

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & 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

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Introduction

Qualifications Pack-Raw Material Procurement Manager

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Handmade gold and gems-set jewellery

OCCUPATION: Inventory Management

REFERENCE ID: G&J/Q0301

ALIGNED TO: NCO-2004/ NIL

Raw Material Procurement Manager: The Raw Material Procurement Manager is responsible for procuring precious metals including gold, alloys, components of gold jewellery, gemstones, other consumables and tools for jewellery making.

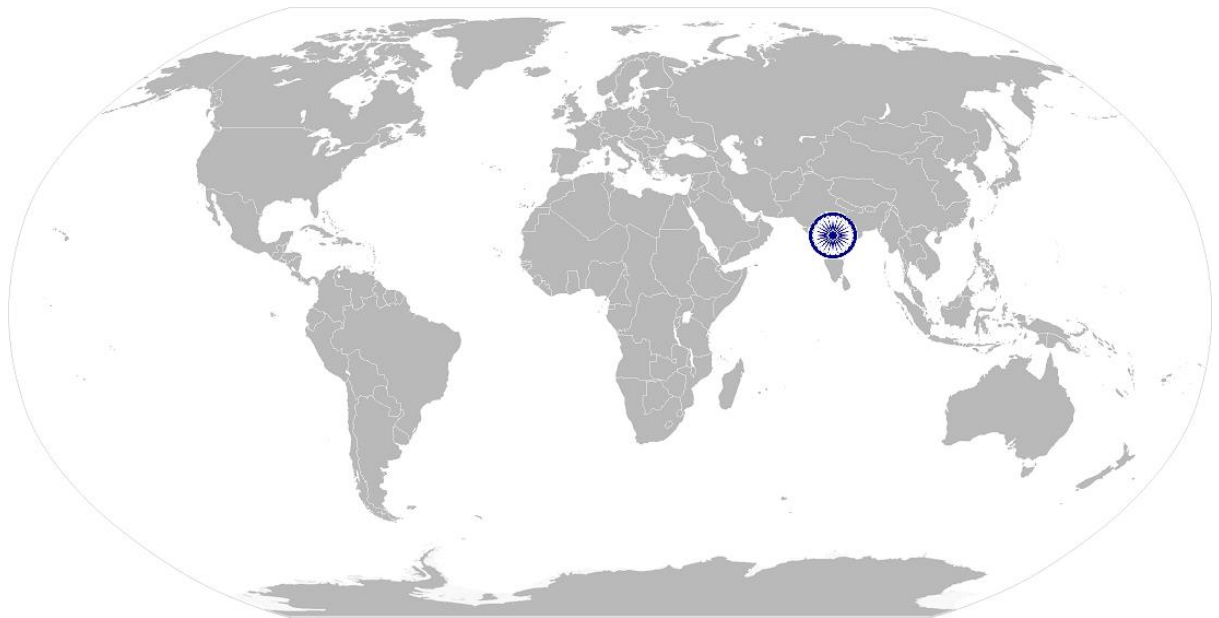
Brief Job Description: The individual at work procures raw gold from banks, bullion dealers for anticipated orders or placed by customers, in order to execute the production planning and maintain profitability. The individual is also responsible for procurement of components for jewellery, gemstones, other consumables and tools required for jewellery making.

Personal Attributes: The job requires the individual to have: attention to details; ability to develop interpersonal relations and negotiate prices; have sharp memory and willingness to travel.

Job Details	Qualifications Pack Code	G&J/Q0301		
	Job Role	Raw Material Procurement Manager		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Gems & Jewellery	Drafted on	05/09/13
	Sub-sector	Handmade and Gems-set Jewellery	Last reviewed on	13/08/14
	Occupation	Inventory Management	Next review date	12/08/15

Job Role	Raw Material Procurement Manager
Role Description	Procuring precious metals, alloys, components used in jewellery making, gemstones, consumables and tools required for manufacturing jewellery at best price for profitability of the company
NSQF level	7
Minimum Educational Qualifications	Minimum: Graduate
Maximum Educational Qualifications	
Training	Not applicable
Experience	Minimum 3 years in jewellery industry
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N0303 Procure raw materials for jewellery manufacturing G&J/N9910 Maintain IPR and respect copyright G&J/N9915 Interact with colleagues, customers and vendors G&J/N9914 Maintain safe work environment <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is about procuring from market vendors: precious metal including gold and silver bars, jewellery components, gemstones, consumables and tools required for jewellery manufacturing. The individual also plans for procurement and selects the best vendor to maintain profitability in the business and achieve organisational goals.

