## Contents

## What are Occupational Standards(OS)?

➢ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➢ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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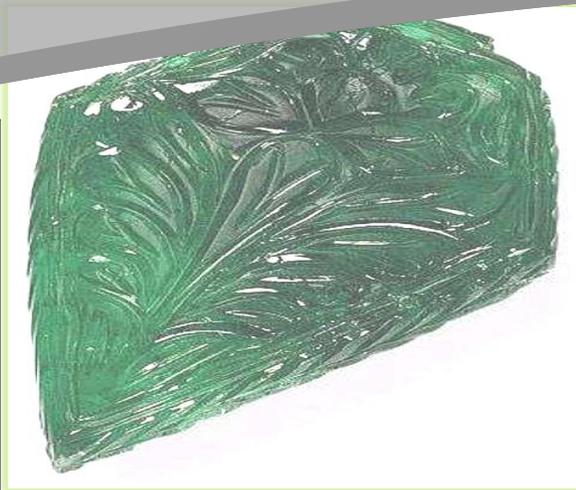
# Introduction

## Qualifications Pack-Gemstone Engraver

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Gemstone Processing

**OCCUPATION:** Faceting and Polishing

**REFERENCE ID:** G&J/Q6702

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

**Gemstone Engraver**: Also called, *'Naqquashi maker'*, the Engraver carves out different types of patterns on precious and semi-precious gemstones.

**Brief Job Description:** The individual works with high-speed rotating machines and individual sets of hand-made tools to etch out patterns on gemstones for further polishing and use in jewellery making. It is a traditional and highly creative role.

**Personal Attributes:** The job requires the individual to have: creativity; attention to details; good eyesight; steady hands; ability to work in sitting position with a lot of patience. The individual must also be able to make customised sets of tools for new patterns and designs.

**Job Details**

| Qualifications Pack Code | G&J/Q6702 | |
|---|---|---|
| Job Role | Gemstone Engraver | |
| Credits(NSQF) | TBD | Version number | 1.0 |
| Sector | Gems & Jewellery | Drafted on | 26/08/13 |
| Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
| Occupation | Gemstone Faceting &Polishing | Next review date | 12/08/15 |

| Job Role | Gemstone Engraver |
|---|---|
| Role Description | Etching and carving different types of patterns on gemstones for use in jewellery |
| NSQF level<br>Minimum Educational Qualifications<br>Maximum Educational Qualifications | 4<br>Preferably 10th standard passed |
| Training | Shaping, Faceting and Polishing |
| Experience | Not applicable |
| Applicable National Occupational Standards (NOS) | **Compulsory:**<br>1. G&J/N6705 Carve patterns on gemstones<br>2. G&J/N9920 Maintain IPR at work<br>3. G&J/N9921 Coordinate with colleagues<br>4. G&J/N9924 Maintain safety at work<br>**Optional:**<br>Not applicable |
| Performance Criteria | As described in the relevant OS units |

