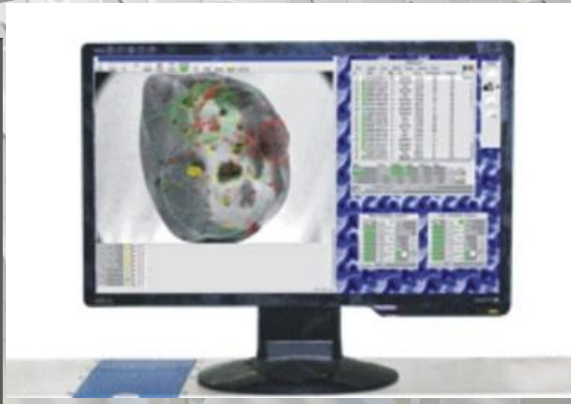


## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY

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### 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-Plotting Supervisor

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Diamond planning

**REFERENCE ID:** G&J/Q4201

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

**Plotting Supervisor:** Plotting Supervisor is in-charge of running the day-to-day work flow and processes of the inclusion plotting department.

**Brief Job Description:** 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, ensures safety of the diamond, and interacts with other departments in order to ensure accurate inclusion plotting to help planning as per company's objectives and delivers on time.

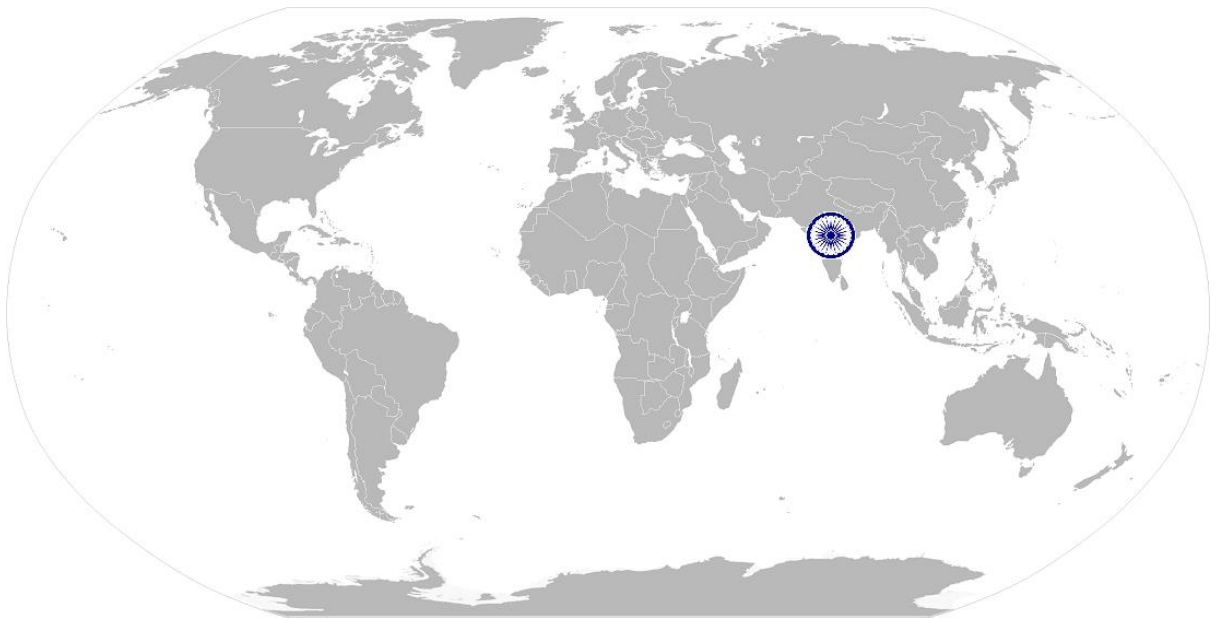
**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; a sharp mind to spot and correct errors; ability work for long hours not necessarily on one desk; high level of concentration and patience. The individual must have ability to manage team and skills to improve quality of output of the team.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q4201</b>		
<b>Job Role</b>	<b>Plotting Supervisor</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>18/06/13</b>
<b>Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
<b>Occupation</b>	<b>Diamond Planning</b>	<b>Next review date</b>	<b>13/08/15</b>