G&J/N0303

Procure raw materials for jewellery manufacturing

National Occupational Standard

Unit Code	G&J /N0303
Unit Title (Task)	Procure raw materials for jewellery making
Description	This OS unit is about procuring precious metals, alloys, components, gemstones, consumables and tools required for jewellery manufacturing, while keeping market value of products sold and margin targets of the company
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Study and understand the supply-side market • Assess the raw material requirement for production • Plan and procure precious metal including gold • Plan and procure components, gemstones, consumables and tools • Ensure delivery of quality product • Maintain record of materials
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Shortlist of vendors	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. study different vendors in the domestic and international market and their offerings</p> <p>PC2. make a database of vendors for various consumables</p> <p>PC3. shortlist and make a list of preferred vendors based on quality, type of products offered, design, price, etc.</p> <p>PC4. understand the production plan for the period and related consumables</p> <p>PC5. understand the products which can be made in-house and those which have to be procured from outside</p> <p>PC6. understand the requirement of precious-metal, alloys, components and gemstones</p> <p>PC7. check the raw materials available in the company</p> <p>PC8. understand the availability and requirement of tools and machines</p> <p>PC9. assess the market scenario accurately</p> <p>PC10. identify the best vendors that suit the company's objectives and manufacturing requirement</p> <p>PC11. identify vendor who provides quality product at best price for the organisation</p>
Procurement planning	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC12. follow the raw precious metals procurement policy of the organisation</p> <p>PC13. assess precious metal available from refining and new procurements to be made</p> <p>PC14. procure gold, silver and platinum bars from banks or bullion dealers</p> <p>PC15. ensure the gold is assayed for quality and Karatage</p> <p>PC16. procure gold from the jeweller (customer) and get it assayed</p> <p>PC17. follow gold handling and logistics norms as per company policy</p> <p>PC18. prepare a consolidated delivery order</p> <p>PC19. check availability and requirement from all departments</p> <p>PC20. check tools and spares requirement from all departments</p>

G&J/N0303

Procure raw materials for jewellery manufacturing

	<p>PC21. maintain record of material availability and requirement after collecting details from sectional supervisor</p> <p>PC22. track the usage of consumables and order them appropriately</p>
Procurement of materials	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC23. understand the bill of materials for the production plan</p> <p>PC24. assess the market demand-supply scenario</p> <p>PC25. understand the availability of required materials from the vendor</p> <p>PC26. look for alternative vendor if the preferred vendor do not have required materials</p> <p>PC27. negotiate quality versus pricing</p> <p>PC28. place procurement order with the vendor for delivery of goods</p> <p>PC29. place the order with desired details such as quality expected, product specification</p> <p>PC30. prepare contract on details such as payment mode, delivery date, credit period</p> <p>PC31. place the order with the right vendor and ensure that the terms and conditions of the transaction is as per company policy</p> <p>PC32. ensure that products are procured at desired specification and quality</p> <p>PC33. ensure that there is no delay in delivery of products</p>
Achieving productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC34. send products for quality check when received</p> <p>PC35. ensure the number and quality of products are appropriate</p> <p>PC36. ensure the correctness of products received from appropriate department</p> <p>PC37. ensure that the transaction results in profit for the company</p> <p>PC38. ensure that there is no production delay due to non availability of raw materials and consumables</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of precious-metal loss; delivery timelines; safety and hazards; integrity; and personnel management</p> <p>KA2. work flow involved in company's jewellery manufacturing process and time required to complete each stage</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. company's procurement and company's accounting policies</p> <p>KA5. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. jewellery manufacturing process</p> <p>KB2. different types of precious metals and alloys and Karatage</p> <p>KB3. different types of gemstones, supply sources, major buyers and their properties</p> <p>KB4. precious metal price movements and market demand-supply scenario</p> <p>KB5. foreign exchange rate movement and hedging requirement</p> <p>KB6. assaying and quality standards</p> <p>KB7. different types of components used in jewellery example: hollow balls</p> <p>KB8. different consumables required in various stages of jewellery making</p> <p>KB9. tools, equipments and spares required for jewellery making</p> <p>KB10. inventory management techniques and software</p>

