

## 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)



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## Introduction

### **Qualifications Pack – Supervisor - Diamond Processing (Elective): Supervisor - Blade Sawing / Supervisor - Blocking / Supervisor - Bruting / Supervisor - Final Assortment / Supervisor - Laser Cutting / Supervisor - Planning / Supervisor - Diamond Polishing)**

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Supervising

**REFERENCE ID:** G&J/Q5201

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

**Brief Job Description:** In the Indian diamond processing industry, the operations supervisors are in-charge of running the day-to-day work flow and processes of their respective departments. The individual on this job allocates work to subordinate workers, trains and educates them, instructs about the job to be performed on daily basis, checks quality of output, manages team and systems, carries out performance appraisal and ensures safety of the diamond, in order to ensure accurate cutting, bruting, blocking, polishing, and assorting as per company's objectives in the respective department.

### **Elective 1 - Supervisor - Blade Sawing:**

The Blade Sawing Supervisor is in-charge of running the day-to-day work flow and processes of the blade sawing department and monitoring the work of blade sawyers and other helpers, for the purpose of ensuring accurate cutting of the diamond as per its marking.

### **Elective 2 - Supervisor – Blocking:**

The Blocking Supervisor is in-charge of running the day-to-day work flow and processes of the Blocking department and Monitoring the work of blockers (auto or manual) and other helpers, for the purpose of ensuring accurate basic four or eight top and bottom facets of the diamond as per plan.

### **Elective 3 - Supervisor – Bruting:**

The Bruting Supervisor is in-charge of running the day-to-day work flow and processes of the Bruting department and Monitoring the work of bruters (auto or laser) and other helpers, for the purpose of ensuring accurate rounding and coning of the diamond as per plan.

### **Elective 4 - Supervisor - Final Assortment:**

The Final Assortment Supervisor is in-charge of running the day-to-day work flow and processes of the Final Assortment department and Monitoring the work of polished diamond sorters for the purpose of ensuring accurate assortment of the diamond as per 4Cs.

### **Elective 5 - Supervisor - Laser Cutting:**

The Laser Cutting Supervisor is in-charge of running the day-to-day work flow and processes of the Laser Cutting department and monitoring work of cutting the rough diamond using a laser sawing machine as per the markings, in order to remove inclusions and maximise yield, while ensuring minimum breakage.

### **Elective 6 - Supervisor – Planning, inclusion plotting and spectrum operations:**

The Planning Supervisor is in-charge of running the day-to-day work flow and processes of the Planning department and Monitoring the work of planners and other helpers, for the purpose of deriving maximum value from a rough for the company.

### **Elective 7 - Supervisor - Diamond Polishing:**

The Diamond Polishing Supervisor is in-charge of running the day-to-day work flow and processes of the Diamond Polishing department and Monitoring the work of polishers (top, bottom or girdle) and other helpers, for the purpose of ensuring accurate faceting and polishing of the diamond as per plan.

### **Personal Attributes:**

The job requires the individual to have: attention to details; good eyesight; ability to work on machines while standing; a sharp mind to spot and correct errors; excellent interpersonal skills, ability to work for long hours, not necessarily on one desk; high level of concentration and patience.

Qualifications Pack Code	G&J/Q5201		
Job Role	Supervisor – Diamond Processing		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
Occupation	Operations supervisor	Next review date	10/11/2021
NSQC Clearance on*	DD/MM/YYYY		

\*only after clearance from NSQC

Job Role	Supervisor – Diamond Processing
Role Description	Supervising the functions of their respective departments in diamond processing industry e.g. blade sawing, laser sawing, Bruting, blocking, planning, polishing departments
NSQF level	5
Minimum Educational Qualifications*	8th Standard
Maximum Educational Qualifications*	Not applicable
Prerequisite License or Training	Diamond processing operation in relevant department Basic computer knowledge
Minimum job entry age	23 years complete
Experience	3 years minimum in relevant department
Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N5202 Deal with supervision of the respective department in Gem &amp; Jewellery Sector</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> <p><b>Elective: (mandatory to select at least one)</b></p> <p><b>Elective 1. Supervisor – Blade Sawing</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N5203 Supervise the blade sawing operations</a></li> </ol> <p><b>Elective 2. Supervisor – Blocking</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N5204 Supervise the blocking operations</a></li> </ol> <p><b>Elective 3. Supervisor – Bruting</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N5205 Supervise the Bruting operations</a></li> </ol> <p><b>Elective 4. Supervisor – Final Assortment</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N5206 Supervise the final assortment of diamonds</a></li> </ol> <p><b>Elective 5. Supervisor – Laser Cutting</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N5207 Supervise the laser cutting operations</a></li> </ol> <p><b>Elective 6. Supervisor – Planning</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N5208 Supervise the planning, inclusion plotting and spectrum operations</a></li> </ol>

	<b>Elective 7. Supervisor – Diamond Polishing</b> 7.1 <a href="#">G&amp;J/N5209 Supervise the diamond polishing operations</a>
<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 today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.

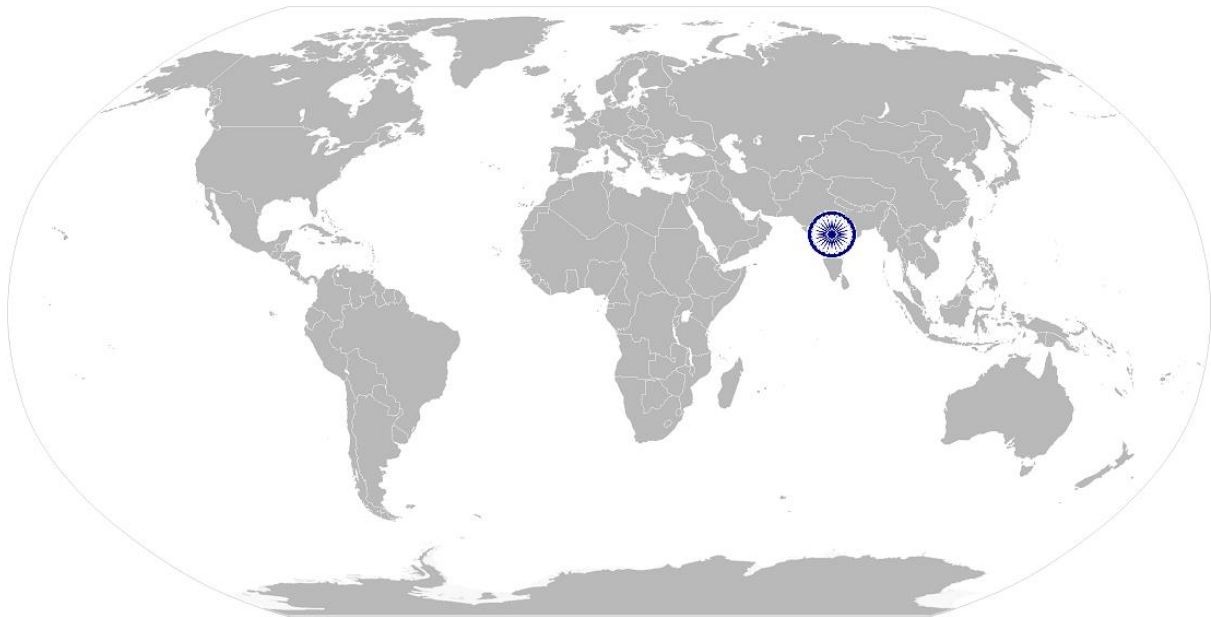
Acronyms

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

**G&J/N5202 Deal with supervision of the respective department in Gem & Jewellery Sector**

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# National Occupational Standard



## Overview

This unit is about supervision of the respective department in a manufacturing unit consisting of numerous departments in Diamond Processing /Cast and diamond set jewellery/Gemstone Processing/Handmade Jewellery.



## G&J/N5202 Deal with supervision of the respective department in Gem & Jewellery Sector

### National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N5202</b>
<b>Unit Title (Task)</b>	<b>Deal with supervision of the respective department in Gem &amp; Jewellery Sector</b>
<b>Description</b>	This OS unit is about supervising the respective departments to achieve the desired quality in the set time frame within the selected department
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Communicating with others</li> <li>Planning Production Process</li> <li>Technical Competence</li> <li>Sharing of knowledge and teamwork</li> <li>Training and Development of workers</li> <li>Maintaining Workers Discipline and Productivity</li> <li>Process Compliance</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Communicating with Others</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. give instructions and orders based on ability to demonstrate the work process and the safety measures to be taken during work process</p> <p>PC2. give instructions based on theoretical knowledge during the demonstration</p> <p>PC3. plan all the instructions on paper and answers to the questions before issuing instructions</p> <p>PC4. ensure that you answer all the questions raised by the worker</p> <p>PC5. give instructions based on authority of knowledge</p> <p>PC6. give appropriate instructions and feedback to different levels of workers</p> <p>PC7. do everything reasonable to ensure the health and safety of the workers you supervise</p> <p>PC8. inform workers about any known workplace hazards, existing controls for those hazards and workplace safe work practices</p> <p>PC9. involve workers in the process of hazard identification and controls</p> <p>PC10. ensure all workers have proper training and equipment for the job they are expected to do</p> <p>PC11. make sure the workers behave in a way that won't result in harm or damage to themselves, others or the employer</p>
<b>Planning the production process</b>	<p>PC12. study the given information like design details, target dates, quantity to be achieved in desired time frame, material availability, machinery available quality of output expected from department</p> <p>PC13. develop work priorities</p> <p>PC14. prepare a production plan taking into consideration all the variables to coordinate the different orders with each other because they have different deadlines</p> <p>PC15. maintain a track of each order status</p>

## **G&J/N5202 Deal with supervision of the respective department in Gem & Jewellery Sector**

	<p>PC16. discuss this production plan with the management and seek their consent</p> <p>PC17. controlling and regulating work in progress</p> <p>PC18. check on physical accomplishments ( number of pieces, in specific time, in a certain quality</p>
<b>Technical Competence</b>	<p>PC19. update technical skills based on the changing environment</p> <p>PC20. ensure and monitor a safe work place</p> <p>PC21. implementing continuous improvements</p>
<b>Team work and sharing knowledge</b>	<p>PC22. share your technical knowledge with the workers</p> <p>PC23. judge the capacity of the worker for accepting and accomplishing responsibility, and making a progression for them</p> <p>PC24. develop effective relationships</p> <p>PC25. resolve conflict within the team members</p>
<b>Training and Development</b>	<p>PC26. provide instructions on correct use and handling of machinery and equipment</p> <p>PC27. provide training on chemicals and other inflammable chemicals in manufacturing</p> <p>PC28. make the team more effective</p>
<b>Maintaining Workers Discipline and Productivity</b>	<p>PC29. check with management and human resource for guidelines and for disciplinary action</p> <p>PC30. describe the performance problems and review past discussions and reminders</p> <p>PC31. ask for reasons for the situation and listen openly to the employee's response</p> <p>PC32. indicate what kind of disciplinary action you must take, and explain why</p> <p>PC33. discuss and agree on ways to improve the worker's performance and set a follow up date.</p> <p>PC34. ask the employee to summarize the discussion in order to find out whether he takes the situation seriously and whether he understood the problems</p> <p>PC35. indicate your confidence in the employee's ability to improve and give hints on how to do so</p>
<b>Process Compliances</b>	<p>PC36. obey relevant legislation, standards, policies and procedures</p> <p>PC37. don't disclose "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>PC38. be aware of liability arising out of loss, theft, or inadvertent disclosure of confidential information</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: salaries and wages, incentive system, delivery standards, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. Work flow involved in that particular subsector</p> <p>KA3. Management of worker, quality and productivity</p> <p>KA4. Stock Management Process</p> <p>KA5. Conflict resolution and problem solving</p> <p>KA6. Performance appraisal system of the company</p>

## **G&J/N5202 Deal with supervision of the respective department in Gem & Jewellery Sector**

<b>B. Technical Knowledge</b>	<p>KA7. Reporting structure</p> <p>KB1. Understanding of the properties of the metals</p> <p>KB2. Potential work hazards while using chemicals, high speed machines, lapping and ultrasonic machines</p> <p>KB3. Uses of different types of tools, consumables and machines in jewellery manufacturing processes/diamond processing/gemstone processing/ Handmade jewellery manufacturing</p> <p>KB4. Quality standards as per company guidelines</p> <p>KB5. Uses of different types of tools for different end results</p> <p>KB6. Documenting the Accounts of gems and jewellery pieces</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 flow, quality standards and outcomes as per company policy</p> <p>SA2. Document losses in respective production process as per the parameter set by the company</p>
	<b>Reading Skills</b>
	<p>SA3. Read company rules and compliance documents required to complete the work</p> <p>SA4. Read notes, designs and instructions in terms of concerned department processes</p> <p>SA5. Read design in terms of planning processes</p> <p>SA6. Check the quality of the product whether it can be given to next process</p> <p>SA7. Check if the existing defects can be rectified during the process</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>SA8. Understand the work output requirements from superiors</p> <p>SA9. Distribute work according to expertise of worker</p> <p>SA10. Give appropriate instructions and feedback to different levels of workers</p> <p>SA11. Educate about safety and work hazards</p> <p>SA12. Educate about use of protective clothing such as flame proof aprons, ear defender plugs, safety boots, visors and masks.</p> <p>SA13. Train on productivity and correct steps to follow on the job</p> <p>SA14. Motivate workers to work as a team, share workload and deliver on time</p> <p>SA15. Assess worker requirements in terms of training, tools, machinery, workspace and other facilities</p> <p>SA16. Appraise based on company's standards and workers' performance</p> <p>SA17. Encourage workers to multi-task and work on different processes</p> <p>SA18. Resolve inter-personal conflicts between workers and co-workers</p>