<b>Job Role</b>	<b>Plotting Supervisor</b>
<b>Role Description</b>	Monitoring the work of inclusion plotters and other helpers , for the purpose of deriving maximum value from a rough for the company
<b>NSQF level</b>	5
<b>Minimum Educational Qualifications</b>	Minimum 12 <sup>th</sup> Standard passed
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Inclusion Plotting (M-Box, Immersion Glass (IG), Galaxy)
<b>Experience</b>	3 years minimum
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N4206 Supervise inclusion plotting operations</a></li> <li><a href="#">G&amp;J/N9930 Maintain IPR</a></li> <li><a href="#">G&amp;J/N9932 Coordinate with the team and others</a></li> <li><a href="#">G&amp;J/N9933 Maintain safety</a></li> </ol> <p><b>Optional:</b> Not applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units

# National Occupational Standard



## Overview

This unit is about supervising the dopping and inclusion plotting operations by monitoring, instructing, educating and training in order to ensure that all the inclusions present in the rough have been plotted accurately in a computer model either manually or automatically. Dissemination of information and knowledge and management of work flow and team are important aspects of this job role.

**G&J/N4206**

**Supervise inclusion plotting operations**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N4206</b>
<b>Unit Title (Task)</b>	<b>Supervise the inclusion plotting 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 inclusion plotters (M-Box, IG or Galaxy) including the doppers/helpers
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Allocate work and deliver the bag of rough diamonds to plotter/ dopper</li> <li>• Describe the dopping requirement to dopper</li> <li>• Monitor work done by a plotter</li> <li>• Perform quality check</li> <li>• Manage accounts of stones</li> <li>• Review performance of the team members for performance appraisal</li> <li>• Handle problems</li> <li>• Ensure safety and security</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. match the stone type, weight and number as mentioned on the bag</p> <p>PC2. allocate work to dopper, plotter according to their work load and level of expertise, e.g., type of roughs handled in the past, size and weight of rough, clarity of the rough</p> <p>PC3. instruct about the delivery time, tools and machines, and consumables to be used and quality requirements</p> <p>PC4. educate about a new requirements/objectives of the company</p> <p>PC5. explain the hazards involved and precautions to be taken to avoid accidents</p> <p>PC6. accurately assess the worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC7. accurately describe the job at hand to the worker</p> <p>PC8. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC9. clearly define delivery schedule and work output requirements</p> <p>PC10. anticipate and be alert about any disruptions and worker's capabilities</p> <p>PC11. instruct about the sequence of side, angle and alignment of dopping</p> <p>PC12. remind about secure dopping and type of dop/stage/pin to be used</p> <p>PC13. remind about precautions to be taken while using IG heater and molten glass</p> <p>PC14. explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone as well as workers</p> <p>PC15. describe the final outcome as desired as per plan</p> <p>PC16. check the rough model created is accurate</p> <p>PC17. ensure the placement of the rough in the plotting machine is correctly done by</p>