# National Occupational Standard
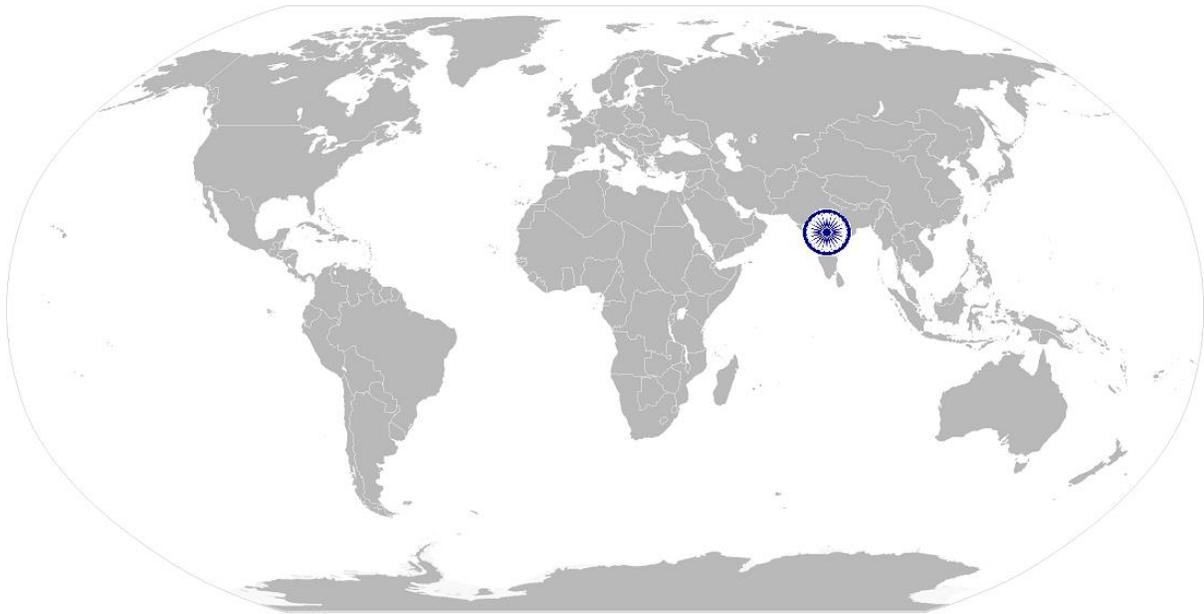


## Overview

This unit is about etching and carving different types of patterns on gemstones as per customers' requirements. It requires creativity in making new designs and tools for carving.

National Occupational Standard

| Unit Code | G&J/N6705 |
|---|---|
| Unit Title (Task) | Create patterns on gemstones by carving and etching |
| Description | This OS unit is about carving design patterns on gemstones by using hand and machine tools |
| Scope | This unit/task covers the following:<br><br>•    Receive bag of faceted gemstones from supervisor<br>•    Carve and etch patterns on the gemstone<br>•    Polish and calibrate the carved gemstone<br>•    Interact with superior or polisher or QC department |

| Performance Criteria(PC) w.r.t. the Scope | |
|---|---|
| **Element** | **Performance Criteria** |
| **Receiving and carving the gemstone** | To be competent, the user/ individual on the job must be able to:<br>PC1.  match the stone type, weight and number as mentioned on the bag<br>PC2.  check shape and size of stone as per job sheet for symmetry and colour defects and potential problems in carving process<br>PC3.  understand the permitted level of stone loss<br>PC4.  understand the type of stone to be polished such as soft or hard, transparent or translucent or opaque<br>PC5.  mark patterns on the stone as per design to be carved<br>PC6.  select the hand or machine tool to be used for carving<br>PC7.  select rotating machine speed for the type of stone, tool and pattern<br>PC8.  use water jet to reduce adverse effect of overheating of stone, such as change of colour or breakage<br>PC9.  follow the design pattern as per job sheet, even in small stones<br>PC10. select the correct tools and speed for a required for a pattern and stone<br>PC11. maintain shape and size of the gemstones as per design<br>PC12. accurately calibrate of shape and size of the gemstone to design<br>PC13. avoid harm to any facets that were previously created<br>PC14. use correct lap, powder and buff<br>PC15. achieve maximum number of QC okayed carved gemstones |
| **Polishing and calibrating the carved gemstone** | To be competent, the user/ individual on the job must be able to:<br>PC16. select the buffing plate to be used for the stone type such as cloth, wool, wood according to the stone hardness and colour changing properties and polish<br>PC17. calibrate the gemstone as per job sheet and allowed losses |
| **Interacting with superior and others** | To be competent, the user/ individual on the job must be able to:<br>PC18. return the carved gemstones for quality check<br>PC19. return any damaged stones<br>PC20. receive instructions and materials from reporting supervisor |

| | |
|---|---|
| | PC21. give feedback to supervisor or co-workers on any specific stone handling requirement<br>PC22. rework based on feedback from Quality Control department<br>PC23. report problems related to machine failure<br>PC24. report shortage of tools and consumables<br>PC25. identify and report reasons for anticipated delays that may adversely affect delivery |
| **Achieving productivity** | To be competent, the user/ individual on the job must be able to:<br>PC26. achieve the number of carved stones per day against target given<br>PC27. deliver scratch-less and well-polished stones as per job sheet<br>PC28. maintain, stone loss within prescribed limits, particularly, in precious stones<br>PC29. create new designs in accordance with changing customer preferences and company's targets |
| **Handling problems** | To be competent, the user/ individual on the job must be able to:<br>PC30. deliver carved stones in time by reporting problems faced or anticipated well in advance<br>PC31. create new tools for new design patterns, if necessary |
| **Knowledge and Understanding (K)** | |
| **A. Organizational Context** | The user/individual on the job needs to know and understand:<br>KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management<br>KA2. work flow involved in gemstone processing of company<br>KA3. importance of the individual's role in the workflow<br>KA4. reporting structure |
| **B. Technical Knowledge** | The user/individual on the job needs to know and understand:<br>KB1. the process of shaping, faceting and polishing<br>KB2. basic Gemmology and properties of different stones<br>KB3. different types of stones such as precious, semi-precious, synthetic<br>KB4. market value of stone to understand the rationale for different acceptable levels of stone loss<br>KB5. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use<br>KB6. tools to be used for different types of carving and etching and stones |
| **Skills (S) [Optional]** | |
| **A. Core Skills/ Generic Skills** | **Basic reading and writing skills**<br>The user/ individual on the job needs to know and understand how to:<br>SA1. read height, weight, dimensions of the stones as given on job sheets<br>SA2. read company rules and compliance documents required to complete the work |