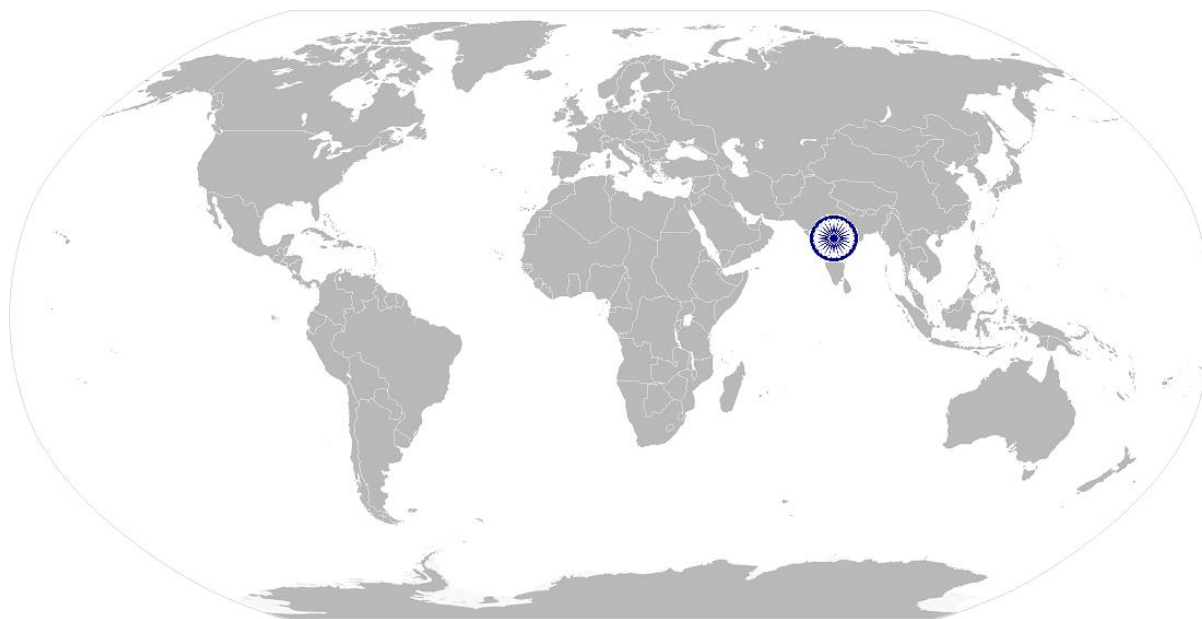
**G&J/N5202 Deal with supervision of the respective department in Gem & Jewellery Sector**

<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Decide on allocation of work to workers based on their skills
	<b>Plan and Organize</b>
	SB2. Plan all the instructions on paper and answers to the questions before issuing instructions SB3. Plan and organize for tools and consumables as per the production schedule
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB4. Minimize defects in the process SB5. Reduce departmental losses/rejections SB6. Resolve issues in the department to achieve set targets SB7. Resolve problems related to workers and their productivity
	<b>Analytical Thinking</b>
	SB8. Improve productivity and increase efficiency based on past working experience
	<b>Critical Thinking</b>
	SB9. Use logic and reasoning to identify the probable solutions for minimizing defects during their departmental process.

**G&J/N5202 Deal with supervision of the respective department in Gem & Jewellery Sector**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N5202</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>10/11/2017</b>
<b>Occupation</b>	<b>Operations supervisor</b>	<b>Next review date</b>	<b>10/11/2021</b>

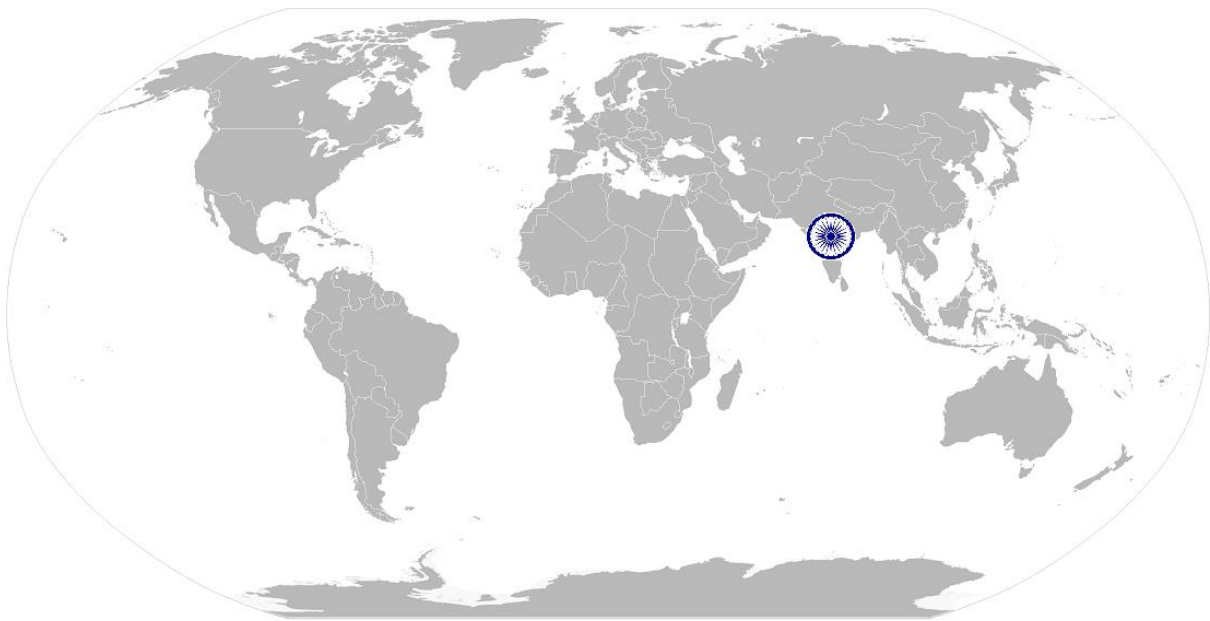


**G&J/N9901**

**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**

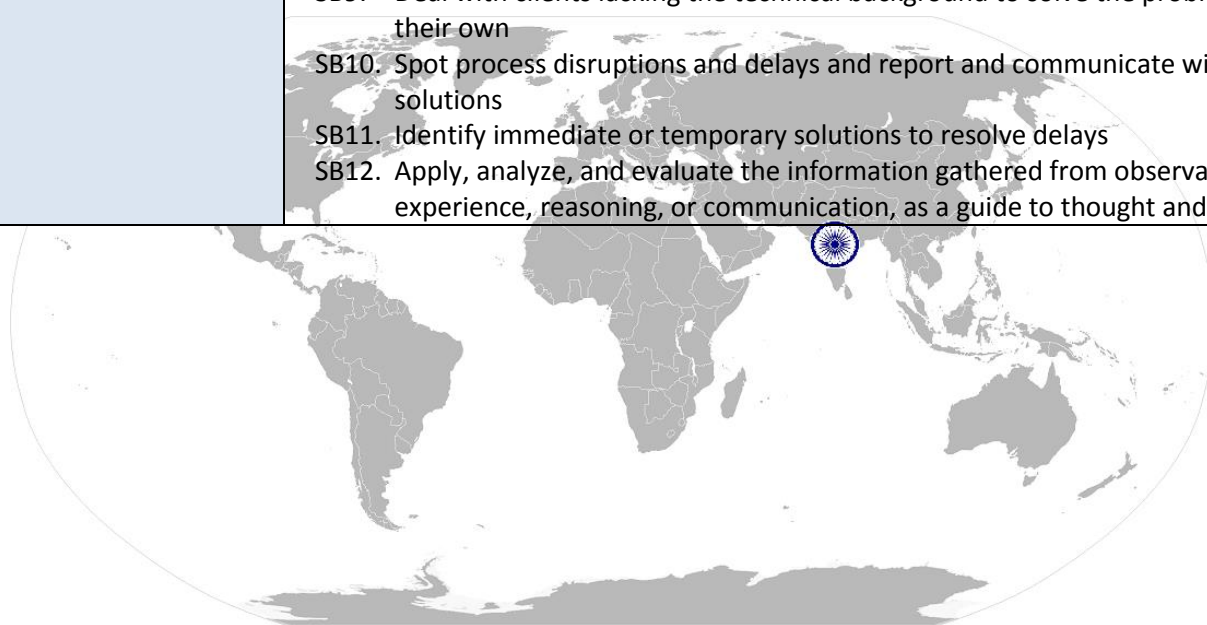
<b>B. Technical Knowledge</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>KB1. Various categories of people that one is required to communicate and coordinate within the organization</p> <p>KB2. Importance of effective communication in the workplace</p> <p>KB3. Importance 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>
<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>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>
	<p>SB4. Convey accurate information to all internal as well as external customers (or right information to right person)</p>



**G&J/N9901**

**Coordinate with others**

	<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 Skills</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>10/11/2017</b>
<b>Occupation</b>	<b>Operations supervisor</b>	<b>Next review date</b>	<b>10/11/2021</b>

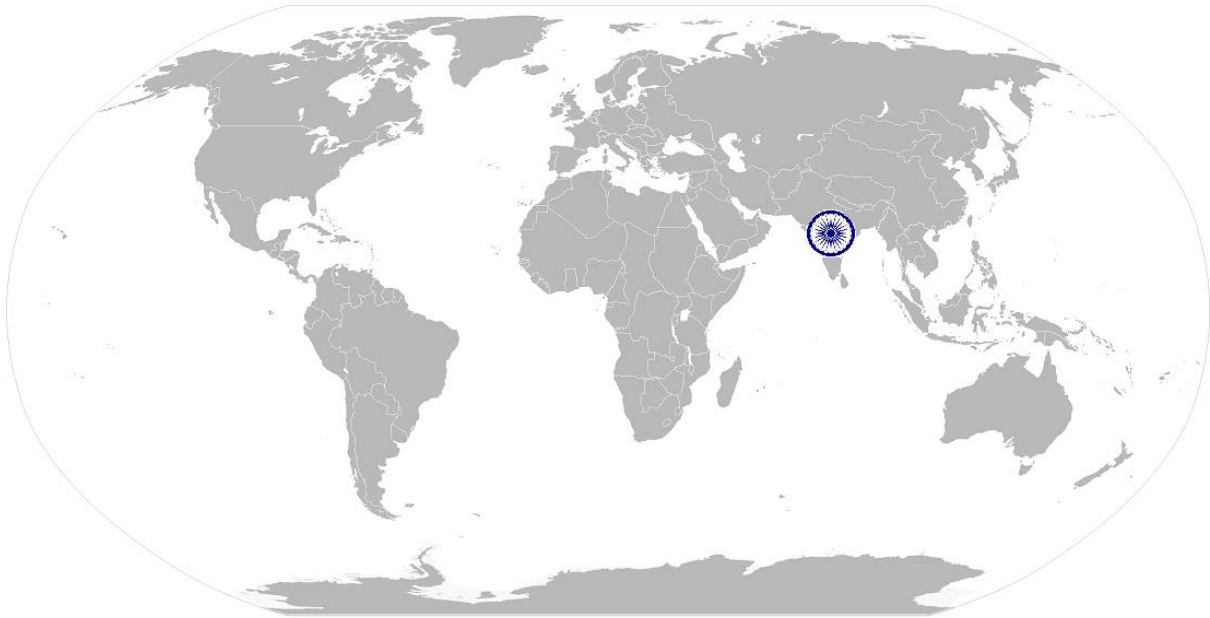


**G&J/N9902**

**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

### National Occupational Standard

<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

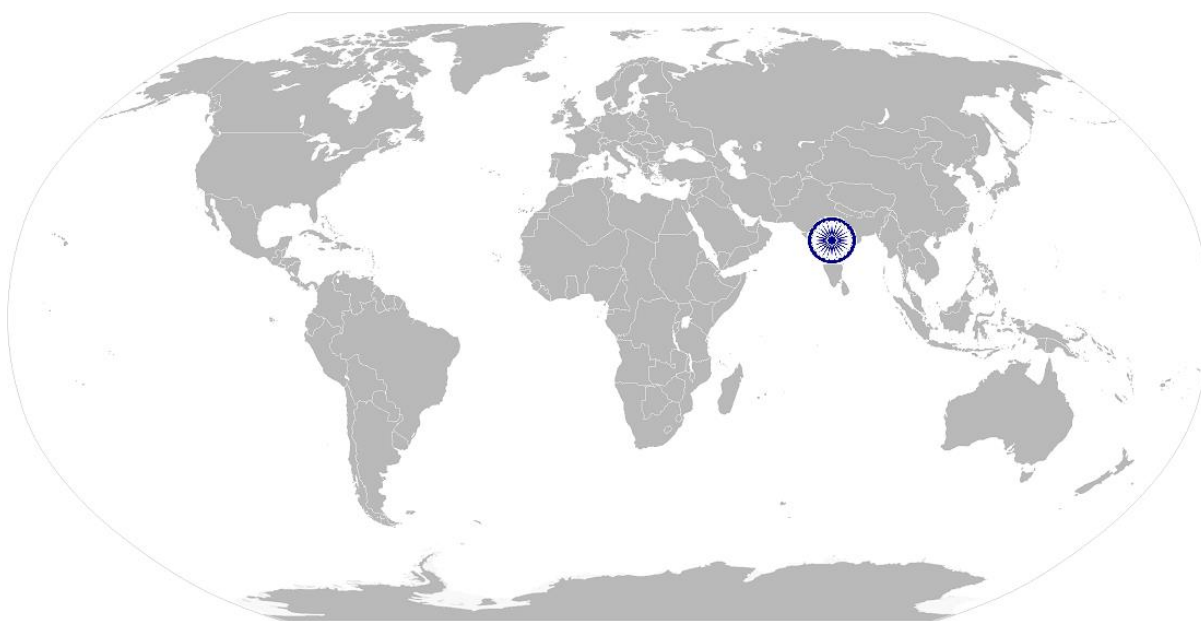
## Maintain health and safety at workplace