G&J/N0303

Procure raw materials for jewellery manufacturing

	<p>KB11. general industry trends such as seasonality effects, gold price and festivals to estimate demand</p> <p>KB12. key markets of consumables across the region and country</p> <p>KB13. vendor management</p> <p>KB14. how to maintain records of materials, tools and spares</p> <p>KB15. basic finance, budgeting and accounting</p> <p>KB16. banks, their nominated agencies and licensed players</p> <p>KB17. import-export procedures and documentation, duties, charges and commissions</p> <p>KB18. audit procedures and requirements</p> <p>KB19. bulk buying process and drawing up contract</p> <p>KB20. use of Internet for research</p> <p>KB21. commerce related terms prevalent in the market</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading and writing skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to conduct market research</p> <p>SA2. to read material requirement documents</p> <p>SA3. to prepare delivery order</p> <p>SA4. to read invoice details from vendor</p> <p>SA5. to draw up contracts</p> <p>SA6. to read and understand Government regulations on different raw materials</p>
	Communication skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA7. to communicate effectively with seniors and colleagues</p> <p>SA8. to communicate effectively with vendors</p>
B. Professional Skills	Calculation skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB1. to quickly calculate whether the transaction could result in profit for the company</p> <p>SB2. to understand the number of materials and consumables required</p>
	Decision-making skills
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. how to decide on vendors and their capabilities</p> <p>SB4. availability versus requirement of raw materials and the right time to procure them for anticipated demand</p> <p>SB5. correct price for the quality and quantity of raw materials available</p>
	Negotiation skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB6. to negotiate with the vendor to get the materials at best price and quality</p> <p>SB7. to arrive at accurate costing</p>
	Reflective thinking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB8. improve work processes for greater productivity</p> <p>SB9. avoid process delays</p>

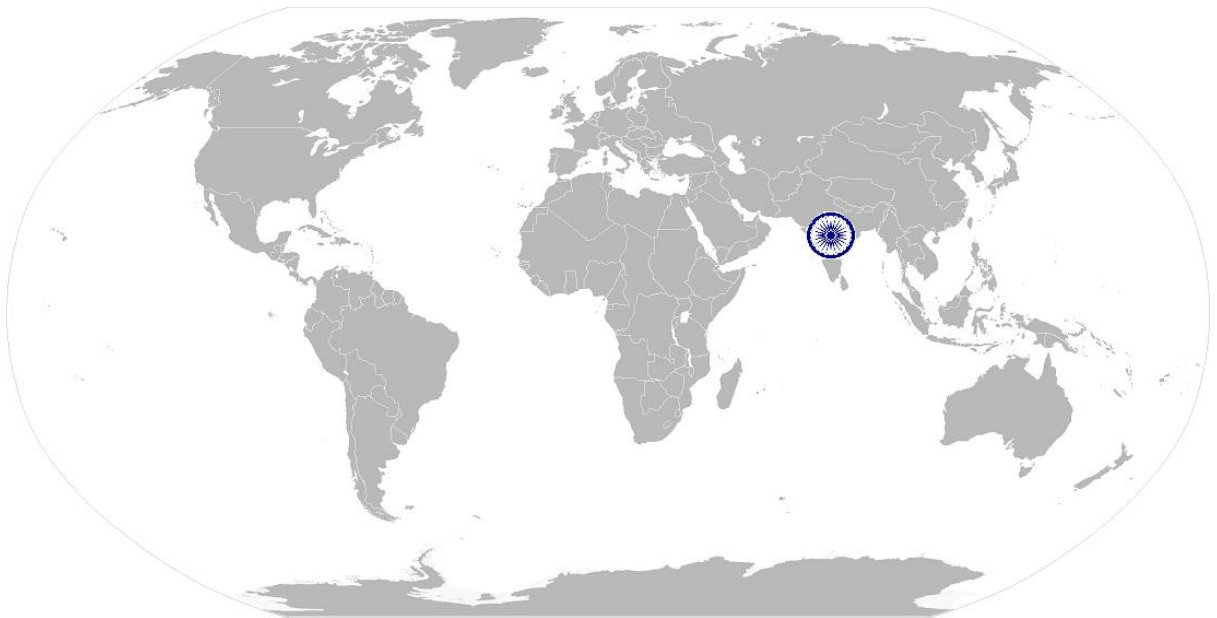
G&J/N0303

Procure raw materials for jewellery manufacturing

NOS Version Control

NOS Code	G&J/N0303		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	05/09/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	13/08/14
		Next review date	12/08/15