**G&J/N6705**               **Carve patterns on gemstones**

| | |
|---|---|
| | **Geometry skills** |
| | The user/individual on the job needs to know and understand how to:<br>SA3.   maintain symmetry of pattern as per design |
| | **Teamwork and multi-tasking** |
| | The user/individual on the job needs to know and understand how to:<br>SA4.   share work load when multiple deliverables are required<br>SA5.   deliver the stone to next work process on time |
| **B.   Professional Skills** | **Reading the design or plan for the stone** |
| | The user/individual on the job needs to know and understand how to:<br>SB1.   convert the stone plan on job sheet to a carved and polished stone<br>SB2.   spot difficulties with respect to practicality of plan or facets created |
| | **Using tools and machines** |
| | The user/individual on the job needs to know and understand how:<br>SB3.   to make different types of pointed tools for etching and carving<br>SB4.   to maintain rotating machine and tools<br>SB5.   many different types of laps available in terms of material such as diamond or steel or the grits<br>SB6.   to use water jet and keep the stone cool<br>SB7.   to use different types of buff for different stone types such as wool, wood, and leather and buffing powders such as chrome oxide<br>SB8.   to work in a safe environment, i.e., without injuries |
| | **Reducing stone loss** |
| | The user/individual on the job needs to know and understand how:<br>SB9.   to report stone losses via documentation as per company policy<br>SB10. to minimise stone loss below the prescribed limits<br>SB11. to report any incidents of high stone loss<br>SB12. to follow company's policies on stone fragments<br>SB13. to suggest improvements in order to reduce stone loss limits |
| | **Reflective thinking** |
| | The user/individual on the job needs to know and understand how to:<br>SB14. improve work processes or greater productivity<br>SB15. maintain good posture while working in sitting position for long hours |
| | **Critical thinking** |
| | The user/individual on the job needs to know and understand how to:<br>SB16. spot process disruption and reasons for delay |

# NOS Version Control

| NOS Code | G&J/N6705 | | |
|---|---|---|---|
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 26/08/13 |
| Industry Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
| | | Next review date | 12/08/15 |