**G&J/N4206**

**Supervise inclusion plotting operations**

	<p>the plotter</p> <p>PC18. quality check the work of the plotter if all the inclusions have been plotted/mapped to the exact dimensions and nothing has been missed out</p> <p>PC19. identify and point out the mistakes and get them corrected from the plotter</p> <p>PC20. instruct the plotter about file saving and sharing procedures on the network</p> <p>PC21. ensure correct labeling on the packet of rough and return it to the respective planning supervisor</p>
<b>Performing quality check and team review</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC22. ensure the work done by the plotter or helper is complete and correct</p> <p>PC23. ensure that all the inclusions are plotted correctly so that the planner can devise and select the best plan</p> <p>PC24. ensure accurate labeling on the packet returned to planning</p>
<b>Managing stone accounts</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC25. match the rough type, weight and number of diamonds received against those handed over to dopper or the plotter</p> <p>PC26. ensure that there is no loss of stone by any team member during the entire plotting process</p> <p>PC27. track the movement of all the roughs initially received for plotting, and at each moment know the status of each rough</p> <p>PC28. return bagged roughs ready for planning to the respective planning supervisor</p> <p>PC29. ensure there is no loss or damage to the diamond while plotting</p> <p>PC30. comply with relevant legislation, standards, policies and procedures</p>
<b>Achieving productivity</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC31. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC32. deliver in time to next process</p>
<b>Handling problems</b>	<p>To be competent, the user/individual on the job must be able to handle problems related to:</p> <p>PC33. difficulty in plotting</p> <p>PC34. damage to the rough while plotting</p> <p>PC35. machine failure</p> <p>PC36. shortage of dops, pins, holders, etc.</p> <p>PC37. shortage of consumables like, cleaning agents, immersion glass, etc.</p> <p>PC38. workforce shortage</p> <p>PC39. personal issues among workers</p> <p>PC40. reasons for anticipated delays that may adversely affect</p> <p>PC41. machine and tools</p> <p>PC42. encouraging workers to achieve higher productivity</p> <p>PC43. rectifying faulty plotting</p>
<b>Following safety and security procedure</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC44. ensure that there is no damage to any team member or to a stone while using the machines and tools.</p> <p>PC45. instruct the correct way of using machine and tools to avoid accidents</p> <p>PC46. explain the hazards of dealing with different chemicals, machines and tools</p> <p>PC47. ensure each team member follows proper safety procedures and wears safety</p>

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**Supervise inclusion plotting operations**

	<p>gear as prescribes by the company</p> <p>PC48. train the team members about maintenance of the machine tools and the way to organize the same</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <p>KA1. company’s policies on: acceptable limits of weight loss; personnel management; delivery standards; safety practices and procedures; customer orientation; performance measurement and incentive policies</p> <p>KA2. work flow involved in company’s diamond processing</p> <p>KA3. importance of the individual’s role in the workflow</p> <p>KA4. reporting structure</p> <p>KA5. issue return procedures followed by the company</p> <p>KA6. typical customer profile and market trends</p> <p>KA7. specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA8. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p> <p>KA9. management of worker, quality and productivity</p> <p>KA10. conflict resolution and problem solving</p> <p>KA11. performance appraisal</p>
<p><b>B. Technical Knowledge</b></p>	<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. marking and fixing of a rough</p> <p>KB3. laser mapping</p> <p>KB4. model making</p> <p>KB5. cavity mapping</p> <p>KB6. operating the M-Box, IG and Galaxy machines</p> <p>KB7. using the different plotting software used for Helium and Sarin technologies</p> <p>KB8. colour grading of a diamond</p> <p>KB9. different type of inclusions in a diamond</p> <p>KB10. spectrum operations</p> <p>KB11. potential work hazards</p> <p>KB12. computer operations</p> <p>KB13. file sharing on the server</p> <p>KB14. use of various scopes in diamond processing</p> <p>KB15. repair work</p> <p>KB16. potential ways that may cause damage to a diamond</p> <p>KB17. geometry to understand the angles and symmetry</p> <p>KB18. accounting of stones and documentation</p> <p>KB19. team management</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/</b>	<b>Reading and writing skills</b>
	The user/individual on the job needs to know and understand how:



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**Supervise inclusion plotting operations**

<b>Generic Skills</b>	SA1. to read about different types inclusions and its plotting SA2. to read descriptions on the diamond packets/ bags SA3. to document work flow, quality standards and outcomes as per company policy SA4. to read company rules/compliance documents required to complete the work
	<b>Calculation and geometry skills</b>
	The user/individual on the job needs to know and understand how: SA5. to identify and measure the dimensions such as size, shape of the inclusion to be plotted SA6. to identify the angle and the exact position of the inclusion SA7. to check the extent of rotation, zoom and angling required to view the inclusion clearly
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how: SA8. to discuss task, schedules, and work-loads with team members, co-workers, manager and other supervisors SA9. to give instructions to the team members about the planning required SA10. to give appropriate instructions and feedback to different levels of workers under his supervision SA11. to educate about safety and work hazards SA12. to train on loss avoidance, productivity and correct steps to follow on the job SA13. to inform about IPR issues pertaining to the company and detecting violations SA14. to resolve inter-personal conflicts between workers and co-workers SA15. handle the team of another supervisor in the department in case of his/her absence SA16. train helpers to develop as plotters
	<b>Team management skills</b>
	The user/individual on the job needs to know and understand how: SA17. to distribute work equitably and according to seniority and experience of worker SA18. to encourage workers to share workload and deliver on time SA19. to assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA20. to appraise based on company's standards and workers' performance SA21. to encourage workers to multitask, update and work on new technologies
<b>B. Professional Skills</b>	<b>Decision making skills</b>
	The user/individual on the job needs to know and understand how: SB1. to decide which team member should be assigned what type of rough SB2. to check the accuracy of the inclusion plotting done by the plotter SB3. to decide the colour and clarity of the rough SB4. to decide on auto plotting if manual plotting is difficult in a particular rough