<b>B. Technical Knowledge</b>	<p>The user/ individual on the job needs to know and understand how to:</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 associated with the 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 suffering bodily harm</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 user/ 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>
	<b>Problem Solving</b>

**G&J/N9902**

**Maintain health and safety at workplace**

	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>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>10/11/2017</b>
<b>Occupation</b>	<b>Operations supervisor</b>	<b>Next review date</b>	<b>10/11/2021</b>



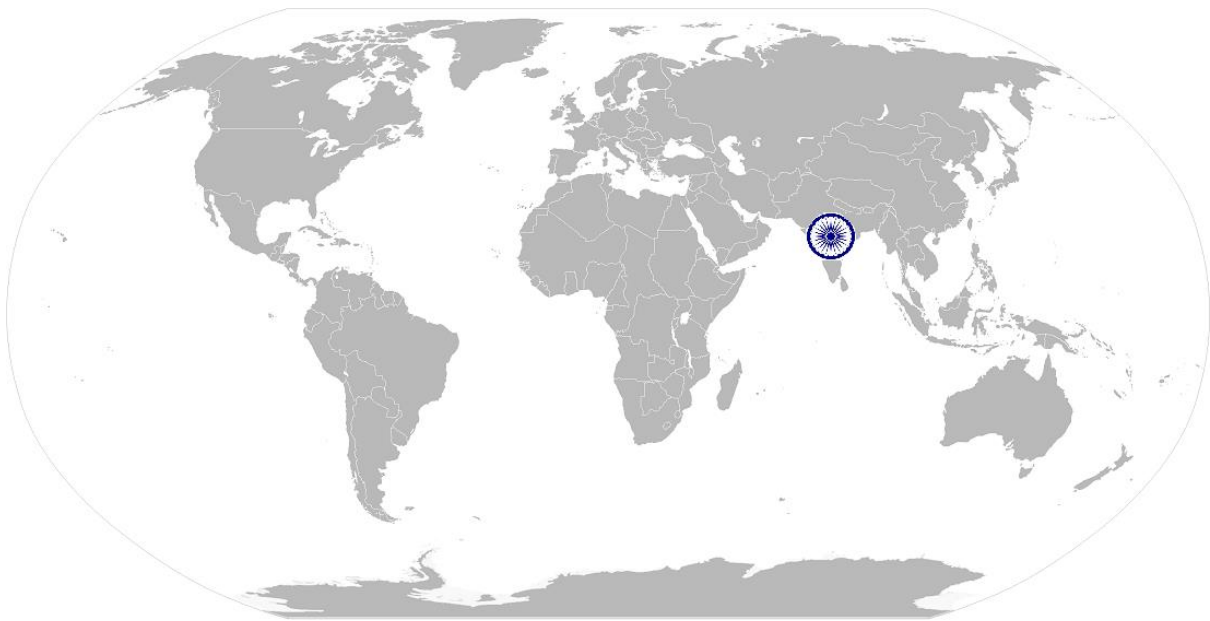


**G&J/N5203**

**Supervise the blade sawing operations**

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# National Occupational Standard



## Overview

This unit is about supervising the blade sawing operations by monitoring, instructing, educating and training in order to ensure an accurate cut along the marking, without any damage to the stone and the weight loss as per the company's policies.



## G&J/N5203

## Supervise the blade sawing operations

### National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N5203</b>
<b>Unit Title (Task)</b>	<b>Supervise the blade sawing operations</b>
<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of blade sawyers including the helpers
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Allocating Work</li> <li>• Checking Quality</li> <li>• Maintaining Productivity</li> <li>• Controlling defects</li> <li>• Managing stone accounts</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Allocating Work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC2. explain the job at hand to the worker</p> <p>PC3. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC4. define delivery schedule and the requirement of the work output expected out of the worker</p>
<b>Checking Quality</b>	<p>PC5. judge the accuracy of cut as per the marking</p> <p>PC6. ensure accurate alignment and secure doping</p> <p>PC7. ensure weight loss planned is within companies prescribe limit</p> <p>PC8. ensure accurate bagging and labelling of the cut diamonds before returning</p>
<b>Maintaining Productivity</b>	<p>PC9. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC10. deliver in time to next process</p>
<b>Controlling defects</b>	<p>PC11. ensure there is no loss or damage to the diamond while sawing</p> <p>PC12. judge that the marking is correct for the cut required and will not damage the diamond</p>
<b>Managing stone accounts</b>	<p>PC13. match the rough type, weight and number of diamonds received against those handed over to the operator</p> <p>PC14. ensure that there is no loss of stone by any team member during the entire sawing process</p> <p>PC15. track the movement of all the roughs initially received for sawing, and at each moment know the status of each rough</p> <p>PC16. return bagged cut roughs to the manager through the issue return person</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational</b>	The user/individual on the job needs to know and understand:

**G&J/N5203**

**Supervise the blade sawing operations**

<b>Context</b>	<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 issue return procedures followed by the company</p> <p>KA7. Typical customer profile and market trends</p> <p>KA8. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA9. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p> <p>KA10. Management of worker, quality and productivity</p> <p>KA11. Performance appraisal</p>
<b>B. Technical Knowledge</b>	<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. Alignments for different cuts in a diamond</p> <p>KB3. Potential ways that may cause damage to a diamond</p> <p>KB4. Potential work hazards, particularly, when using blade sawing machine</p> <p>KB5. Blade sawing machine operations</p> <p>KB6. Types of inclusions in a diamond</p> <p>KB7. Other techniques of cutting</p> <p>KB8. Use of various scopes in diamond processing</p> <p>KB9. Geometry to understand the angles and symmetry</p> <p>KB10. Repair work</p> <p>KB11. Uses of different types of tools and materials for different purposes and end results</p> <p>KB12. How to maintain and prepare the tools as per job requirement</p> <p>KB13. Tension in a diamond and use of tension machine</p> <p>KB14. Accounting of stones and documentation</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 flow, quality standards and outcomes as per company policy</p> <p>SA2. Report diamond losses via documentation as per company policy</p>
	<b>Reading Skills</b>

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**Supervise the blade sawing operations**

<b>B. Professional Skills</b>	SA3. Read about different types of roughs and their properties SA4. Read descriptions on the diamond packets/ bags SA5. Read company rules/compliance documents required to complete the work
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. To give appropriate instructions and feedback to different levels of workers under his supervision SA7. Educate about safety and work hazards SA8. Train on loss avoidance, productivity and correct steps to follow on the job SA9. Encourage workers to share workload and deliver on time SA10. Assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA11. Appraise based on company's standards and workers' performance SA12. Encourage workers to multitask, update and work on new technologies
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand: SB1. Decide which team member should be assigned what type of rough SB2. Ensure the safety of cutting a rough along the marking SB3. Ensure the correctness of the selection of which marking to be cut first by operator
	<b>Plan and Organize</b>
	SB4. To plan work for the team members according to work load and immediate delivery commitments SB5. To arrange for tools, machines and consumables in time
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB6. Minimize damage or loss of any diamond during the sawing process SB7. Resolve problem with unclear marking SB8. Resolve inter-personal conflicts between workers and co-workers
	<b>Analytical Thinking</b>
	SB9. Assess the accuracy of the work done by the sawyer
	<b>Critical Thinking</b>
	SB10. To spot process disruptions and delays

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**Supervise the blade sawing operations**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N5203</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>10/11/2017</b>
<b>Occupation</b>	<b>Operations supervisor</b>	<b>Next review date</b>	<b>10/11/2021</b>

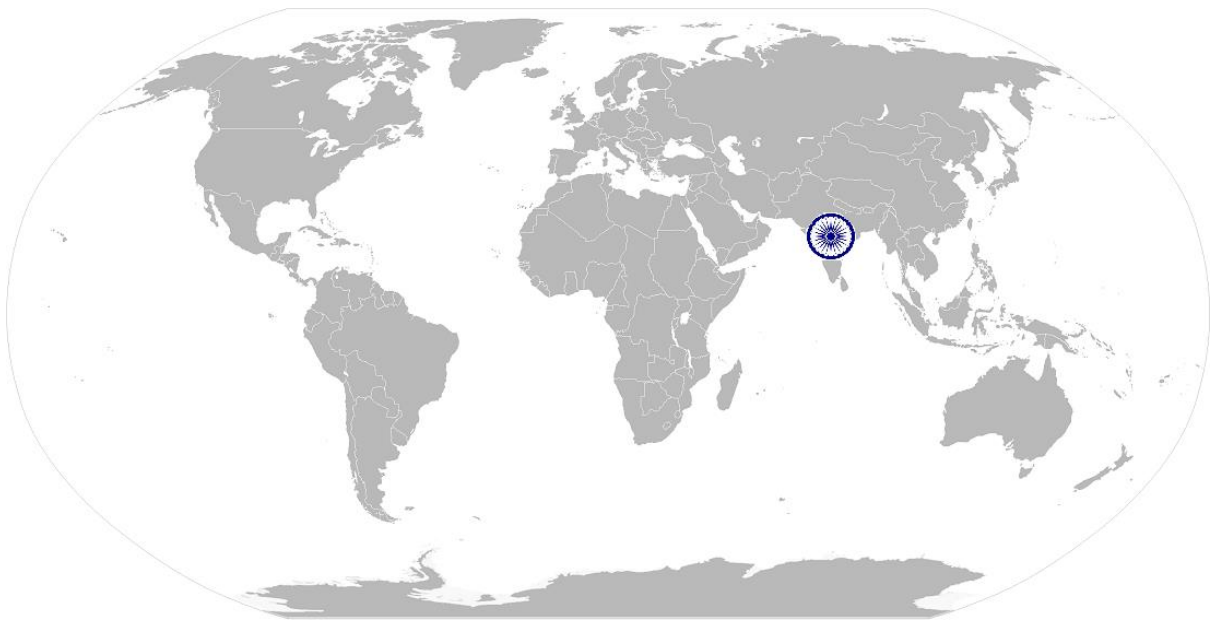


**G&J/N5204**

**Supervise the blocking operations**

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# National Occupational Standard



## Overview

This unit is about supervising the blocking operations by monitoring, instructing, educating and training in order to ensure accurate creation of basic four or eight top and bottom facets of the diamond as per plan, without any damage to the stone and weight loss as per the company's policies.

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**Supervise the blocking operations**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N5204</b>
<b>Unit Title (Task)</b>	<b>Supervise the blocking operations</b>
<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of either auto or manual blockers including the helpers
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Allocating work</li> <li>• Checking quality of output</li> <li>• Achieving productivity</li> <li>• Controlling defects</li> <li>• Managing accounts of stones</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Allocating work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC2. explain the job at hand to the worker</p> <p>PC3. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC4. define delivery schedule and work output requirements</p>
<b>Checking quality of output</b>	<p>PC5. achieve accurate proportions and symmetry of the facets as per design requirement</p> <p>PC6. remove inclusions while blocking as per plan</p> <p>PC7. ensure accuracy of the alignment and secure doping</p> <p>PC8. ensure that the cut meets the grading requirements</p> <p>PC9. ensure weight loss planned is within company's prescribed limit</p> <p>PC10. ensure accurate bagging and labelling of the diamonds before returning</p>
<b>Achieving productivity</b>	<p>PC11. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC12. deliver in time to next process</p>
<b>Controlling defects</b>	<p>PC13. ensure no breakage of the culet point</p> <p>PC14. ensure there is no loss or damage to the diamond while blocking</p> <p>PC15. ensure no flaws due to faulty blocking like, nicks, scratches, burn marks, abrasions, etc.</p>
<b>Managing accounts of stones</b>	<p>PC16. match the rough type, weight and number of diamonds received against those handed over to the blocker</p> <p>PC17. ensure that there is no loss of stone by any team member during the entire blocking process</p> <p>PC18. return bagged blocked diamonds to the manager through the issue return personnel</p>