# National Occupational Standard
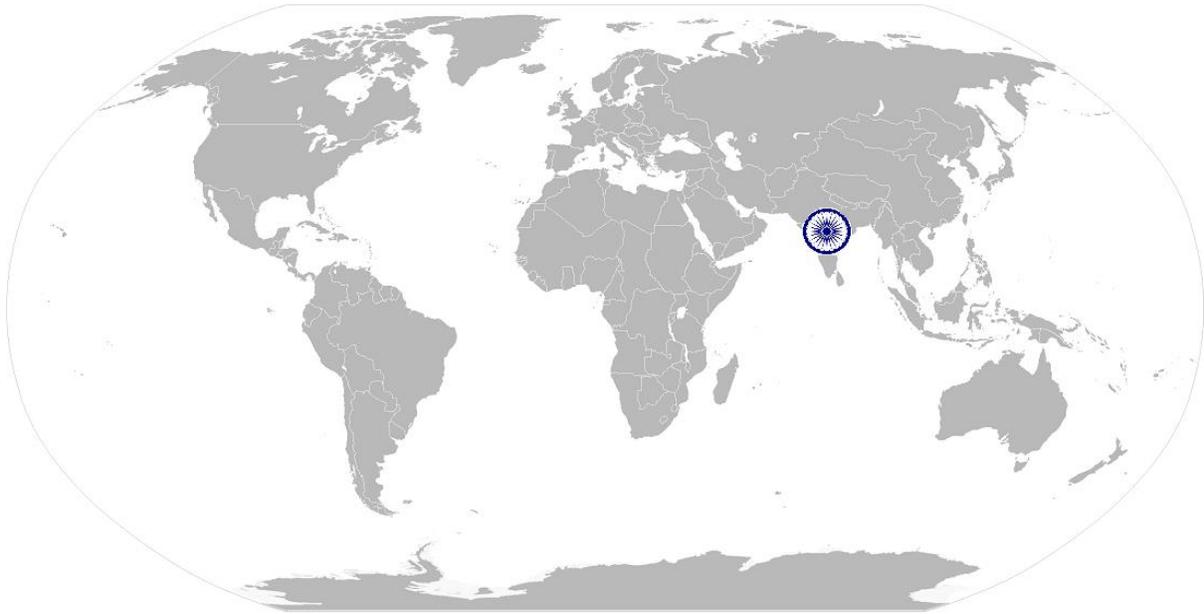


## Overview

This unit is about respecting intellectual property rights of the company's products and designs.

National Occupational Standard

| Unit Code | G&J/N9920 |
|---|---|
| Unit Title (Task) | Maintain IPR at work |
| Description | This OS unit is about protecting company's Intellectual Property Rights |
| Scope | This unit/task covers the following:<br><br>• Protect company's Intellectual Property Rights (IPR) |

| Performance Criteria(PC) w.r.t. the Scope | |
|---|---|
| **Element** | **Performance Criteria** |
| Maintaining IPR | To be competent, the user/individual on the job must:<br>PC1.  prevent leak of new designs/ plans to competitors by reporting on time<br>PC2.  be aware of any of company's product, process or design patents<br>PC3.  report IPR violations observed in the market, to supervisor or company heads<br>PC4.  be aware of patents and IPR<br>PC5.  not be involved in IPR violations |

| Knowledge and Understanding (K) | |
|---|---|
| A.  Organizational Context | The user/individual on the job needs to know and understand:<br>KA1.  company's policies on: integrity, IPR and personnel management<br>KA2.  work flow involved in gemstone processing of company<br>KA3.  importance of the individual's role in the organisation<br>KA4.  reporting structure |
| B. Technical Knowledge | The user/individual on the job needs to know and understand:<br>KB1.  patents and IPR laws<br>KB2.  how IPR protection is important for competitiveness of a company<br>KB3.  market trends |

| Skills (S) [Optional] | |
|---|---|
| A.  Core Skills/ Generic Skills | **Communication skills** |
| | The user/ individual on the job needs to know and understand how to:<br>SA1.   effectively communicate any observed IPR violations or order leaks |
| B.  Professional Skills | **Decision making** |
| | The user/individual on the job needs to know and understand:<br>SB1.   when and how to report potential sources of violations |
| | **Reflective thinking** |
| | The user/individual on the job needs to know and understand how to:<br>SB2.   learn from past mistakes and report IPR violations on time |
| | **Critical thinking** |
| | The user/individual on the job needs to know and understand how to:<br>SB3.   spot signs of violations and alert authorities in time |