**G&J/N4206**

**Supervise inclusion plotting operations**

	<p><b>Using tools and machines</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB5. to work with computer, laser mapping machine, rough scanning, M-Box, IG scanner and Galaxy machine</p> <p>SB6. to use different types of adhesives in different cases</p> <p>SB7. to work with different cleaning agents and tools like, tweezers, forceps, bowls, beakers, stage, Teflon funnel, immersion moulds, stands, tongs, etc.</p> <p>SB8. to work with different chemicals like ethanol, helium gas, argon gas, NaOH, acetone, mica, etc.</p> <p>SB9. to work with the Immersion heater, ultrasonic cleaner, hand held dryer and heating oven</p> <p>SB10. to maintain tools and machines used</p> <p>SB11. to work in a safe environment, i.e., without injuries</p>
	<p><b>Planning skills</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB12. to plan work for of the team members according to work load and immediate delivery commitments</p>
	<p><b>Reducing loss</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB13. to handle diamonds with care</p> <p>SB14. to minimize damage or loss of any diamond during the planning process</p> <p>SB15. to report diamond losses via documentation as per company policy</p> <p>SB16. to suggest improvements in order to reduce loss</p>
	<p><b>Innovative thinking</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB17. to devise new means of working to improve productivity</p> <p>SB18. to suggest different or innovative way of plotting, which may yield higher returns for the company</p>
	<p><b>Analytical thinking</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB19. to identify solutions to avoid delays because of machine failure</p> <p>SB20. to assess the accuracy of the work done by the plotter or the dopper like the accuracy of inclusion plotting of the rough given by the plotter</p>
	<p><b>Reflective thinking</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB21. to make people work for long hours in a sitting position without health hazard</p>
	<p><b>Critical thinking</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB22. to spot process disruptions and delays</p> <p>SB23. to arrange for tools, machines and consumables in time</p>