**G&J/N5204**

## Supervise the blocking operations

Knowledge and Understanding (K)	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. Company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</li> <li>KA2. 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. Work flow involved in company's diamond processing</li> <li>KA5. Importance of the individual's role in the workflow</li> <li>KA6. Reporting structure</li> <li>KA7. Issue return procedures followed by the company</li> <li>KA8. Typical customer profile and market trends</li> <li>KA9. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</li> <li>KA10. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</li> <li>KA11. Management of worker, quality and productivity</li> <li>KA12. Performance appraisal</li> </ul>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. Blocking procedure of diamonds</li> <li>KB2. Cs of diamond (colour, cut, clarity and carat)</li> <li>KB3. Use of various scopes in diamond processing</li> <li>KB4. Stress (tension) of the diamond</li> <li>KB5. Using proportion and symmetry analyzer machine</li> <li>KB6. Geometry to understand the angles and symmetry</li> <li>KB7. Direction of the tang and using the data system on the tang</li> <li>KB8. Process of preparation of scaife</li> <li>KB9. Repair work</li> <li>KB10. Valuation of diamonds depending on different dimensions</li> <li>KB11. Knowledge of assembly and leveling of different parts of the bench</li> <li>KB12. Potential steps which may cause damage to a diamond</li> <li>KB13. Potential work hazards, particularly, when using auto blocking machine or scaife</li> <li>KB14. Operating auto blocking machine</li> <li>KB15. Types of inclusions in a diamond</li> <li>KB16. Uses of different types of tools and materials for different purposes and end results</li> <li>KB17. How to maintain and prepare the tools as per job requirement</li> <li>KB18. Accounting of stones and documentation</li> </ul>
Skills (S) [Optional]	

**G&J/N5204**

**Supervise the blocking operations**

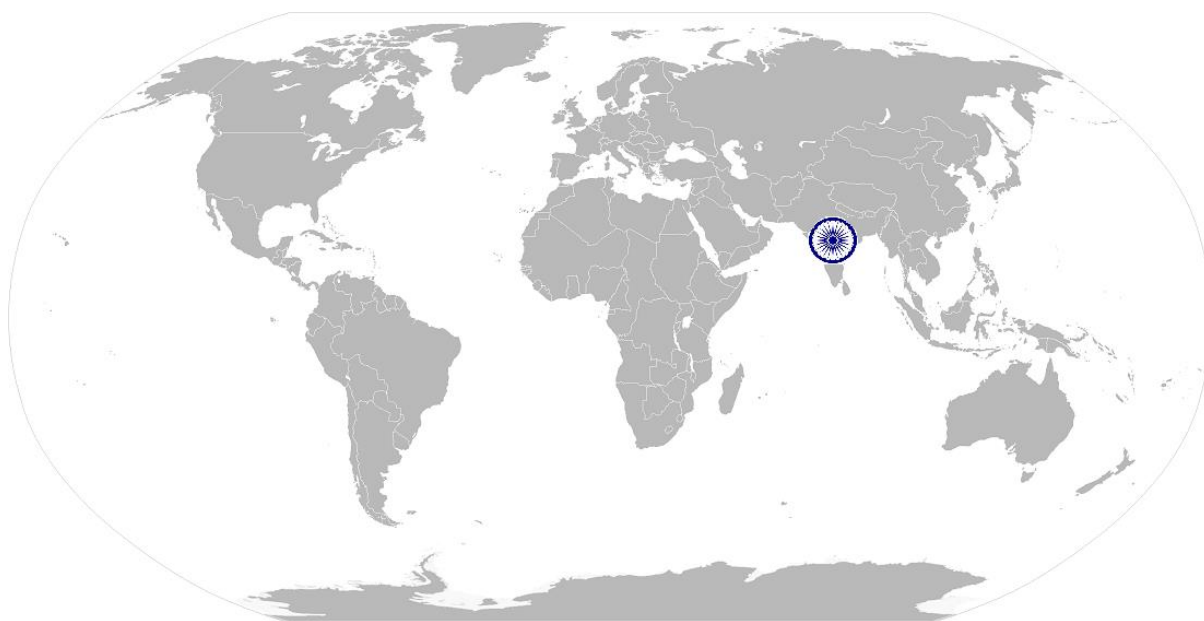
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Document work flow, quality standards and outcomes as per company policy
	<b>Reading Skills</b>
	SA2. Read about different types of diamonds and their properties SA3. Read descriptions on the diamond packets/ bags SA4. Polish diamond in order to achieve perfect proportion and symmetry as required by design SA5. Read company rules/compliance documents required to complete the work
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. Give instructions to the team members about the blocking required SA7. Give appropriate instructions and feedback to different levels of workers under his supervision SA8. Educate about safety and work hazards SA9. Train on loss avoidance, productivity and correct steps to follow on the job SA10. Encourage workers to share workload and deliver on time SA11. Assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA12. Appraise based on company's standards and workers' performance SA13. Encourage workers to multitask, update and work on new technologies SA14. Resolve inter-personal conflicts between workers and co-workers
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand: SB1. Decide which team member should be assigned what type of diamond
	<b>Plan and Organize</b>
	SB2. To decide which team member should be assigned what type of diamond SB3. To arrange for tools, machines and consumables in time SB4. To plan and organize the maintenance schedule for the machines for breakdown free operations
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB1. Rectify faults such as diamond received with a faulty table, mismatch in diamond issued and received problem with the planned blocking which may lead to breakage, defective or inadequate number of dops/ holders, damage while blocking, inadequate quantity of consumable such as adhesives SB2. Resolve problems related to machine and tools to deliver on time



**G&J/N5204**

**Supervise the blocking operations**

	<b>Analytical Thinking</b>
	SB3. Minimize damage or loss of any diamond during the blocking process
	SB4. Assess the accuracy of the work done by the blocker
	SB5. Suggest improvements in order to reduce loss
	<b>Critical Thinking</b>
	SB6. To spot process disruptions and delays



**G&J/N5204**

**Supervise the blocking operations**

## **NOS Version Control**

NOS Code	G&J/N5204		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
Occupation	Operations supervisor	Next review date	10/11/2021

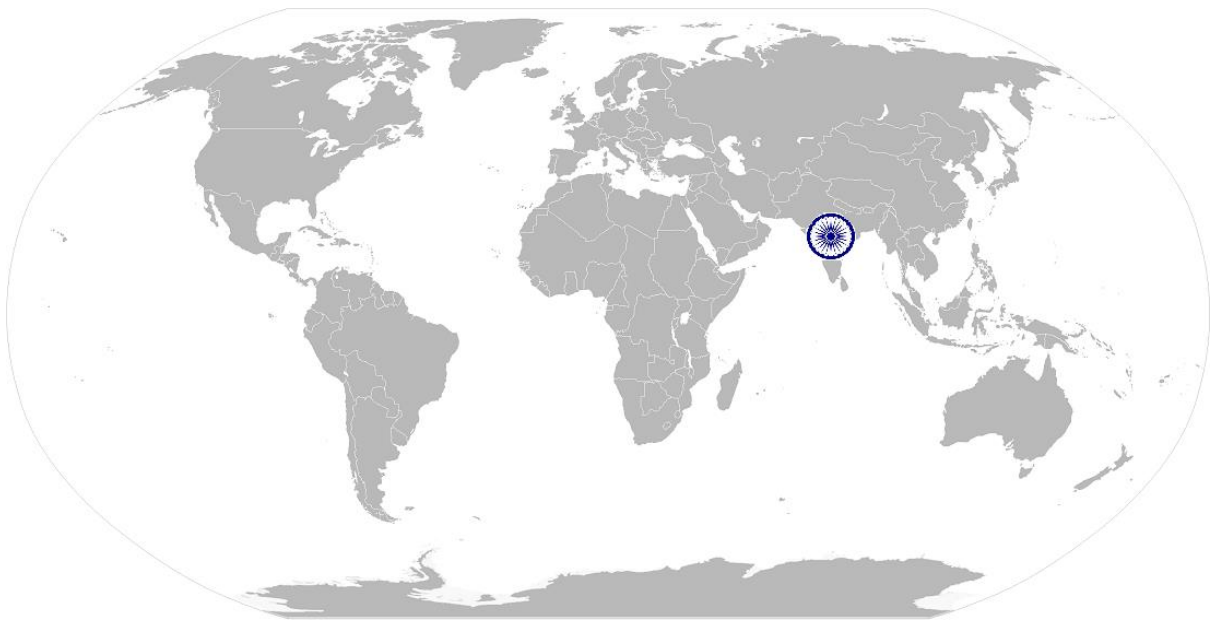


**G&J/N5205**

**Supervise the brutting operations**

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# National Occupational Standard



## Overview

**This unit is about supervising the brutting operations by monitoring, instructing, educating and training in order to ensure accurate rounding and coning of the diamond as per plan, without any damage to the stone and the weight loss as per the company's policies**

**G&J/N5205**

**Supervise the bruting operations**

<b>Unit Code</b>	<b>G&amp;J/N5205</b>
<b>Unit Title (Task)</b>	<b>Supervise the bruting operations</b>
<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of either auto or laser coning including the helpers
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Allocating work</li> <li>• Checking the quality of output</li> <li>• Maintaining Productivity</li> <li>• Controlling defects</li> <li>• Managing stone accounts</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Allocating Work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC2. explain the job at hand to the worker</p> <p>PC3. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC4. define delivery schedule and work output requirements</p>
<b>Checking the quality of output</b>	<p>PC5. achieve accurate proportions as per design requirement</p> <p>PC6. remove inclusions while bruting as per plan</p> <p>PC7. ensure accuracy of the alignment and secure doping</p> <p>PC8. ensure weight loss planned is within companies prescribed limit</p> <p>PC9. ensure accurate bagging and labelling of the diamonds before returning</p>
<b>Maintaining productivity</b>	<p>PC10. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC11. deliver in time to next process</p>
<b>Controlling defects</b>	<p>PC12. ensure there is no loss or damage to the diamond while bruting</p> <p>PC13. ensure no flaws due to faulty bruting like, nicks, scratches, burn marks, abrasions, etc</p>
<b>Managing stone accounts</b>	<p>PC14. match the rough type, weight and number of diamonds received against those handed over to the bruter</p> <p>PC15. ensure that there is no loss of stone by any team member during the entire bruting process</p> <p>PC16. track the movement of all the roughs initially received for bruting, and at each moment know the status of each rough</p> <p>PC17. return bagged bruted roughs to the manager through the issue return person</p> <p>PC18. obey relevant legislation, standards, policies and procedures</p>
<b>Knowledge and Understanding (K)</b>	

**G&J/N5205**

**Supervise the bruting operations**

<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> <p>KA11. Management of worker, quality and productivity</p> <p>KA12. Performance appraisal</p>
<b>B. Technical Knowledge</b>	<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. Bruting and coning methods</p> <p>KB3. Alignments for different bruting and coning of a diamond</p> <p>KB4. Potential steps which may cause damage to a diamond</p> <p>KB5. Potential work hazards, particularly, when using auto bruting or bruting lathe machine, laser coning machine</p> <p>KB6. Operating computer and bruting and coning machine</p> <p>KB7. Using the marking machine</p> <p>KB8. Polishing process</p> <p>KB9. Use of various scopes in diamond processing</p> <p>KB10. Types of inclusions in a diamond</p> <p>KB11. Geometry to understand the angles and symmetry</p> <p>KB12. Repair work</p> <p>KB13. Uses of different types of tools and materials for different purposes and end results</p> <p>KB14. How to maintain and prepare the tools as per job requirement</p> <p>KB15. Accounting of stones and documentation</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document work flow, quality standards and outcomes as per company policy</p> <p>SA2. Report diamond losses via documentation as per company policy</p>