## NOS Version Control

| NOS Code | G&J/N9920 | | |
|---|---|---|---|
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 26/08/13 |
| Industry Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
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# National Occupational Standard
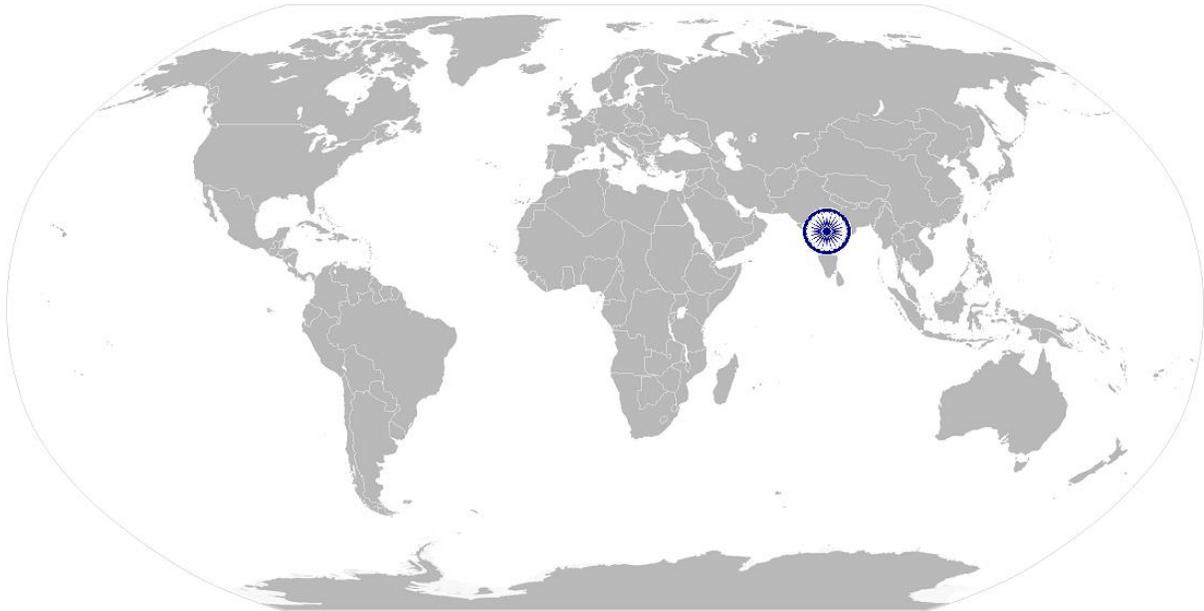
## Overview

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

| Unit Code | G&J/N9921 |
|---|---|
| **Unit Title (Task)** | **Coordinate with colleagues** |
| **Description** | This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow |
| **Scope** | This unit/task covers the following:<br><br>• Interact with supervisor<br>• Interact with colleagues within and outside the department |

| **Performance Criteria(PC) w.r.t. the Scope** | |
|---|---|
| **Element** | **Performance Criteria** |
| **Interaction with supervisor** | To be competent, the user/individual on the job must:<br>PC1.  receive work instructions and raw materials from reporting supervisor<br>PC2.  communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required<br>PC3.  communicate any potential hazards or expected process disruptions<br>PC4.  handover completed work to supervisor<br>PC5.  understand the work output requirements<br>PC6.  comply with company policy and rule<br>PC7.  deliver quality work on time as required by reporting any anticipated reasons for delays |
| **Interactions with colleagues and other departments** | To be competent, the user/individual on the job must:<br>PC8.  work as a team with colleagues and share work as per their or own work load and skills<br>PC9.  work with colleagues of other departments<br>PC10. communicate an discuss work flow related difficulties in order to find solutions with mutual agreement<br>PC11. receive feedback from QC and rework in order to complete work on time<br>PC12. put team over individual goals<br>PC13. resolve conflicts and multi-task |

| **Knowledge and Understanding (K)** | |
|---|---|
| **A.  Organizational Context** | The user/individual on the job  needs to know and understand:<br>KA1.  company's policies on personnel management<br>KA2.  work flow involved in gemstone processing of company<br>KA3.  importance of the individual's role in the workflow<br>KA4.  reporting structure |

National Occupational Standard

| B. Technical Knowledge | The user/individual on the job needs to know and understand how to:<br>KB1. communicate effectively<br>KB2. build team coordination |
|---|---|

| **Skills (S) [Optional]** | |
|---|---|
| **A. Core Skills/ Generic Skills** | **Teamwork and multitasking** |
| | The individual on the job needs to know and understand:<br>SA1. importance of sharing work load as required<br>SA2. significance of delivering product to next work process on time |
| **B. Professional Skills** | **Decision making** |
| | The individual on the job needs to know and understand:<br>SB1. potential areas of disruptions to work process and report the same<br>SB2. when to report to supervisor and when to deal with a colleague individually, depending on the type of concern |
| | **Reflective thinking** |
| | The individual on the job needs to know and understand how to:<br>SB3. improve work processes |
| | **Critical thinking** |
| | The individual on the job needs know and understand how to:<br>SB4. spot process disruptions and delays |

## NOS Version Control

| NOS Code | G&J/N9921 | | |
|---|---|---|---|
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 26/08/13 |
| Industry Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
| | | Next review date | 12/08/15 |