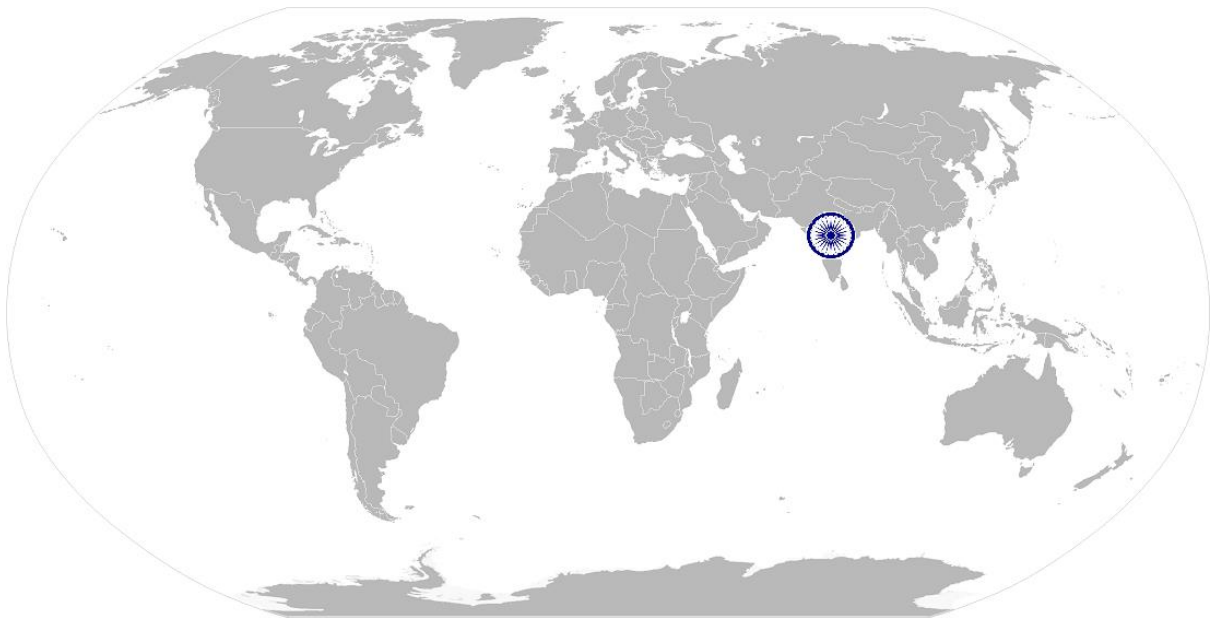
**G&J/N4206**

**Supervise inclusion plotting operations**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N4206</b>		
<b>Credits(NSQF) [OPTIONAL]</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>18/06/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>13/08/15</b>

# National Occupational Standard



## Overview

This unit is about and respecting intellectual property rights (IPR) of the company's products, policies, procedures and orders.

**G&J/N9930**

**Maintain IPR**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9930</b>
<b>Unit Title (Task)</b>	<b>Respect IPR of company</b>
<b>Description</b>	This OS unit is about maintaining company's intellectual property
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> <li>• prevent leak of new orders to competitors by reporting on time</li> <li>• prevent leak of the manufacturing processes or the policies followed by the company</li> <li>• be aware of any of company's product patents</li> <li>• report IPR violations observed in the market, to supervisor or company heads</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Respecting IPR</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot plagiarism and report</p> <p>PC2. understand rationale of patents and IPR</p> <p>PC3. avoid being involved in IPR violations</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<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>B. Technical Knowledge</b>	<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>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate any observed IPR violations or leaks</p>
<b>B. Professional Skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand when and how:</p> <p>SB2. to report sources of IPR violations</p>
	<b>Reflective thinking</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB3. to learn from past mistakes and report IPR violations on time</p>
	<b>Critical thinking</b>
<p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to spot signs of violations and alert authorities in time</p>	