**G&J/N5205**

**Supervise the bruting operations**

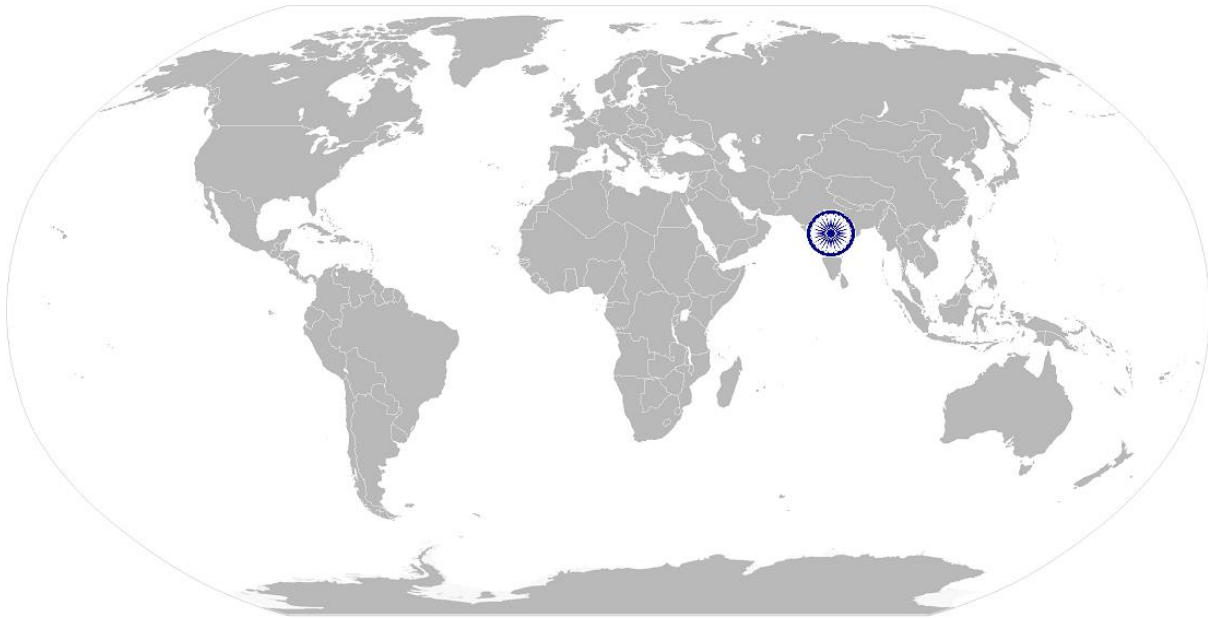
	<b>Reading Skills</b>
	SA3. Read design for the diamond to be bruted perfectly to achieve perfect symmetry and proportion
	SA4. Read about different types of diamonds and their properties
	SA5. Read descriptions on the diamond packets/ bags
	SA6. Read company rules/compliance documents required to complete the work
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA7. Give instructions to the team members about the bruting required
	SA8. Give appropriate instructions and feedback to different levels of workers under his supervision
	SA9. Encourage workers to share workload and deliver on time
	SA10. Assess worker requirements in terms of training, tools, machinery, workspace and other facilities
<b>B. Professional Skills</b>	SA11. Appraise based on company's standards and workers' performance
	SA12. Encourage workers to multitask, update and work on new technologies
	SA13. Educate about safety and work hazards
	SA14. Train on loss avoidance, productivity and correct steps to follow on the job
	SA15. Resolve inter-personal conflicts between workers and co-workers
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. To decide which team member should be assigned what type of diamond
	SB2. The safety of bruting a diamond along the marking
	SB3. The correctness of the selection of side to begin bruting by the bruter
	<b>Plan and Organize</b>
	SB4. To plan and organize machine operations and its maintenance
	SB5. To plan work for the team members according to work load and immediate delivery commitments
	SB6. To arrange for tools, machines and consumables in time
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB7. Resolve problems related to workers and their productivity
	SB8. Rectify defects such as mismatch in diamond issued and received, problem with the planned bruting which may lead to breakage, unclear marking, defective or inadequate number of dops/ holders, inadequate quantity of consumable such as adhesives, machine break down or wear and tear of tools, etc.
	<b>Analytical Thinking</b>



**G&J/N5205**

**Supervise the bruting operations**

	SB9. Analyze the accuracy of the work done by the bruter
	SB10. Minimize damage or loss of any diamond during the bruting process
	SB11. Suggest improvements in order to reduce loss
	SB12. Devise new means of working to improve productivity
	<b>Critical Thinking</b>
	SB13. Spot process disruptions and delays



**G&J/N5205**

**Supervise the bruting operations**

## **NOS Version Control**

NOS Code	G&J/N5205		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
Occupation	Operations supervisor	Next review date	10/11/2021



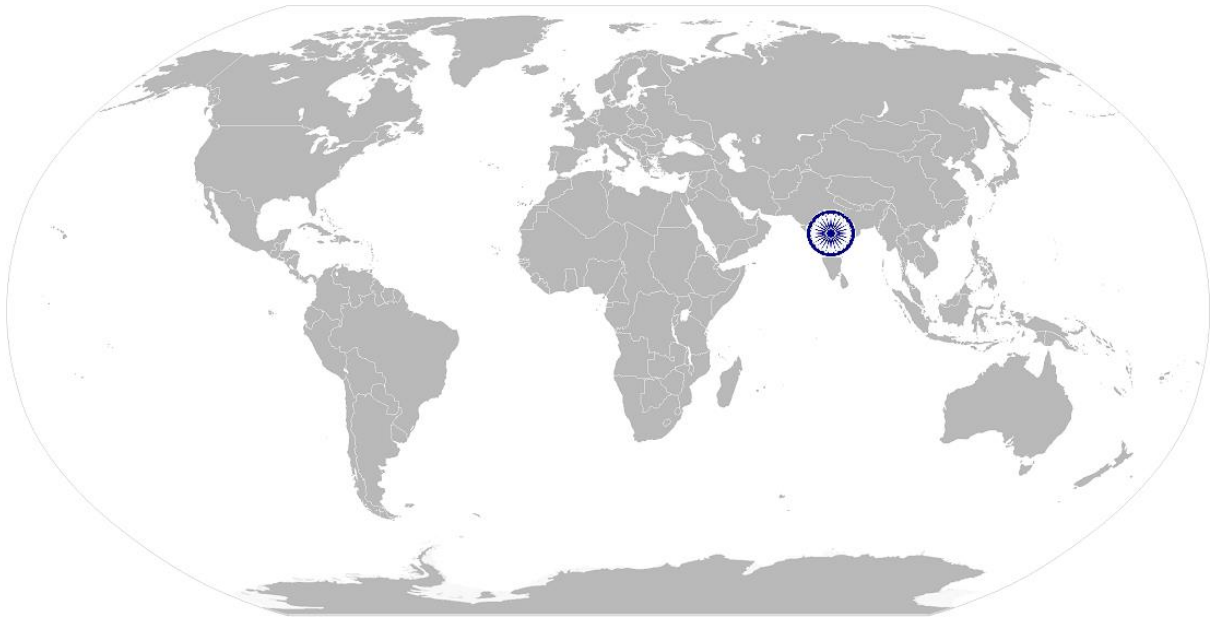


**G&J/N5206**

**Supervise the final assortment of diamonds**

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# National Occupational Standard



## Overview

This unit is about supervising the final assortment by monitoring, instructing, educating and training the sorters in order to ensure accurate classification of the diamond as per 4Cs, on time, without any damage and loss.

**G&J/N5206**

**Supervise the final assortment of diamonds**

<b>Unit Code</b>	<b>G&amp;J/N5206</b>
<b>Unit Title (Task)</b>	<b>Supervise final assortment of diamonds</b>
<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of polished diamond sorters
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Allocating work</li> <li>• Checking quality of assortment</li> <li>• Achieving productivity</li> <li>• Controlling defects</li> <li>• Managing accounts of stones</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Allocating work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. assess the sorter's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC2. explain the job at hand to the sorter</p> <p>PC3. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC4. define delivery schedule and work output requirements</p>
<b>Checking quality of assortment</b>	<p>PC5. check the 4Cs of a diamond</p> <p>PC6. match his/her judgment with the grading given by GIA or other agencies</p> <p>PC7. deliver in time to next process</p> <p>PC8. complete work with no loss of diamonds</p>
<b>Achieving productivity</b>	<p>PC9. achieve the productivity in terms of carats or number of pieces as set by the company</p>
<b>Controlling defects</b>	<p>PC10. ensure there is no loss or damage to the diamond while assortment</p>
<b>Managing accounts of stones</b>	<p>PC11. match the diamond type, weight and number of diamonds received against those handed over to sorter</p> <p>PC12. ensure that there is no loss of stone by any team member during the entire assortment process</p> <p>PC13. return bagged assorted diamonds to the manager</p>
<b>Knowledge and Understanding (K)</b>	

**G&J/N5206**

**Supervise the final assortment of diamonds**

<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 issue return procedures followed by the company</p> <p>KA7. Typical customer profile and market trends</p> <p>KA8. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA9. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p> <p>KA10. Management of worker, quality and productivity</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Identification of a diamond</p> <p>KB2. Difference between a natural or a treated diamond</p> <p>KB3. Measuring 4Cs of a diamond</p> <p>KB4. Grading standards followed by GIA, IGI and HRD</p> <p>KB5. Gauging and sieving</p> <p>KB6. Use of various scopes in diamond processing</p> <p>KB7. Fluorescence in a diamond and its effect</p> <p>KB8. Use of symmetry analyzer machine and computer</p> <p>KB9. Accounting of stones and documentation</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 flow, quality standards and outcomes as per company policy</p>
	<b>Reading Skills</b>
	<p>SA2. Read the manuals defining different standards as specified by GIA, etc.</p> <p>SA3. Read descriptions on the diamond packets/ bags</p> <p>SA4. Read company rules/compliance documents required to complete the work</p>
<b>Oral Communication (Listening and Speaking skills)</b>	

**G&J/N5206**

**Supervise the final assortment of diamonds**

	<p>SA5. Give instructions to the team members about the assortment required</p> <p>SA6. Give appropriate instructions and feedback to different levels of Assorter under his supervision</p> <p>SA7. Educate about safety and work hazards</p> <p>SA8. Train on loss avoidance, productivity and correct steps to follow on the job</p> <p>SA9. Appraise based on company's standards and workers' performance</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. Decide what work must be assigned to which Assorter
	<b>Plan and Organize</b>
	SB2. Plan work for the team members according to work load and immediate delivery commitments
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	<p>SB3. Rectify faulty assortment</p> <p>SB4. Resolve inter-personal conflicts between workers and co-workers</p>
	<b>Analytical Thinking</b>
	<p>SB5. Assess the 4Cs of the diamond, analyzing various aspects of its dimensions, based on knowledge of grading standards and experience</p> <p>SB6. Analyze the accuracy of the work done by the assorter</p>
	<b>Critical Thinking</b>
	SB7. Spot process disruptions and delays

**G&J/N5206**

**Supervise the final assortment of diamonds**

## **NOS Version Control**

NOS Code	G&J/N5206		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
Occupation	Operations supervisor	Next review date	10/11/2021

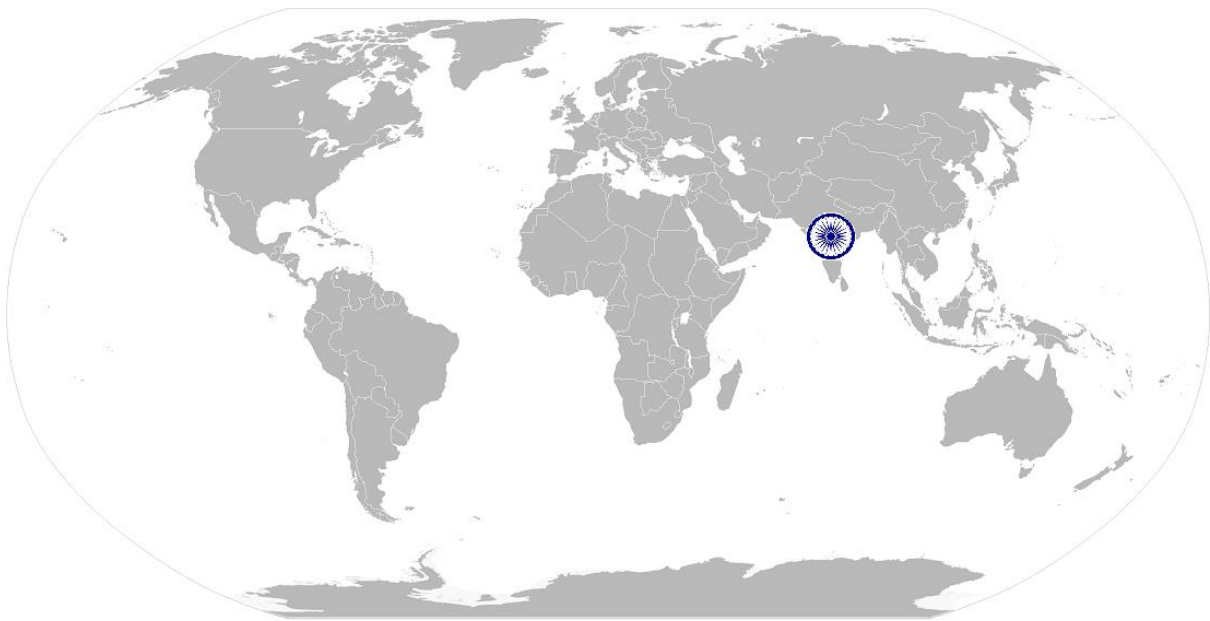


**G&J/N5207**

**Supervise the laser cutting operations**

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# National Occupational Standard



## Overview

This unit is about supervising the laser cutting operations by monitoring, instructing, educating and training in order to ensure accurate cut along the marking, without any damage to the stone and the weight loss as per the company's policies.