National Occupational Standard



Overview

This unit is about and respecting intellectual property rights (IPR) of the company's products and designs and avoiding infringement on copyrights of others.

G&J/N9910

Maintain IPR and respect copyright

National Occupational Standard

Unit Code	G&J/N9910
Unit Title (Task)	Respect IPR of company as well as competitors
Description	This OS unit is about maintaining company's IPR and avoiding infringement on copyright of others
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Protect company's Intellectual Property Rights (IPR) Avoid infringement to copyright of other companies
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting IPR	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. prevent leak of new designs to competitors by reporting on time</p> <p>PC2. spot any infringement of company's product or design patents</p> <p>PC3. report IPR violations observed in the market, to supervisor or company heads</p> <p>PC4. read copyright clause of the material published on the internet and any other printed material</p> <p>PC5. consult supervisor or senior management when in doubt about using publicly available information</p> <p>PC6. report any infringement observed in the company</p> <p>PC7. spot plagiarism and report</p> <p>PC8. understand rationale of patents and IPR</p> <p>PC9. avoid being involved in IPR violations</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on IPR, plagiarism and order leaks</p> <p>KA2. company's patented products</p> <p>KA3. market trends and company's unique product range</p> <p>KA4. reporting structure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. basics of patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate any observed IPR violations or design leaks</p>
B. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand when and how:</p> <p>SB1. to report sources of IPR violations</p>

G&J/ N 9910

Maintain IPR and respect copyright

	Reflective thinking
	The user/individual on the job needs to know and understand how: SB2. to learn from past mistakes and report IPR violations on time
	Critical thinking
	The user/individual on the job needs to know and understand how: SB3. to spot signs of violations and alert authorities in time