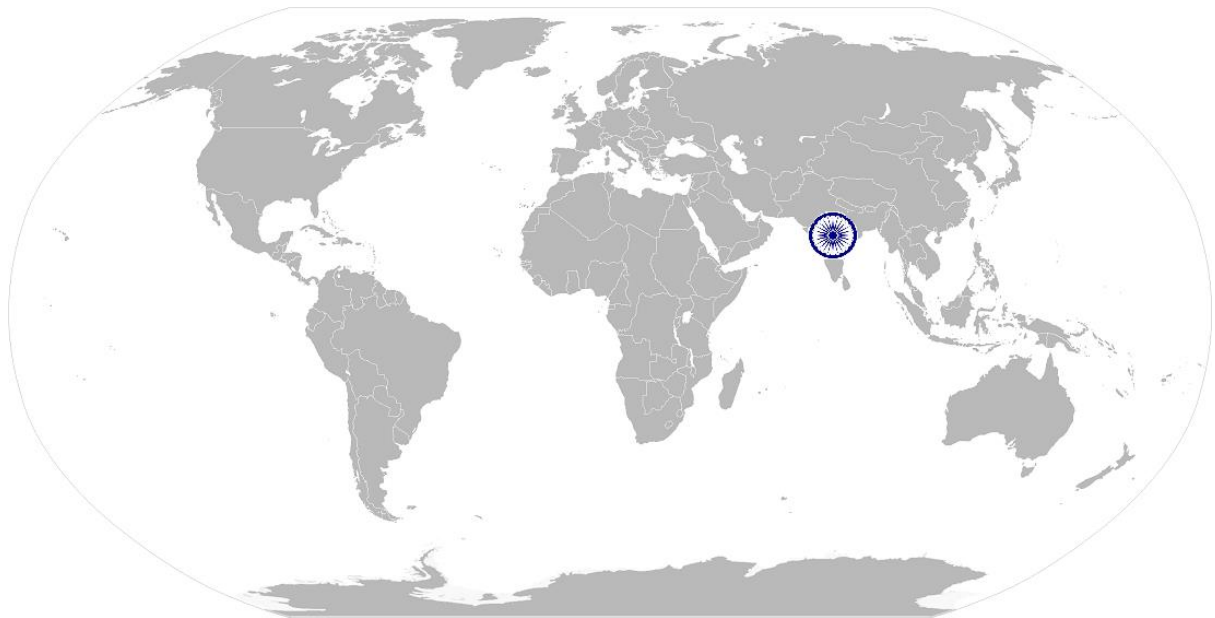
**G&J/N9930**

**Maintain IPR**

## **NOS Version Control**

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<b>Credits(NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
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<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>13/08/15</b>

# National Occupational Standard



## Overview

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

**G&J/N9932**

**Coordinate with the team and others**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9932</b>
<b>Unit Title (Task)</b>	<b>Coordinate with team and others</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazard-free work flow
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Interact with supervisor</li> <li>• Interact with colleagues within and outside the department</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with supervisor</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive work instructions and raw materials from reporting supervisor</p> <p>PC2. communicate to 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 any potential hazards or expected process disruptions</p> <p>PC4. handover completed work to supervisor</p> <p>PC5. understand the work output requirements</p> <p>PC6. comply with company policy and rule</p> <p>PC7. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
<b>Interactions with colleagues and other departments</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC9. work with colleagues of other departments</p> <p>PC10. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC11. receive feedback from QC and rework in order to complete work on time</p> <p>PC12. put team over individual goals</p> <p>PC13. resolve conflicts and multi-task</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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 diamond processing</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>



**G&J/N9932**

**Coordinate with the team and others**

<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand: KB1. how to communicate effectively KB2. how to build team coordination
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Teamwork and some multitasking</b></p> <p>The individual on the job needs to know and understand how: SA1. to share work load as required SA2. to deliver product to next work process on time</p>
<b>B. Professional Skills</b>	<p><b>Decision making</b></p> <p>The individual on the job needs to know and understand: SB1. how to report potential areas of disruptions to work process SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern</p> <p><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand: SB3. how to improve work process</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays</p>