**G&J/N5207**

**Supervise the laser cutting operations**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N5207</b>
<b>Unit Title (Task)</b>	<b>Supervise the laser cutting operations</b>
<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of laser machine operations including the helpers
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Allocating work</li> <li>• Performing quality check</li> <li>• Achieving productivity</li> <li>• Controlling defects</li> <li>• Managing stone accounts</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Allocating work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC2. explain the job at hand to the worker</p> <p>PC3. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC4. define delivery schedule and work output requirements</p>
<b>Performing quality check</b>	<p>PC5. judge the accuracy of cut as per the marking</p> <p>PC6. ensure accurate alignment and secure doping</p> <p>PC7. ensure weight loss planned is within companies prescribe limit</p> <p>PC8. ensure accurate bagging and labelling of the cut diamonds before returning</p>
<b>Achieving productivity</b>	<p>PC9. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC10. deliver in time to next process</p>
<b>Controlling defects</b>	<p>PC11. ensure there is no loss or damage to the diamond while sawing</p> <p>PC12. judge whether the marking is correct for the cut required and will not damage the diamond</p>
<b>Managing stone accounts</b>	<p>PC13. match the rough type, weight and number of diamonds received against those handed over to the operator</p> <p>PC14. ensure that there is no loss of stone by any team member during the entire sawing process</p> <p>PC15. track the movement of all the roughs initially received for cutting, and at each moment know the status of each rough</p> <p>PC16. return bagged cut roughs to the Manager</p> <p>PC17. obey relevant legislation, standards, policies and procedures</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational</b>	The user/individual on the job needs to know and understand:



**G&J/N5207**

**Supervise the laser cutting operations**

<b>Context</b>	<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 Issue return procedures followed by the company</p> <p>KA7. Typical customer profile and market trends</p> <p>KA8. Specialization area of the company (size, clarity, shape, quality, etc. Of diamonds)</p> <p>KA9. Diamond processing objective of the company, e.g. Maximizing yield, maximizing clarity, etc.</p> <p>KA10. Management of worker, quality and productivity</p> <p>KA11. Performance appraisal</p>
<b>B. Technical Knowledge</b>	<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. Alignments for different cuts in a diamond</p> <p>KB3. Potential ways that may cause damage to a diamond</p> <p>KB4. Potential work hazards, particularly, when using laser cutting machine</p> <p>KB5. Computer and laser machine operations</p> <p>KB6. Types of inclusions in a diamond</p> <p>KB7. Other techniques of cutting</p> <p>KB8. Use of various scopes in diamond processing</p> <p>KB9. Geometry to understand the angles and symmetry</p> <p>KB10. Repair work</p> <p>KB11. Uses of different types of tools and materials for different purposes and end results</p> <p>KB12. How to maintain and prepare the tools as per job requirement</p> <p>KB13. Tension in a diamond and use of tension machine</p> <p>KB14. Use of various scopes in diamond processing</p> <p>KB15. Accounting of stones and documentation</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 flow, quality standards and outcomes as per company policy</p> <p>SA2. Report diamond losses via documentation as per company policy</p> <p>SA3. Prepare performance appraisal reports of workers</p>
	<b>Reading Skills</b>

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**Supervise the laser cutting operations**

	SA4. Read about different types of roughs and their properties SA5. Read descriptions on the diamond packets/ bags
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. Distribute work equitably and according to seniority and experience of worker SA7. Give instructions to the team members about the cut required SA8. Give appropriate instructions and feedback to different levels of workers under his supervision SA9. Encourage workers to share workload and deliver on time SA10. Assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA11. Appraise based on company's standards and workers' performance SA12. Encourage workers to multitask, update and work on new technologies
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. Decide which team member should be assigned what type of rough SB2. Decide the safety of cutting a rough along the marking SB3. Decide the correctness of the selection of which marking to be cut first by operator
	<b>Plan and Organize</b>
	SB4. How to plan work for the team members according to work load and immediate delivery commitments
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB5. Minimize damage or loss of any diamond during the cutting process SB6. Suggest improvements in order to reduce loss SB7. Rectify defective marking SB8. Devise new means to improve productivity
	<b>Analytical Thinking</b>
	SB9. Assess the accuracy of the work done by the operator SB10. Minimize damage or loss of any diamond during the sawing process
	<b>Critical Thinking</b>
	SB11. Spot process disruptions and delays

**G&J/N5207**

**Supervise the laser cutting operations**

## **NOS Version Control**

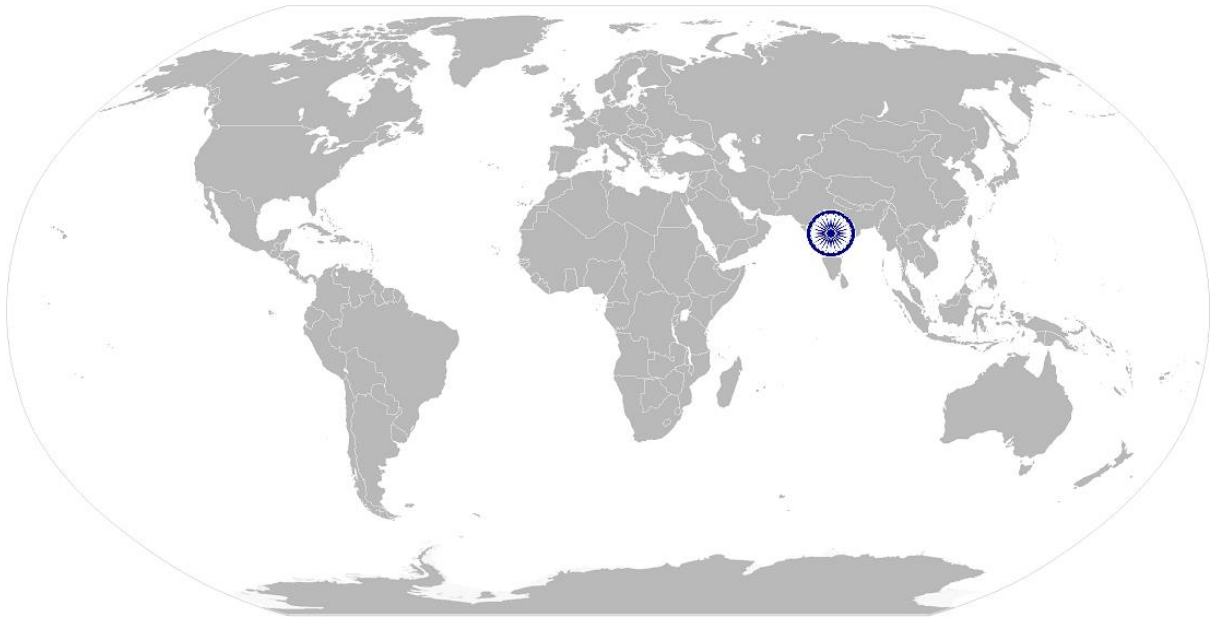
<b>NOS Code</b>	<b>G&amp;J/N5207</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>10/11/2017</b>
<b>Occupation</b>	<b>Operations supervisor</b>	<b>Next review date</b>	<b>10/11/2021</b>



**G&J/N5208      Supervise the planning, inclusion plotting and spectrum operations**

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# National Occupational Standard



## Overview

This unit is about supervising the planning operations by monitoring, instructing, educating and training in order to ensure that maximum value from the rough can be derived as per the company's policies.

**G&J/N5208 Supervise the planning, inclusion plotting and spectrum operations**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N5208</b>
<b>Unit Title (Task)</b>	<b>Supervise the planning, inclusion plotting and spectrum operations</b>
<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of planners including the helpers
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Allocating and monitoring work</li> <li>• Performing quality check</li> <li>• Achieving productivity</li> <li>• Controlling defects</li> <li>• Managing stone accounts</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Allocating and monitoring work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC2. explain the job at hand to the worker</p> <p>PC3. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC4. define delivery schedule and work output requirements</p>
<b>Performing quality check</b>	<p>PC5. judge the accuracy of planning</p> <p>PC6. ensure maximum value from the rough given for planning</p> <p>PC7. ensure weight loss planned is within companies prescribed limit</p> <p>PC8. ensure the cut planned is as per company's objectives, market demand to ensure customer's satisfaction</p> <p>PC9. ensure accurate labelling on the packet created for production</p>
<b>Achieving productivity</b>	<p>PC10. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC11. deliver in time to next process</p>
<b>Controlling defects</b>	PC12. ensure there is no loss or damage to the diamond while planning
<b>Managing stone accounts</b>	<p>PC13. match the rough type, weight and number of diamonds received against those handed over to the plotter</p> <p>PC14. ensure that there is no loss of stone by any team member during the entire planning process</p> <p>PC15. track the movement of all the roughs initially received for planning, and at each moment know the status of each rough</p> <p>PC16. return bagged roughs ready for planning to the respective planning supervisor</p> <p>PC17. ensure there is no loss or damage to the diamond while planning</p>
<b>Knowledge and Understanding (K)</b>	

**G&J/N5208 Supervise the planning, inclusion plotting and spectrum operations**

<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. Company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</li> <li>KA2. 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. Work flow involved in company's diamond processing</li> <li>KA5. Importance of the individual's role in the workflow</li> <li>KA6. Reporting structure</li> <li>KA7. Issue return procedures followed by the company</li> <li>KA8. Typical customer profile and market trends</li> <li>KA9. Specialization area of the company (size, clarity, shape, quality, etc. Of diamonds)</li> <li>KA10. Diamond processing objective of the company, e.g. Maximizing yield, maximizing clarity, etc.</li> <li>KA11. Management of worker, quality and productivity</li> <li>KA12. Performance appraisal</li> </ul>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. Using different diamond planning software</li> <li>KB2. Shape, cut, clarity, carat, colour and physical characteristics of the diamond</li> <li>KB3. Tension in a diamond and use of tension machine</li> <li>KB4. Fluorescence level of the diamond</li> <li>KB5. Types of inclusions in a diamond</li> <li>KB6. Inclusion planning methods (box, IG, galaxy, etc.) And its software</li> <li>KB7. Spectrum process</li> <li>KB8. File sharing on company's server</li> <li>KB9. Valuation of a diamond</li> <li>KB10. Potential ways that may cause damage to a diamond</li> <li>KB11. Potential work hazards, particularly, when using laser marking machine</li> <li>KB12. Techniques of cutting a rough diamond</li> <li>KB13. Windowing process</li> <li>KB14. Bruting and polishing process</li> <li>KB15. Use of various scopes in diamond processing</li> <li>KB16. Geometry to understand the angles and symmetry</li> <li>KB17. Grading standards followed by GIA, IGI and HRD</li> <li>KB18. Repair work</li> <li>KB19. Accounting of stones and documentation</li> </ul>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/</b>	<b>Writing Skills</b>

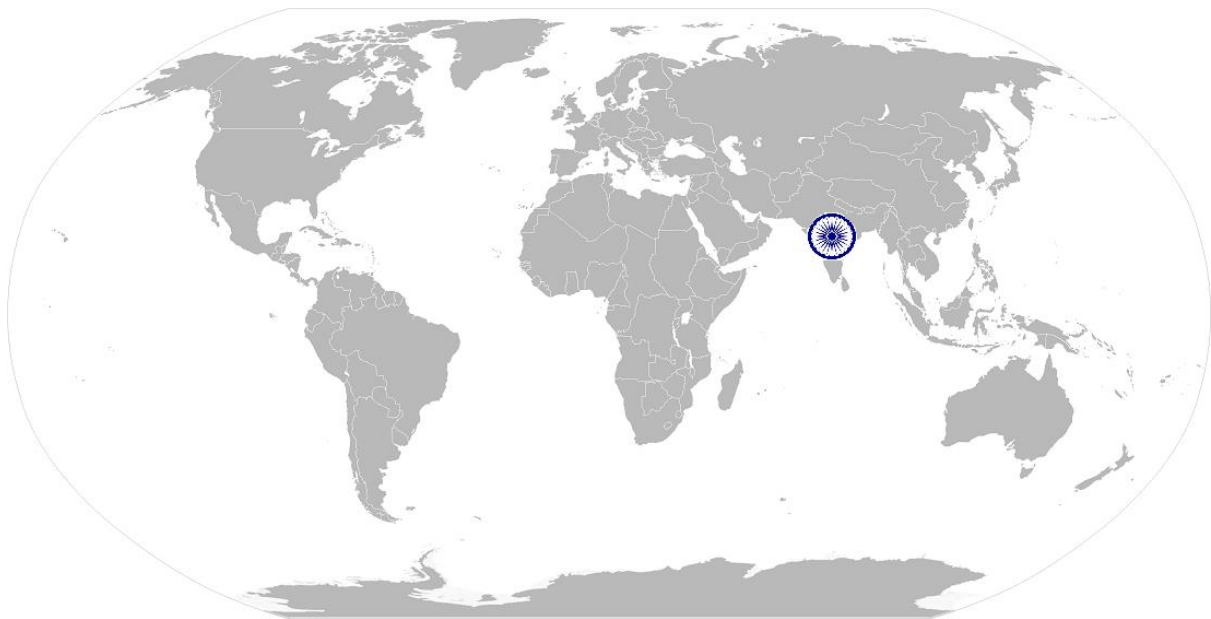


## **G&J/N5208 Supervise the planning, inclusion plotting and spectrum operations**

<b>Generic Skills</b>	The user/ individual on the job needs to know and understand how to: SA1. Document work flow, quality standards and outcomes as per company policy SA2. Report diamond losses via documentation as per company policy
	<b>Reading Skills</b>
	SA3. Read about different types of roughs and their properties SA4. Read descriptions on the diamond packets/ bags SA5. Read company rules/compliance documents required to complete the work
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. Give appropriate instructions and feedback to different levels of workers under supervision SA7. Encourage workers to share workload and deliver on time SA8. Assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA9. Appraise based on company's standards and workers' performance SA10. Encourage workers to multitask, update and work on new technologies SA11. Educate about safety and work hazards SA12. Train on loss avoidance, productivity and correct steps to follow on the job
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Decide which team member should be assigned what type of rough SB2. Decide inclusion plotting technology to be selected SB3. Decide the final plan to be selected for diamond polishing SB4. Decide on the windowing, spectrum, etc. requirements
	<b>Plan and Organize</b>
	SB5. To plan work for the team members according to work load and immediate delivery commitments SB6. To arrange for tools, machines and consumables in time
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB7. Devise new means of working to improve productivity SB8. Resolve interpersonal conflicts
	<b>Analytical Thinking</b>
	SB9. Analyze the options as per company's objectives before final plan selection SB10. Assess the accuracy of the work done by the plotter, planner, spectrum operator, or the dooper such as accuracy of inclusion plotting of the rough given by the plotter