# **National Occupational Standard**
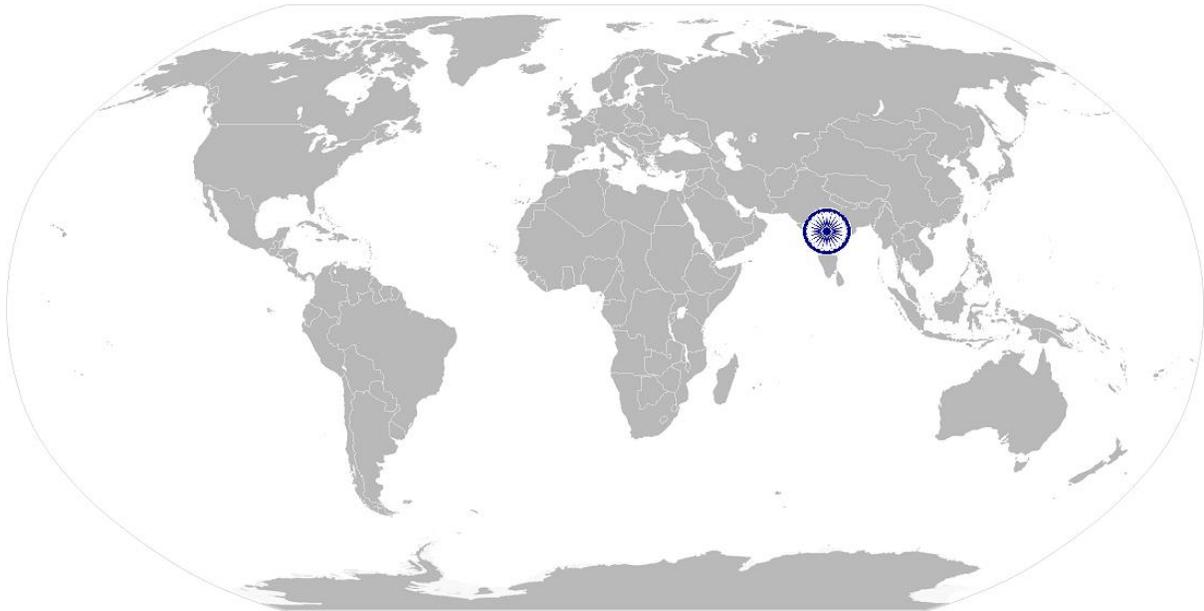
## <u>Overview</u>

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self and colleagues and maintaining a clean working environment.

| Unit Code | G&J/N9924 |
|---|---|
| Unit Title (Task) | Maintain safety at work |
| Description | This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment |
| Scope | This unit/task covers the following:<br><br>• Understand potential sources of accidents<br>• Use safety gear to avoid accidents<br>• Keep the work environment clean and organised<br>• Communicate to reporting supervisor |

| Performance Criteria(PC) w.r.t. the Scope | |
|---|---|
| **Element** | **Performance Criteria** |
| Communicating potential accident points | To be competent, the user/individual on the job must:<br>PC1. to avoid accidents related to use of potentially dangerous chemicals, sharp tools, hazards from machines such as laser sawyer, heating lamps, rotating scaife and lap<br>PC2. spot and report potential hazards on time<br>PC3. follow company policy and rules regarding use of hazardous materials<br>PC4. deliver quality work on time as required by reporting any anticipated reasons for delays<br>PC5. Follow process flow improvements that can reduce anticipated or repetitive hazards<br>PC6. report about mishandling of tools, machines or hazardous materials<br>PC7. inform about electrical problems that could result in accident |
| Using safety gear | To be competent, the user/individual on the job must:<br>PC8. wear safety gear such as goggles, mask, gloves, ear plugs<br>PC9. use or wear safety gear as per the rules of the company |
| Cleanliness and hygiene | To be competent, the user/individual on the job must:<br>PC10. keep the work station, machine, tools clean<br>PC11. keep all the tools in an organised manner<br>PC12. not litter or spit on work premises<br>PC13. clean the work station<br>PC14. organise tools and equipment in use |