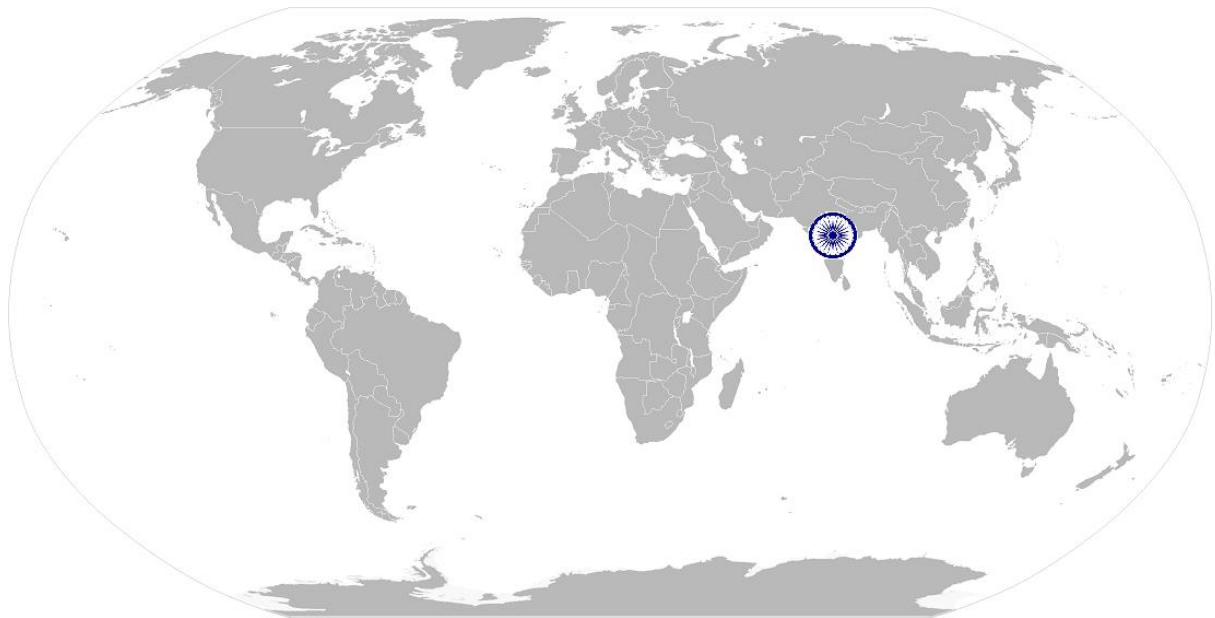
**G&J/N9932**

**Coordinate with the team and others**

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<b>NOS Code</b>	<b>G&amp;J/N9932</b>		
<b>Credits(NSQF) [OPTIONAL]</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>16/08/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>13/08/15</b>

# National Occupational Standard



## Overview

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

**G&J/N9933**

**Maintain safety**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9933</b>
<b>Unit Title (Task)</b>	<b>Maintain safety at work</b>
<b>Description</b>	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Understand potential sources of accidents</li> <li>• Use safety gear to avoid accidents</li> <li>• Understand the safety procedures followed by the company</li> <li>• Communicate to reporting supervisor about safety improvements</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding of potential sources of accidents and communicating</b>	<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, gases, sharp tools and hazards from machines such as rotating scaife, lasers, heating ovens.</p> <p>PC2. spot and report potential hazards on time</p> <p>PC3. follow company policy and rules regarding hazardous materials</p> <p>PC4. deliver quality work on time as required by reporting any anticipated hazards for delays</p>
<b>Understanding safety procedures</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. understand which safety gear must we used for a particular task</p> <p>PC6. wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job</p> <p>PC7. participate in activities such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency</p> <p>PC8. understand and follow the evacuation procedure properly during a fire drill</p> <p>PC9. provide first aid to self or others in case of emergency</p>
<b>Communicating to supervisor about safety and hazards</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. suggest process flow improvements to reduce anticipated or repetitive hazards</p> <p>PC11. report mishandling of tools, machines or hazardous materials</p> <p>PC12. identify and report electrical problems that could result in accident</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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/drill, first aid and, disposal of harmful chemicals and materials</p> <p>KA2. work flow involved in company's diamond processing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>

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<p><b>B. Technical Knowledge</b></p>	<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. first aid execution</p> <p>KB5. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Communication skills</b></p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate the danger</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision making</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB1. importance of reporting potential sources of danger</p> <p>SB2. appropriate actions to be taken in the event of an accident</p> <p>SB3. procedure for disposing of hazardous materials, safely and following environmental guidelines</p> <p><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand how:</p> <p>SB4. to learn from past mistakes regarding use of hazardous machines, tools or chemicals</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB5. how to spot danger</p> <p>SB6. procedure to follow in the event of a fire or other hazard</p>

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## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9933</b>		
<b>Credits(NSQF) [OPTIONAL]</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>29/05/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>13/08/15</b>



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 fulfill 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

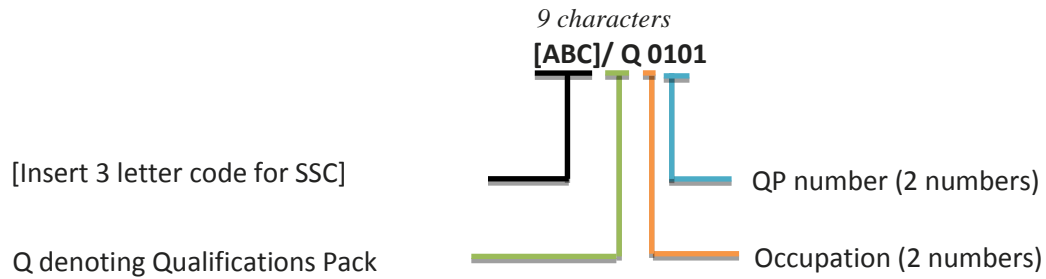
**Acronyms**

	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. 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