**G&J/N5208      Supervise the planning, inclusion plotting and spectrum operations**

	<b>Critical Thinking</b>
	SB11. Spot process disruptions and delays



**G&J/N5208      Supervise the planning, inclusion plotting and spectrum operations**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N5208</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>10/11/2017</b>
<b>Occupation</b>	<b>Operations supervisor</b>	<b>Next review date</b>	<b>10/11/2021</b>

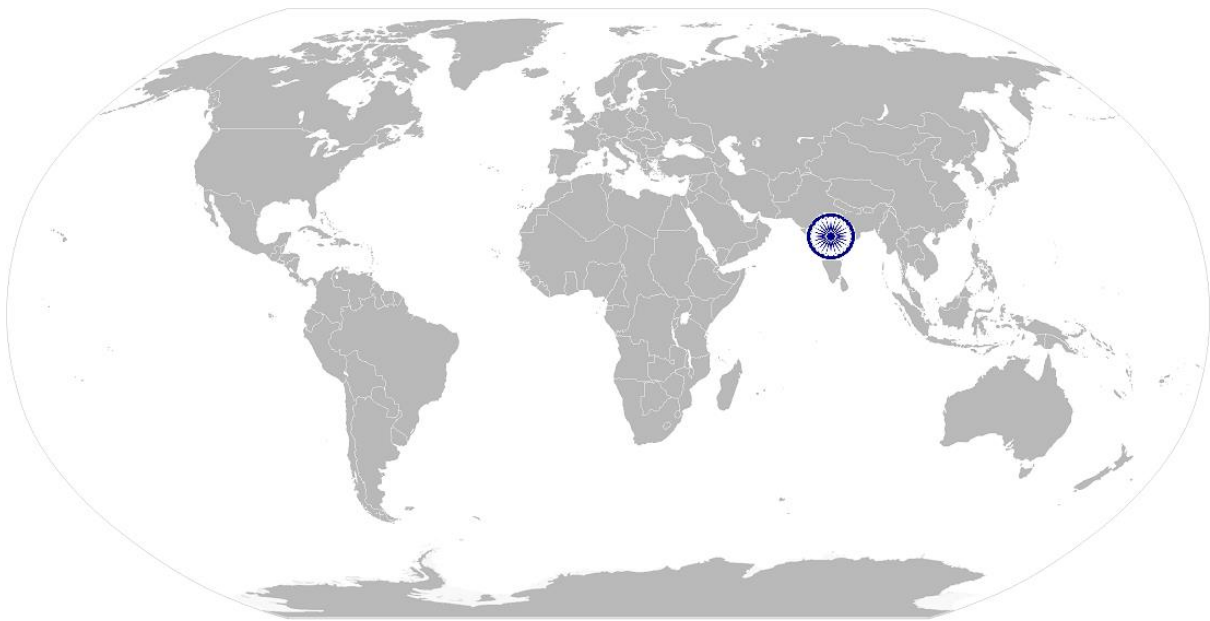


**G&J/N5209**

**Supervise the diamond polishing operations**

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# National Occupational Standard



## Overview

This unit is about supervising the polishing operations by monitoring, instructing, educating and training the polishers in order to ensure accurate creation of all the facets of the diamond as per plan, without any damage to the stone and the weight loss as per the company's policies.

**G&J/N5209**

**Supervise the diamond polishing operations**

<b>Unit Code</b>	<b>G&amp;J/N5209</b>
<b>Unit Title (Task)</b>	<b>Supervise diamond polishing operations</b>
<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of polishers (top, bottom or girdle) including the helpers
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Allocating and monitoring work</li> <li>• Checking quality of output</li> <li>• Achieving productivity</li> <li>• Controlling defects</li> <li>• Managing accounts of stones</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Allocating work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC2. explain the job at hand to the worker</p> <p>PC3. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC4. define delivery schedule and work output requirements</p>
<b>Checking quality of output</b>	<p>PC5. achieve accurate proportions and symmetry of the facets and the girdle as per design requirement</p> <p>PC6. achieve finish and brilliance of the facets and the girdle as planned</p> <p>PC7. remove inclusions while polishing as per plan</p> <p>PC8. ensure accuracy of the alignment and secure dopping</p> <p>PC9. ensure that the cut meets the grading requirements</p> <p>PC10. ensure weight loss planned is within companies prescribe limit</p> <p>PC11. ensure accurate bagging and labelling of the diamonds before returning</p>
<b>Achieving productivity</b>	<p>PC12. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC13. deliver in time to next process</p>
<b>Controlling defects</b>	<p>PC14. ensure no breakage of the culet point</p> <p>PC15. ensure there is no loss or damage to the diamond while polishing</p> <p>PC16. Ensure no flaws due to faulty polish like, nicks, scratches, burn marks, abrasions, etc.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand:

**G&J/N5209**

**Supervise the diamond polishing operations**

	<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> <p>KA11. Management of worker, quality and productivity</p> <p>KA12. Performance appraisal</p>
<b>B. Technical Knowledge</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>KB1. Polishing process</p> <p>KB2. 4Cs of diamond (colour, cut, clarity and carat)</p> <p>KB3. Use of various scopes in diamond processing</p> <p>KB4. Stress (tension) of the diamond</p> <p>KB5. Using proportion and symmetry analyzer machine</p> <p>KB6. Geometry to understand the angles and symmetry</p> <p>KB7. Direction of the tang and using the data system</p> <p>KB8. Process of preparation of scaife</p> <p>KB9. Repair work</p> <p>KB10. Valuation of diamonds depending on different dimensions</p> <p>KB11. Knowledge of assembly and leveling of different parts of the bench</p> <p>KB12. Knowledge of preparing the scaife for polishing</p> <p>KB13. Potential steps which may cause damage to a diamond</p> <p>KB14. Potential work hazards, particularly, when using auto blocking machine or scaife</p> <p>KB15. Operating auto blocking machine</p> <p>KB16. Types of inclusions in a diamond</p> <p>KB17. Uses of different types of tools and materials for different purposes and end results</p> <p>KB18. How to maintain and prepare the tools as per job requirement</p> <p>KB19. Accounting of stones and documentation</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/</b>	<b>Writing Skills</b>



**G&J/N5209**

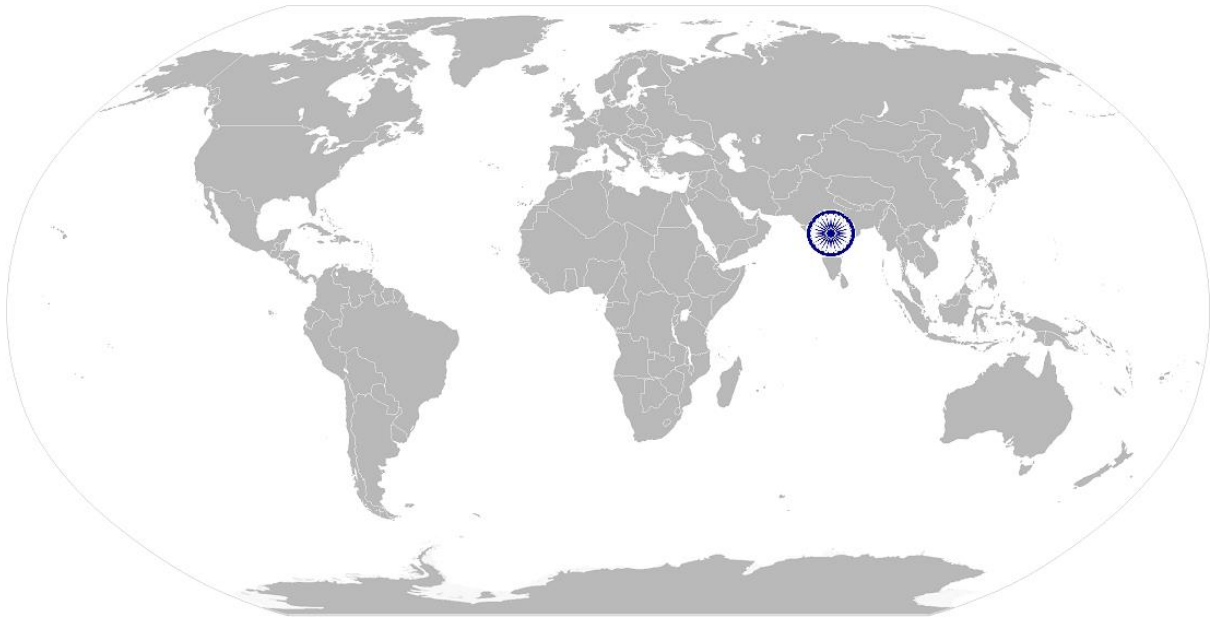
**Supervise the diamond polishing operations**

<b>Generic Skills</b>	The user/ individual on the job needs to know and understand how to: SA1. Document work flow, quality standards and outcomes as per company policy SA2. Report diamond losses via documentation as per company policy
	<b>Reading Skills</b>
	SA3. Read about different types of diamonds and their properties SA4. Read descriptions on the diamond packets/ bags SA5. Read company rules/compliance documents required to complete the work
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. Give instructions to the team members about the polish required SA7. Give appropriate instructions and feedback to different levels of workers under his supervision SA8. Educate about safety and work hazards SA9. Train on loss avoidance, productivity and correct steps to follow on the job SA10. Appraise based on company's standards and workers' performance SA11. Encourage workers to multitask, update and work on new technologies
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. decide which team member should be assigned what type of diamond SB2. the safety of polishing a diamond as per the plan given
	<b>Plan and Organize</b>
	SB3. To arrange for tools, machines and consumables in time SB4. To plan work for the team members according to work load and immediate delivery commitments SB5. To plan the machinery maintenance schedule for break down free production
	<b>Customer Centricity</b>
	N.A.
	<b>Problem Solving</b>
	SB6. Rectify faults and repair a damaged stone SB7. Resolve problems related to workers and their productivity
	<b>Analytical Thinking</b>
	SB8. Assess the accuracy of the work done by the polisher SB9. To suggest improvements in order to reduce loss

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	<b>Critical Thinking</b>
	SB10. To spot process disruptions and delays



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**Supervise the diamond polishing operations**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N5209</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>10/11/2017</b>
<b>Occupation</b>	<b>Operations supervisor</b>	<b>Next review date</b>	<b>10/11/2021</b>



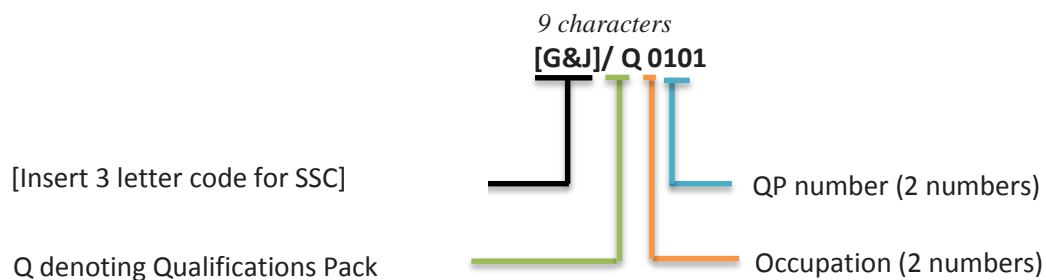
**G&J/Q5201**

*Qualifications Pack for Supervisor – Diamond Processing*

## Annexure

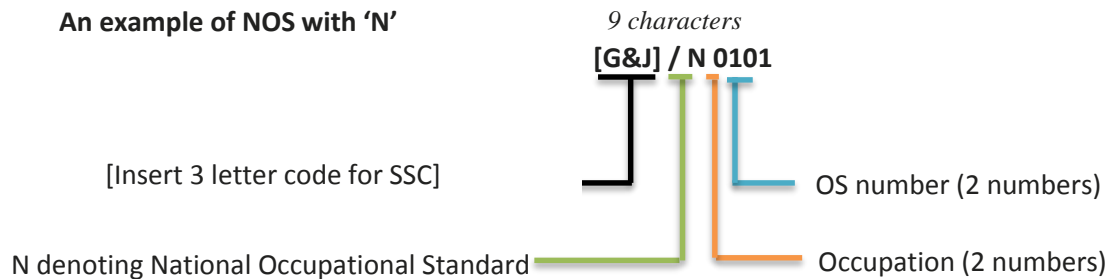
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

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



## **G&J/Q5201**

## *Qualifications Pack for Supervisor – 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** Supervisor – Diamond Processing

**Qualification Pack** G&J/Q5201

**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: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. G&J/N5202 Deal with supervision of the respective department in Gem & Jewellery sector	PC1. give instructions and orders based on ability to demonstrate the work process and the safety measures to be taken during work process	160	4	2	2
	PC2. give instructions based on theoretical knowledge during the demonstration		4	2	2
	PC3. plan all the instructions on paper and answers to the questions before issuing instructions		3	1	2
	PC4. ensure that you answer all the questions raised by the worker		4	1	3
	PC5. give instructions based on authority of knowledge		4	1	3



Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC6. give appropriate instructions and feedback to different levels of workers		4	1	3
	PC7. do everything reasonable to ensure the health and safety of the workers you supervise		4	1	3
	PC8. inform workers about any known workplace hazards, existing controls for those hazards and workplace safe work practices		4	1	3
	PC9. involve workers in the process of hazard identification and controls		4	1	3
	PC10. ensure all workers have proper training and equipment for the job they are expected to do		4	1	3
	PC11. make sure the workers behave in a way that won't result in harm or damage to themselves, others or the employer		4	1	3
	PC 12. study the given information like design details, target dates, quantity to be achieved in desired time frame, material availability, machinery available quality of output expected from department		4	1	3
	PC13. develop work priorities		5	1	4
	PC14. prepare a production plan taking into consideration all the variables to coordinate the different orders with each other because they have different deadlines		4	1	3
	PC15. maintain a track of each order status		3	1	2

Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC16. discuss this production plan with the management and seek their consent		4	1	3
	PC17. controlling and regulating work in progress		4	1	3
	PC18. check on physical accomplishments ( number of pieces, in specific time, in a certain quality.		4	1	3
	PC19. update technical skills based on the changing environment		5	1	4
	PC20. ensure and monitor a safe work place		3	1	2
	PC21. implementing continuous improvements		4	1	3
	PC22. share your technical knowledge with the workers.		4	1	3
	PC23. judge the capacity of the worker for accepting and accomplishing responsibility, and making a progression plan for them		5	2	3
	PC24. develop effective relationships		4	1	3
	PC25. resolve conflict within the team members		4	1	3
	PC26. provide instructions on correct use and handling of machinery and equipment		4	1	3
	PC27. provide training on chemicals and other inflammable chemicals in manufacturing		6	1	5
	PC28. make the team more effective		4	0	4
	PC29. check with management and human resource for guidelines and for disciplinary action		6	1	5

Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC30. describe the performance problems and review past discussions and reminders		5	1	4
	PC31. ask for reasons for the situation and listen openly to the employee's response		5	0	5
	PC32. indicate what kind of disciplinary action you must take, and explain why		5	1	4
	PC33. discuss and agree on ways to improve the workers performance and set a follow up date		5	1	4
	PC34. ask the employee to summarize the discussion in order to find out whether he takes the situation seriously and whether he understood the problems		4	0	4
	PC35. indicate your confidence in the employee's ability to improve and give hints on how to do so		4	0	4
	PC36. obey with relevant legislation, standards, policies and procedures		4	0	4
	PC37. don't disclose "confidential information" provided by the company either orally or in writing marked as confidential		4	0	4
	PC38. be aware liability arising out of loss, theft, or inadvertent disclosure of confidential information		4	0	4
	<b>Total</b>		<b>160</b>	<b>34</b>	<b>126</b>

Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. 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
	<b>Total</b>		<b>20</b>	<b>3</b>	<b>17</b>

Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
3. 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

Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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

ELECTIVES					
Elective 1. Supervisor – Blade Sawing					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
1.1 G&J/N5203 Supervise the blade sawing operations	PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity	100	6	2	4
	PC2. explain the job at hand to the worker		6	2	4
	PC3. instruct about precautions to be taken to deliver the job at hand as planned		6	1	5
	PC4. define delivery schedule and work output requirements		6	2	4



ELECTIVES					
Elective 1. Supervisor – Blade Sawing					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC5. judge the accuracy of cut as per the marking		8	2	6
	PC 6. ensure accurate alignment and secure doping		6	1	5
	PC7. ensure weight loss planned is within company's prescribe limit		6	1	5
	PC8. ensure accurate bagging and labelling of the cut diamonds before returning		6	1	5
	PC9. Achieve the productivity in terms of carats or number of pieces as set by the company		6	1	5
	PC10. deliver in time to next process		6	1	5
	PC11. ensure there is no loss or damage to the diamond while sawing		6	1	5
	PC12. judge that the marking is correct for the cut required and will not damage the diamond		5	1	4
	PC13. match the rough type, weight and number of diamonds received against those handed over to the operator		6	1	5
	PC14. ensure that there is no loss of stone by any team member during the entire sawing process		7	1	6

ELECTIVES					
Elective 1. Supervisor – Blade Sawing				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC15. track the movement of all the roughs initially received for sawing, and at each moment know the status of each rough		8	1	7
	PC16. return bagged cut roughs to the manager through the issue return person		6	1	5
	<b>Total</b>		<b>100</b>	<b>20</b>	<b>80</b>

ELECTIVES					
Elective 2. Supervisor – Blocking				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
2.1 G&J/N5204 Supervise the blocking operations	PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity	<b>100</b>	4	1	3
	PC2. explain the job at hand to the worker		4	1	3
	PC3. instruct about precautions to be taken to deliver the job at hand as planned		4	1	3
	PC4. define delivery schedule and work output requirements		4	1	3
	PC5. achieve accurate proportions and symmetry of the facets as per design requirement		4	1	3
	PC6. remove inclusions while blocking as per plan		6	1	5

	PC7. ensure accuracy of the alignment and secure doping		7	1	6
	PC8. ensure that the cut meets the grading requirements		6	1	5
	PC9. ensure weight loss planned is within company's prescribe limit		8	1	7
	PC10. ensure accurate bagging and labelling of the diamonds before returning		4	1	3
	PC11. achieve the productivity in terms of carats or number of pieces as set by the company		6	1	5
	PC12. deliver in time to next process		5	1	4
	PC13. ensure no breakage of the culet point		5	1	4
	PC14. ensure there is no loss or damage to the diamond while blocking		6	1	5
	PC15. ensure no flaws due to faulty blocking like, nicks, scratches, burn marks, abrasions, etc.		7	1	6
	PC16. match the rough type, weight and number of diamonds received against those handed over to the blocker		8	3	5
	PC17. ensure that there is no loss of stone by any team member during the entire blocking process		6	1	5
	PC18. return bagged blocked diamonds to the manager through the issue return person		6	1	5
	<b>Total</b>		<b>100</b>	<b>20</b>	<b>80</b>

ELECTIVES					
Elective 3.Supervisor – Bruting				Marks Allocation	
Total Marks:100					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
3.1 G&J/N5205 Supervise the bruting operations	PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity	100	4	1	3
	PC2. explain the job at hand to the worker		4	1	3
	PC3. instruct about precautions to be taken to deliver the job at hand as planned		4	1	3
	PC4. define delivery schedule and work output requirements		4	1	3
	PC5. achieve accurate proportions as per design requirement		4	1	3
	PC6. remove inclusions while bruting as per plan		6	1	5
	PC7. ensure accuracy of the alignment and secure doping		6	1	5
	PC8. ensure weight loss planned is within company's prescribed limit		6	1	5
	PC9. ensure accurate bagging and labelling of the diamonds before returning		6	1	5
	PC10. achieve the productivity in terms of carats or number of pieces as set by the company		6	1	5
	PC11. deliver in time to next process		5	1	4
	PC12. ensure there is no loss or damage to the diamond while bruting		8	1	7
	PC13. ensure no flaws due to faulty bruting like, nicks, scratches, burn marks, abrasions, etc.		8	1	7

ELECTIVES					
Elective 3. Supervisor – Bruting				Marks Allocation	
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC14. match the rough type, weight and number of diamonds received against those handed over to the bruter		5	2	3
	PC15. ensure that there is no loss of stone by any team member during the entire bruting process		6	1	5
	PC16. Track the movement of all the roughs initially received for bruting, and at each moment know the status of each rough		8	2	6
	PC17. return bagged brute roughs to the manager through the issue return person		5	1	4
	PC18. obey relevant legislation, standards, policies and procedures		5	1	4
	<b>Total</b>		<b>100</b>	<b>20</b>	<b>80</b>

ELECTIVES					
Elective 4. Supervisor – Final Assortment				Marks Allocation	
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
4.1 G&J/N5206 Supervise the final assortment of diamonds	PC1. assess the assorter's capabilities and work load in order to distribute work for maximum productivity	<b>100</b>	8	1	7
	PC2. explain the job at hand to the assorter		6	1	5

ELECTIVES					
Elective 4. Supervisor – Final Assortment					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC3. instruct about precautions to be taken to deliver the job at hand as planned		5	1	4
	PC4. define delivery schedule and work output requirements		6	2	4
	PC5. check the 4Cs of a diamond		12	1	11
	PC6. match his/her judgment with the grading given by GIA or other agencies		10	1	9
	PC7. deliver in time to next process		6	1	5
	PC8. complete work with no loss of diamonds		8	2	6
	PC9. achieve the productivity in terms of carats or number of pieces as set by the company		5	1	4
	PC10. ensure there is no loss or damage to the diamond while assortment		9	2	7
	PC11. match the diamond type, weight and number of diamonds received against those handed over to assorter		11	2	9
	PC12. ensure that there is no loss of stone by any team member during the entire assortment process		8	2	6
	PC13. return bagged assorted diamonds to the manager		6	3	3
	<b>Total</b>		<b>100</b>	<b>20</b>	<b>80</b>

ELECTIVES					
Elective 5. Supervisor – Laser Cutting				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
5.1 G&J/N5207 Supervise the laser cutting operations	PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity	100	4	1	3
	PC2. explain the job at hand to the worker		4	1	3
	PC3. instruct about precautions to be taken to deliver the job at hand as planned		4	1	3
	PC4. define delivery schedule and work output requirements		5	1	4
	PC5. judge the accuracy of cut as per the marking		4	1	3
	PC6. ensure accurate alignment and secure doping		4	0	4
	PC7. ensure weight loss planned is within company's prescribe limit		4	0	4
	PC8. ensure accurate bagging and labelling of the cut diamonds before returning		6	1	5
	PC9. achieve the productivity in terms of carats or number of pieces as set by the company		8	0	8
	PC10. deliver in time to next process		5	1	4
	PC11. ensure there is no loss or damage to the diamond while sawing		8	1	7
	PC12. judge whether the marking is correct for the cut required and will not damage the diamond		8	2	6
	PC13. match the rough type, weight and number of diamonds received against		8	2	6



ELECTIVES					
Elective 5. Supervisor – Laser Cutting				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	those handed over to the operator				
	PC14. ensure that there is no loss of stone by any team member during the entire sawing process		8	2	6
	PC15. track the movement of all the roughs initially received for cutting, and at each moment know the status of each rough		8	2	6
	PC16. return bagged cut roughs to the Manager		6	2	4
	PC17. obey relevant legislation, standards, policies and procedures		6	2	4
	<b>Total</b>		<b>100</b>	<b>20</b>	<b>80</b>

ELECTIVES					
Elective 6. Supervisor – Planning				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
6.1 G&J/N5208 Supervise the planning, inclusion plotting and spectrum operations	PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity	<b>100</b>	4	1	3
	PC2. explain the job at hand to the worker		4	1	3
	PC3. instruct about precautions to be taken to deliver the job at hand as planned		4	1	3
	PC4. define delivery schedule and work output requirements		4	1	3

	PC5. judge the accuracy of planning	8	0	8
	PC6. ensure maximum value from the rough given for planning	8	1	7
	PC7. ensure weight loss planned is within company's prescribe limit	6	2	4
	PC8. ensure the cut planned is as per company's objectives, market demand to ensure customer's satisfaction	8	2	6
	PC9. ensure accurate labelling on the packet created for production	5	2	3
	PC10. achieve the productivity in terms of carats or number of pieces as set by the company	4	1	3
	PC11. deliver in time to next process	4	1	3
	PC12. ensure there is no loss or damage to the diamond while planning	4	1	3
	PC13. match the rough type, weight and number of diamonds received against those handed over to dopper or the plotter	8	2	6
	PC14. ensure that there is no loss of stone by any team member during the entire planning process	8	2	6
	PC15. track the movement of all the roughs initially received for planning, and at each moment know the status of each rough	8	2	6
	PC16. return bagged roughs ready for planning to the respective planning supervisor	8	0	8
	PC17. ensure there is no loss or damage to the diamond while planning	5	0	5
	<b>Total</b>	<b>100</b>	<b>20</b>	<b>80</b>

ELECTIVES					
Elective 7. Supervisor – Diamond Polishing				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
7.1 G&J/N5209 Supervise the diamond polishing operations	PC1. assess the worker's capabilities and work load in order to distribute work for maximum productivity	100	6	2	4
	PC2. explain the job at hand to the worker		5	1	4
	PC3. instruct about precautions to be taken to deliver the job at hand as planned		5	1	4
	PC4. define delivery schedule and work output requirements		4	2	2
	PC5. achieve accurate proportions and symmetry of the facets and the girdle as per design requirement		8	1	7
	PC6. achieve finish and brilliance of the facets and the girdle as planned		5	1	4
	PC7. remove inclusions while polishing as per plan		10	1	9
	PC8. ensure accuracy of the alignment and secure dopping		6	1	5
	PC9. ensure that the cut meets the grading requirements		8	2	6
	PC10. ensure weight loss planned is within company's prescribed limit		6	1	5
	PC11. ensure accurate bagging and labelling of the diamonds before returning		5	1	4
	PC12. achieve the productivity in terms of carats or number of pieces as set by the company		6	1	5
	PC13. deliver in time to next process		6	1	5

ELECTIVES					
Elective 7. Supervisor – Diamond Polishing					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC14. ensure no breakage of the culet point		8	2	6
	PC15. ensure there is no loss or damage to the diamond while polishing		6	1	5
	PC16. ensure no flaws due to faulty polish like, nicks, scratches, burn marks, abrasions, etc.		6	1	5
	<b>Total</b>		<b>100</b>	<b>20</b>	<b>80</b>