>
	<p>N. A.</p>



**G&J/N9902**

**Maintain health and safety at workplace**

	<b>Problem Solving</b>
	SB5. Adhere to and guide others to follow prescribed procedures related to health and safety at workplace
	<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>2.0</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>Diamond Planning</b>	<b>Next review date</b>	<b>24/11/2021</b>



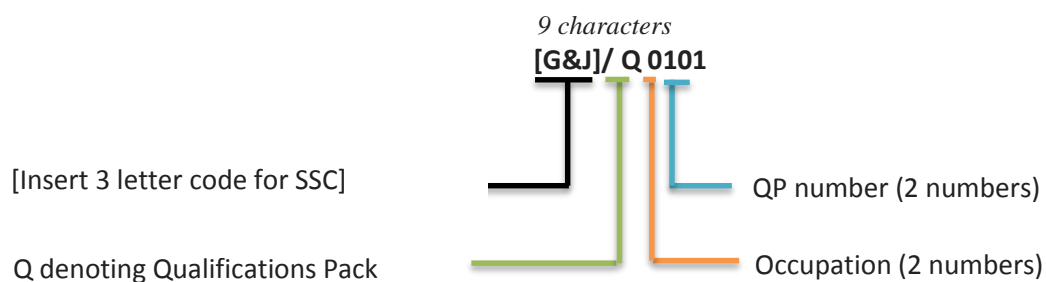
**G&J/Q4203**

*Qualifications Pack for Inclusion Plotter – Diamond Processing*

## Annexure

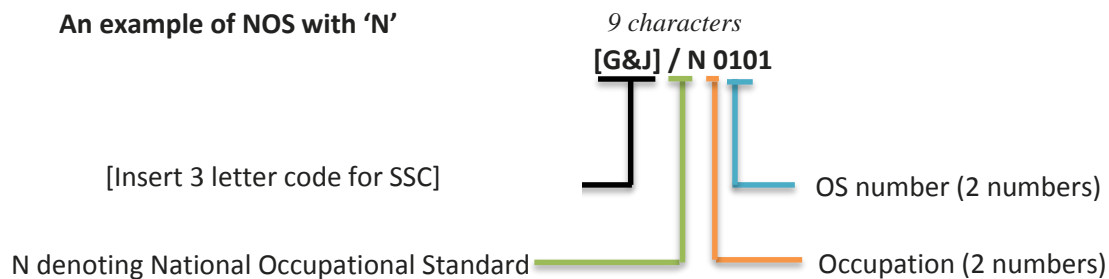
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

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



## **G&J/Q4203**

## *Qualifications Pack for Inclusion Plotter – Diamond Processing*

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** Inclusion Plotter- Diamond Processing

**Qualification Pack** G&J/Q4203

**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 70% 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/N4201 Dop the diamond	PC1. ensure accurate fixing of rough as per the plotting technique	20	2	1	1
	PC2. ensure accurate alignment and level the rough as per marking		4	1	3
	PC3. clean rough as instructed		2	0	2
	PC4 create mould as per the size of the rough		3	1	2
	PC5. ensure that there are no inclusion and cavities on the upside and downside of the fixed rough		4	1	3
	PC6. achieve the productivity in terms of carats or number of pieces as set by the company		2	0	2

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC7. ensure timely delivery for further processing		1	0	1
	PC8 ensure no damage to the rough diamond is caused during fixing, removal or cleaning process		2	1	1
	Sub Total		20	5	15

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N4203 Plot the inclusions	PC1. check, determine and mark the diamond for fixing on the stage or die pin	40	1	0	1
	PC2. ensure that there are no inclusion and cavities on the upside and downside		2	1	1
	PC3. assess that the marking is correct for the plotting required		2	1	1
	PC4. check the alignment of the fixed rough on the holder with respect to marking		1	0	1
	PC5. detect the inclusions which are not marked automatically by the machine		2	0	2
	PC6. ensure accurate placement of the dop / stage in the machine		4	1	3
	PC7. ensure accurate scanning of the rough for plotting inclusions		4	1	3
	PC8. ensure accurate download and share files server		2	1	1
	PC9. rectify any faulty plotting done by auto plotter on the diamond		3	1	2

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC10. ensure accurate marking of rough for fixing		4	1	3
	PC11. ensure accurate plotting of all inclusions, with no mistakes and need for re-work		4	0	4
	PC12. ensure correct bagging and labelling of the roughs before returning		3	1	2
	PC13. achieve the productivity in terms of carats or number of pieces as set by the company		2	1	1
	PC14. achieve timely delivery for further processing		2	0	2
	PC15. maintain cycle time		2	0	2
	PC16. minimize damage, weight loss and breakage		2	0	2
	Total		40	9	31

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		3	0	3



Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	workload				
	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		2	1	1

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	occupational health related issues				
	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