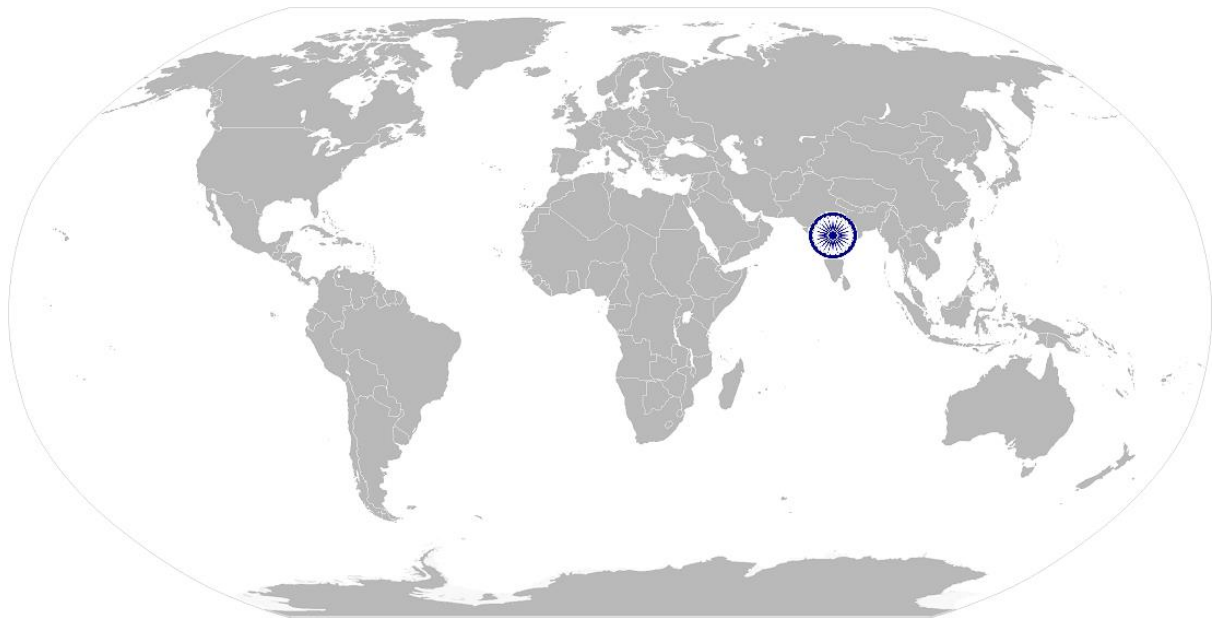
G&J/ N 9910

Maintain IPR and respect copyright

NOS Version Control

NOS Code	G&J/N9910		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	05/09/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	13/08/14
		Next review date	12/08/15

National Occupational Standard



Overview

This unit is about level of communication with colleagues or customers, Government departments and vendors in order to derive the best quality products available at maximum profit margin to the company. It is also about the Manager's ability to work as a team in order to achieve the required deliverables on schedule.

G&J/N9915

Interact with colleagues, customers and vendors

National Occupational Standard

Unit Code	G&J/N9915
Unit Title (Task)	Interact with colleagues, customers and vendors
Description	This OS unit is about communicating with colleagues, customers, vendors and Government departments in order to maintain smooth and hazard-free work flow
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Interact with Seniors • Interact with colleagues • Interact with Government departments, auditors, customers and/or vendors
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with seniors	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive instructions, plans and targets</p> <p>PC2. devise strategy for customer or vendor management</p> <p>PC3. understand the deliverables to customers</p> <p>PC4. understand the contracts, regulatory and audit requirements</p> <p>PC5. company's procurement and production norms</p> <p>PC6. communicate any potential hazards or expected disruptions</p> <p>PC7. comply with company policy and rule</p> <p>PC8. comply with Government regulations</p> <p>PC9. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
Interactions with colleagues, customers and/or vendors	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. work as a team by understanding their requirements</p> <p>PC11. share skills and train</p> <p>PC12. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC13. receive feedback and address concerns in order to complete work on time</p> <p>PC14. put team over individual goals</p> <p>PC15. resolve conflicts and meet requirements to the customer's/ colleagues' / vendor's satisfaction</p> <p>PC16. act on contract, audit or Government related queries and legal disputes</p>
Interactions with Government departments, auditors and others	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC17. assess their requirements and devise strategy accordingly</p> <p>PC18. to communicate company's quality, quantity and contractual requirements</p> <p>PC19. select the best alternative that suits the customer, the vendor and the company</p> <p>PC20. keep oneself update on market movements and regulatory changes</p> <p>PC21. comply with audit and documentation requirements</p>

G&J/N9915

Interact with colleagues, customers and vendors

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on personnel management</p> <p>KA2. work flow involved in company's jewellery manufacturing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. how to communicate effectively</p> <p>KB2. how to build team coordination</p> <p>KB3. how to develop networks across the market</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p>Teamwork and some multitasking</p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to motivate team to work</p> <p>SA2. to convince seniors about significant process changes</p> <p>SA3. to share work load as required</p> <p>SA4. to deliver product to next work process on time</p>
B. Professional Skills	Decision making
	<p>The individual on the job needs to know and understand:</p> <p>SB1. how to report potential areas of disruptions to work process</p> <p>SB2. when to report to senior and when to deal with a colleague depending on the type of concern</p> <p>SB3. when to escalate customer or vendor related problems to seniors</p>
	Reflective thinking
	<p>The individual on the job needs to know and understand:</p> <p>SB4. how to improve work process</p>
	Critical thinking
	<p>The individual on the job needs to know and understand:</p> <p>SB5. how to spot process disruptions and delays</p>