National Occupational Standard

| Knowledge and Understanding (K) | |
|---|---|
| **A. Organizational Context** | The user/individual on the job needs to know and understand:<br>KA1. company's policies on: stone collection, safety and hazards and personnel management<br>KA2. work flow involved in gemstone processing of company<br>KA3. importance of the individual's role in the workflow<br>KA4. reporting structure |
| **B. Technical Knowledge** | The user/individual on the job needs to know and understand:<br>KB1. how different chemicals react and the danger involved<br>KB2. how to use machines and tools without suffering bodily harm |
| **Skills (S) [Optional]** | |
| **A. Core Skills/ Generic Skills** | **Communication skills**<br>The individual on the job needs to know and understand how to:<br>SA1. effectively communicate the danger |
| | **Organising skills**<br>The individual on the job needs to know and understand how to:<br>SA2. keep all the tools in an organised manner so as to find them quickly<br>SA3. keep the work environment clean |
| **B. Professional Skills** | **Decision making**<br>The individual on the job needs to know and understand how to:<br>SB1. report potential sources of danger<br>SB2. follow prescribed procedure in the event of an accident<br>SB3. avoid an accident by wearing appropriate safety gear |
| | **Reflective thinking**<br>The individual on the job needs to know and understand how to:<br>SB4. learn from past mistakes regarding use of hazardous machines or chemicals |
| | **Critical thinking**<br>The individual on the job needs to know and understand how to:<br>SB5. spot dangers<br>SB6. organise tools so as the work process is smooth |
| | **Decision making**<br>The individual on the job needs to know and understand how to:<br>SB7. report potential sources of danger<br>SB8. follow prescribed procedure in the event of an accident |

## NOS Version Control

| NOS Code | G&J/N9924 | | |
|---|---|---|---|
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 26/08/13 |
| Industry Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
| | | Next review date | 12/08/15 |

**Definitions**

| Keywords /Terms | Description |
|---|---|
| Sector | Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| Sub-sector | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| Occupation | Occupation is a set of job roles, which perform similar/ related set of functions in an industry. |
| Function | Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS. |
| Sub-function | Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function. |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation. |
| Occupational Standards (OS) | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria | Performance criteria are statements that together specify the standard of performance required when carrying out a task. |
| National Occupational Standards (OS) | NOS are occupational standards which apply uniquely in the Indian context. |
| Qualifications Pack (QP) | QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code. |
| Unit Code | Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N' |
| Unit Title | Unit title gives a clear overall statement about what the incumbent should be able to do. |
| Description | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| Scope | Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required. |
| Knowledge and Understanding | Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard. |
| Organisational Context | Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility. |
| Technical Knowledge | Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |
| Core Skills/ Generic | Core skills or generic skills are a group of skills that are the key to learning |

| Skills | and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles. |
|---|---|
| **Keywords /Terms** | **Description** |
| NOS | National Occupational Standard(s) |
| NVQF | National Vocational Qualifications Framework |
| NSQF | National Qualifications Framework |
| NVEQF | National Vocational Education Qualifications Framework |
| QP | Qualifications Pack |

**Acronyms**

# Annexure

## Nomenclature for QP and NOS

### Qualifications Pack

*9 characters*
**[ABC]/ Q 0101**

[Insert 3 letter code for SSC]

QP number (2 numbers)

Q denoting Qualifications Pack

Occupation (2 numbers)
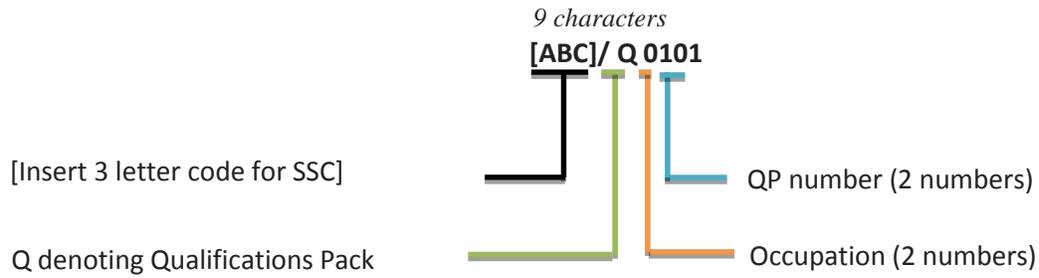
### Occupational Standard

**An example of NOS with 'N'**

*9 characters*
**[ABC] / N 0101**

[Insert 3 letter code for SSC]

OS number (2 numbers)