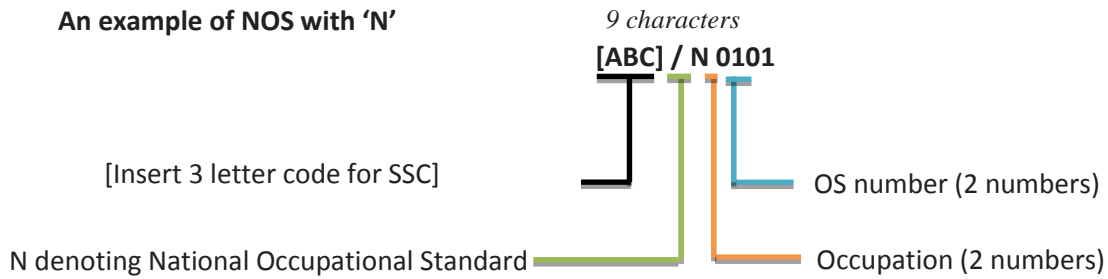
## Annexure

### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard



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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 <b>QP</b> or <b>NOS</b>	Q
Next two numbers	Occupation code	42
Next two numbers	OS number	02

CRITERIA FOR ASSESSMENT OF TRAINEES				
Job Role		Plotting Supervisor		
Qualification Pack		Plotting Supervisor		
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/N4206 Supervise inclusion plotting operations	Quality of output	PC1. judge the accuracy of plotting	2	12
		PC2. ensure accurate labeling on the packet returned to planning	1	10
	Productivity	PC3. achieve the productivity in terms of carats or number of pieces as set by the company	1	8
		PC4. deliver in time to next process	1	7
	Allocating work	PC5. accurately assess the worker's capabilities and work load in order to distribute work for maximum productivity	1	6
		PC6. accurately describe the job at hand to the worker	1	5
		PC7. instruct about precautions to be taken to deliver the job at hand as planned	1	5
		PC8. clearly define delivery schedule and work output requirements	1	4
		PC9. anticipate and be alert about any disruptions and worker's capabilities	1	3
	Problems handling	PC10. resolve problems related to machine and tools to deliver on time	0	2
		PC11. resolve problems related to workers and their productivity	0	2
		PC12. encourage workers to achieve higher productivity	0	1
		PC13. rectify faulty plotting	0	1
	Controlling defects	PC14. ensure there is no loss or damage to the diamond while plotting	0	1
	Multitasking	PC15. handle the team of another supervisor in the department in case of his/her absence	0	1

CRITERIA FOR ASSESSMENT OF TRAINEES				
		PC16. train helpers to develop as plotters	0	1
	Process Compliances	PC17. comply with relevant legislation, standards, policies and procedures	0	1
		<b>Sub Total</b>	<b>10</b>	<b>70</b>
2. G&J/N6001 Maintain IPR at work	Respecting IPR	PC1. spot plagiarism and report	1	0
		PC2. understand rationale of patents and IPR	1	0
		PC3. avoid being involved in IPR violations	1	0
		<b>Sub Total</b>	<b>3</b>	<b>0</b>
3. G&J/N6003 Coordinate with others	Interaction with subordinates	PC1. clearly communicate instructions and work requirements	1	2
		PC2. understand the problems	1	1
	Interaction with superior	PC1. understand the work output requirements	1	1
		PC2. comply with company policy and rule	1	1
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	1
	Interactions with colleagues, customers and/or vendors	PC4. put team over individual goals	0	0
			0	0
		PC5. resolve conflicts and multi-task		
		<b>Sub Total</b>	<b>4</b>	<b>6</b>
4. G&J/N6004 Maintain safe work environment	Communicating potential accident points	PC1. spot and report potential hazards on time	1	1
		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	1
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	0	1
	Understanding safety procedures	PC5. understand and follow the evacuation procedure properly during a fire drill	0	0
		PC6. provide first aid to self or others in case of emergency	0	0
			<b>Sub Total</b>	<b>3</b>
		<b>Total</b>	<b>20</b>	<b>80</b>