G&J/N9915

Interact with colleagues, customers and vendors

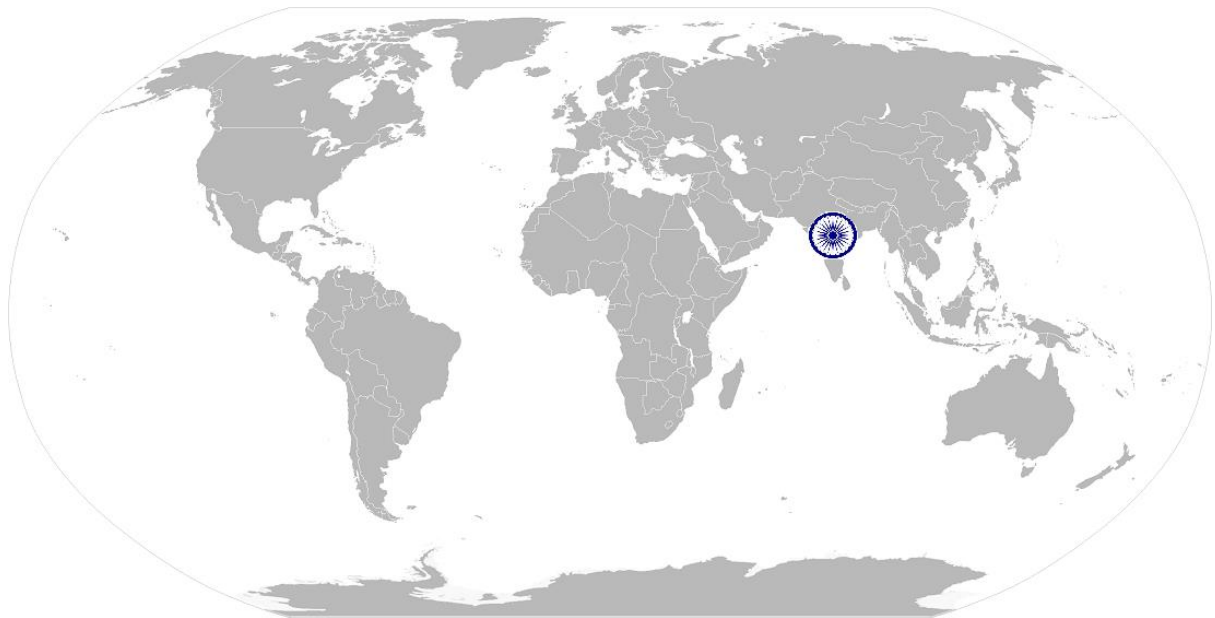
NOS Version Control

NOS Code	G&J/N9915		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	05/09/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	13/08/14
		Next review date	12/08/15

G&J/N9914

Maintain safe work environment

National Occupational Standard



Overview

This unit is about the artisan or bench worker's commitment towards reporting potential hazards and containing accidents in order to make the work environment safe for self and colleagues.

G&J/N9914

Maintain safe work environment

Unit Code	G&J/N9914
Unit Title (Task)	Work towards having a safe work environment
Description	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Understand potential sources of accidents Communicate to reporting supervisor about hazards in time
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding of potential sources of accidents and communicating	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. avoid accidents related to use of potentially dangerous chemicals, gas torches, sharp tools and hazards from machines</p> <p>PC2. suggest process flow improvements to reduce anticipated or repetitive hazards</p> <p>PC3. report mishandling of tools, machines or hazardous materials</p> <p>PC4. identify electrical problems that could result in accident</p> <p>PC5. spot and report potential hazards on time</p> <p>PC6. follow company policy and rules regarding hazardous materials</p> <p>PC7. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety and, disposal of harmful chemicals and materials</p> <p>KA2. work flow involved in company's jewellery manufacturing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. how different chemicals react and what could be the danger from them</p> <p>KB2. how to use machines and tools without causing bodily harm</p> <p>KB3. fire safety education</p> <p>KB4. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p>Communication skills</p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate the danger</p>

G&J/N9914

Maintain safe work environment

B. Professional Skills	Decision making
	The individual on the job needs to know and understand: SB1. importance of reporting potential sources of danger SB2. appropriate actions to be taken in the event of an accident SB3. process for disposing of hazardous materials, safely and following environmental guidelines
	Reflective thinking
	The individual on the job needs to know and understand how: SB4. to learn from past mistakes regarding use of hazardous machines or chemicals or gas torches
	Critical thinking
	The individual on the job needs to know and understand: SB5. how to spot danger SB6. procedures to follow in the event of a fire or other hazard

G&J/N9914

Maintain safe work environment

NOS Version Control

NOS Code	G&J/N9914		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	05/09/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	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.