N denoting National Occupational Standard

Occupation (2 numbers)
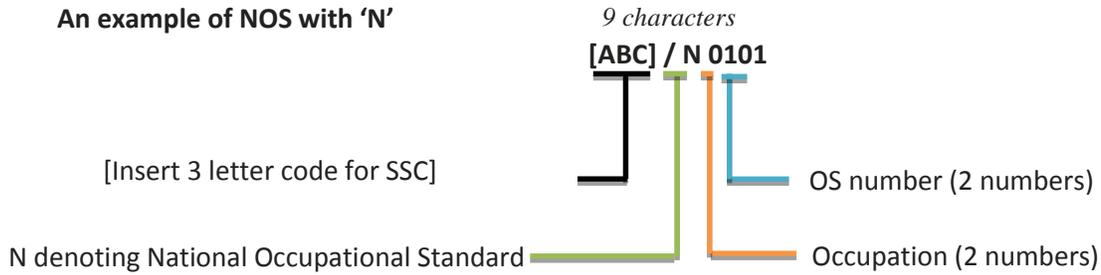
**Back to top...**

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

| Sub-sector | Range of Occupation numbers |
|---|---|
| Handmade gold and gems-set jewellery | 01-20 |
| Cast and diamond-set jewellery | 21-40 |
| Diamond processing | 41-60 |
| Gemstone processing | 61-80 |
| Jewellery retailing | 81-98 |

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

| | CRITERIA FOR ASSESSMENT OF TRAINEES | | | |
|---|---|---|---|---|
| Job Role | GP-Engraver | | | |
| Qualification Pack | GP-Engraver | | | |
| Sector Skill Council | GEMS & JEWELLERY | | | |
| | To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical | | | |
| | Assessment Strategy | | | Marks Allocation |
| NOS | Elements | Performance Criteria | Theory | Practical |
| 1. G&J/N6705 Carve patterns on gemstones | Carving the gemstone | PC1. the design pattern as per job sheet, even in small stones | 2 | 10 |
| | | PC2. select the correct tools and speed for a required for a pattern and stone | 1 | 10 |
| | | PC3. maintain shape and size of the gemstones as per design | 1 | 8 |
| | | PC4. accurately calibrate of shape and size of the gemstone to design | 1 | 7 |
| | | PC5. avoid harm to any facets that were previously created | 1 | 6 |
| | | PC6. use correct lap, powder and buff | 1 | 5 |
| | | PC7. achieve maximum number of QC okayed carved gemstones | 1 | 5 |
| | Productivity | PC8. achieve the number of carved stones per day against target given | 1 | 4 |
| | | PC9. deliver scratch-less and well-polished stones as per job sheet | 1 | 4 |
| | | PC10. maintain, stone loss within prescribed limits, particularly, in precious stones | 1 | 4 |
| | | PC11. create new designs in accordance with changing customer preferences and company's targets | 1 | 3 |
| | Handling problems | PC12. deliver carved stones in time by reporting problems faced or anticipated well in advance | 0 | 2 |
| | | PC13. create new tools for new design patterns, if necessary | 0 | 2 |
| | | **Sub Total** | **12** | **70** |
| 2. G&J/N8001 Maintain IPR at work | Reducing stone loss and maintaining IPR | PC1. be aware of patents and IPR | 1 | 0 |
| | | PC2. not be involved in IPR violations | 1 | 0 |
| | | **Sub Total** | **2** | **0** |
| 3. G&J/N8002 | Interaction with seniors | PC1. understand the work output requirements | 1 | 1 |

| | | CRITERIA FOR ASSESSMENT OF TRAINEES | | |
|---|---|---|---|---|
| Coordinate with others | | PC2. comply with company policy and rule | 0 | 2 |
| | | PC3. comply with Government regulations | 1 | 1 |
| | Interactions with colleagues, customers and/or vendors | PC4. put team over individual goals | 0 | 1 |
| | | PC5. resolve conflicts and multi-task | 0 | 1 |
| | | **Sub Total** | **2** | **6** |
| 4. G&J/N8005 Maintain safe work environment | Communicating potential accident points | PC1. spot and report potential hazards on time | 2 | 2 |
| | | PC2. follow company policy and rules regarding use of hazardous materials | 1 | 1 |
| | | PC3. deliver quality work on time as required by reporting any anticipated reasons for delays | 0 | 0 |
| | Using safety gear | PC4. use or wear safety gear as per the rules of the company | 0 | 1 |
| | Cleanliness and hygiene | PC5. clean the work station | 1 | 0 |
| | | PC6. organise tools and equipment in use | 0 | 0 |
| | | **Sub Total** | **4** | **4** |
| | | **Total** | **20** | **80** |