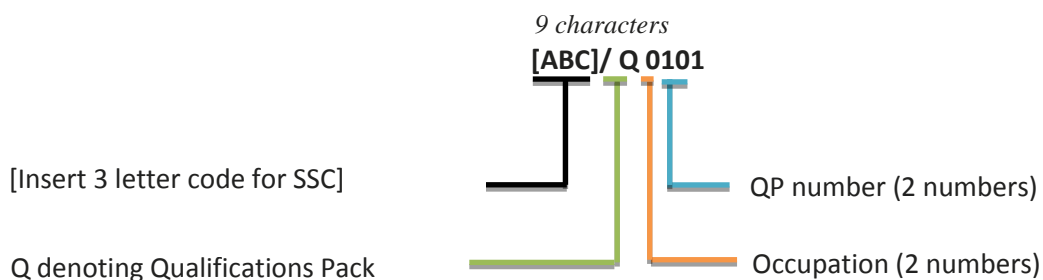
Acronyms

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. 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
IPR	Intellectual Property Rights
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

Annexure

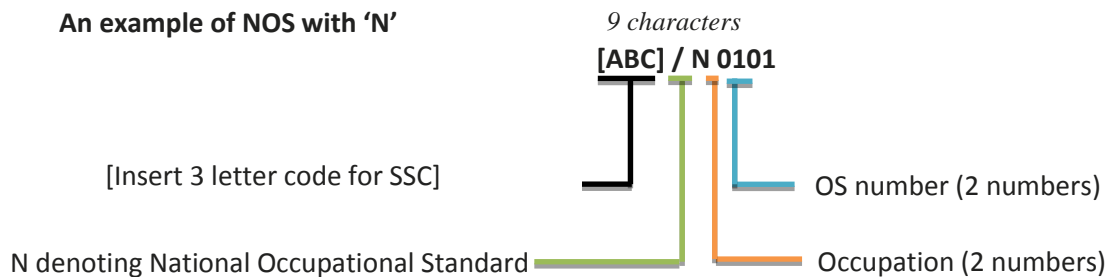
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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	Q
Next two numbers	Occupation code	07
Next two numbers	OS number	02

CRITERIA FOR ASSESSMENT OF TRAINEES				
Job Role	Procurement Manager-Raw Material			
Qualification Pack	Procurement Manager-Raw Material			
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/N0303 Procure raw materials for jewellery manufacturing	Shortlist of vendors	PC1. assess the market scenario accurately	2	14
		PC2.identify the best vendors that suit the company’s objectives and manufacturing requirement	1	12
		PC3.identify vendor who provides quality product at best price for the organisation	1	10
	Procurement planning	PC4.check availability and requirement from all departments	1	10
		PC5.check tools and spares requirement from all departments	1	6
	Procurement of materials	PC6.place the order with the right vendor and ensure that the terms and conditions of the transaction is as per company policy	2	6
		PC7.ensure that products are procured at desired specification and quality	1	4
		PC8.ensure that there is no delay in delivery of products	1	4
	Productivity	PC9.ensure that the transaction results in profit for the company	0	2
		PC10.ensure that there is no production delay due to non availability of raw materials and consumables	0	2
	Sub Total	10	70	
2. G&J/N9910 Maintain IPR and respect copyright	Respecting IPR	PC1.spot plagiarism and report	1	0
		PC2.understand rationale of patents and IPR	1	0
		PC3.Not be involved in IPR violations	1	0
		Sub Total	3	0
3.G&J/N9915 Interact with colleagues, customers and vendors	Interaction with seniors	PC1.understand the work output requirements	0	2
		PC2.comply with company policy and rule	0	1
		PC3.comply with Government regulations	0	1
		PC4.deliver quality work on time as required by reporting any anticipated reasons for delays	1	0
	Interactions with colleagues, customers and/or vendors	PC5.put team over individual goals	1	0
		PC6.resolve conflicts and meet requirements to the customer’s/ colleagues’ / vendor’s satisfaction	1	0
		PC7.act on contract, audit or Government related queries and legal disputes	0	1

<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>				
		Sub Total	3	5
4. G&J/N9914 Maintain safe and clean work environment	Understanding of potential sources of accidents and communicating	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	1	2
		Sub Total	4	5
		Total	20	80

