

## 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- Top Polisher

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Faceting and polishing

**REFERENCE ID:** G&J/Q4702

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

ALIGNED TO: NCO-2004/ 7313.6

**Top Polisher:** Also known as *Aanth (8) Pail Karigar* or *Mathala Karigar* or Crown Polisher, the top polisher creates the top 32 facets of a diamond.

**Brief Job Description:** The individual on the job works with top dop-tang system and makes 32 top facets of a diamond by polishing it on a wheel or scaife in order to yield maximum brilliance and symmetry. For polishing, the stone is set either in a lead dop or a mechanical-clamp and held down on a revolving cast-iron scaife (horizontal and circular disc) charged with diamond dust.

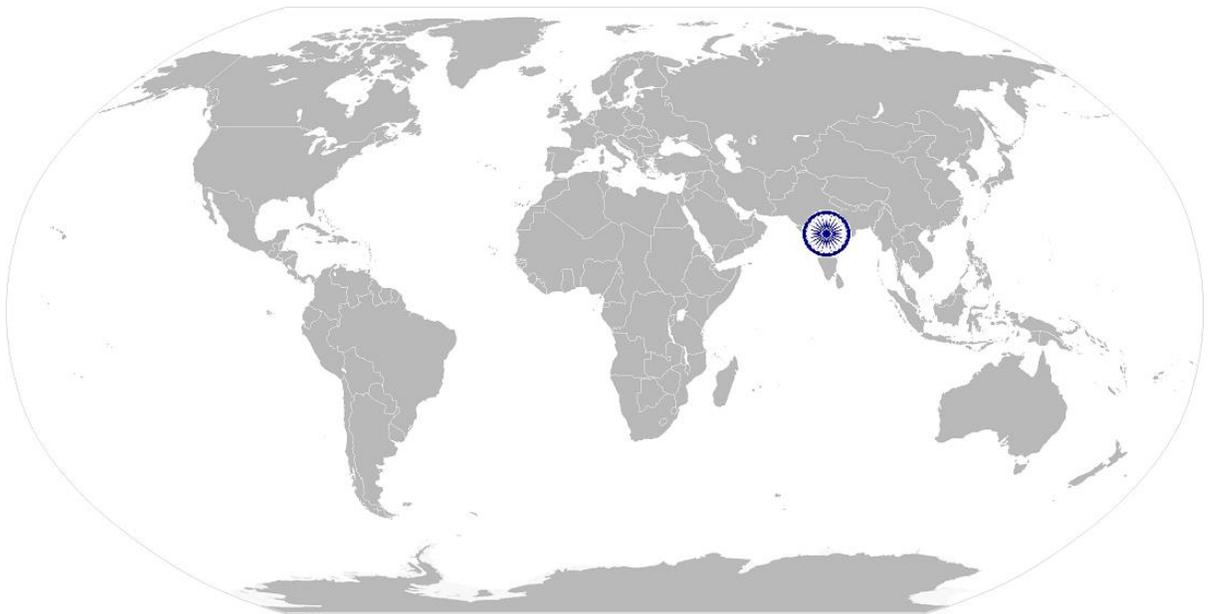
**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team; ability to work for long hours in sitting position on a bench or the floor; and a lot of patience.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q4702</b>		
<b>Job Role</b>	<b>Top Polisher</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>20/05/13</b>
<b>Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>13/08/15</b>

<b>Job Role</b>	<b>Top Polisher</b> Also known as 'Aanth Pail Karigar' or 'Mathala Karigar' or 'Crown Polisher'
<b>Role Description</b>	Creating and polishing top facets (generally 32) of a diamond as per plan, while maintaining symmetry, maximizing yield and capturing its brilliance
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications</b>	Minimally Qualified
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Not Applicable
<b>Experience</b>	Not Applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N4701 Fix diamond in pot</a></li> <li><a href="#">G&amp;J/N4704 Make top facets on diamond</a></li> <li><a href="#">G&amp;J/N9930 Maintain IPR</a></li> <li><a href="#">G&amp;J/N9931 Coordinate with team and superiors</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 a key pre-polishing stage in diamond processing. Bruited/blocked diamonds are placed onto dop pots as per size, fixed and covered by pressing, and aligned for the purpose of polishing.

**G&J/N4701**

**Fix diamond in the pot**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N4701</b>
<b>Unit Title (Task)</b>	<b>Fix diamond in the pot</b>
<b>Description</b>	This OS unit is about fixing bruted/blocked diamond in the pot with accurate alignment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Collect the bruted/blocked diamond packet from the supervisor</li> <li>• Fix the bruted/blocked diamond on the pot</li> <li>• Achieve productivity and control defects</li> <li>• Report problems</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Fixing bruted /blocked diamond on pot</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued</p> <p>PC2. select the pot as per the size, shape of the diamond and type of polishing required (top pots for top polishing and bottom pots for bottom polishing)</p> <p>PC3. fix the diamond on the pot selected without breakage</p> <p>PC4. place the cover in the bottom pot</p> <p>PC5. fix the cover on the bottom pot using a manual press</p> <p>PC6. ensure there is no breakage while using the press</p> <p>PC7. use sticking agents like lac, white cement, etc. (if required) as prescribed</p> <p>PC8. check alignment of the fixed stone</p> <p>PC9. accurately and securely fix diamond as per the polish required</p> <p>PC10. accurately align and level the diamond on the dop</p>
<b>Achieving productivity</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC11. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC12. timely delivery for further processing</p>
<b>Controlling defects</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. ensure no damage to the diamond during fixing process</p> <p>PC14. ensure no breakage while placing the cover in the press</p>
<b>Reporting problems</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC15. identify and report mismatch in diamond issued or received</p> <p>PC16. report problem with table or rounding or bottom polishing</p> <p>PC17. identify and report defective or inadequate number of pots and covers</p> <p>PC18. report any breakage during the fixing process</p> <p>PC19. inform about any machine breakdown or wear and tear</p>

**G&J/N4701**

**Fix diamond in the pot**

Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement KA2. work flow involved in company's diamond processing process KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. issue return procedures followed by the company
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. shape, cut, clarity, carat, and physical characteristics of the diamond KB2. techniques of fixing of diamonds on pot KB3. potential work hazards KB4. use of an eye glass in order to check alignment
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	The user/individual on the job needs to know and understand how: SA1. to read descriptions on the diamond packets/ bags SA2. to document work done for status and performance appraisal
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how: SA3. to discuss task, schedules, and work-loads with co-workers and supervisors SA4. to understand instructions and report problems
	<b>Teamwork and multitasking</b>
	The user/individual on the job needs to know and understand how: SA5. to share work load as required SA6. to assist others who require help
<b>B. Professional Skills</b>	<b>Understanding of polishing</b>
	The user/individual on the job needs to know and understand how: SB1. the diamond needs to be set for particular type of polish
	<b>Using tools and machines</b>
	The user/individual on the job needs to know and understand how: SB2. to use different types of pots, cover and manual press SB3. to maintain tools and machines used SB4. to work in a safe environment, i.e., without injuries
	<b>Reducing loss</b>
	The user/individual on the job needs to know and understand how: SB5. to handle diamonds with care SB6. to minimize damage or loss of any diamond during the doping process SB7. to suggest improvements in order to reduce loss

**G&J/N4701**

**Fix diamond in the pot**

	<b>Problem solving</b>
	The user/individual on the job needs to know and understand how: SB8. to assess the quality of the pot / cover being used SB9. to identify immediate or temporary solutions to avoid delays
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how: SB10. to plan the work to improve productivity and quality of setting
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how: SB11. to spot process disruptions and delays

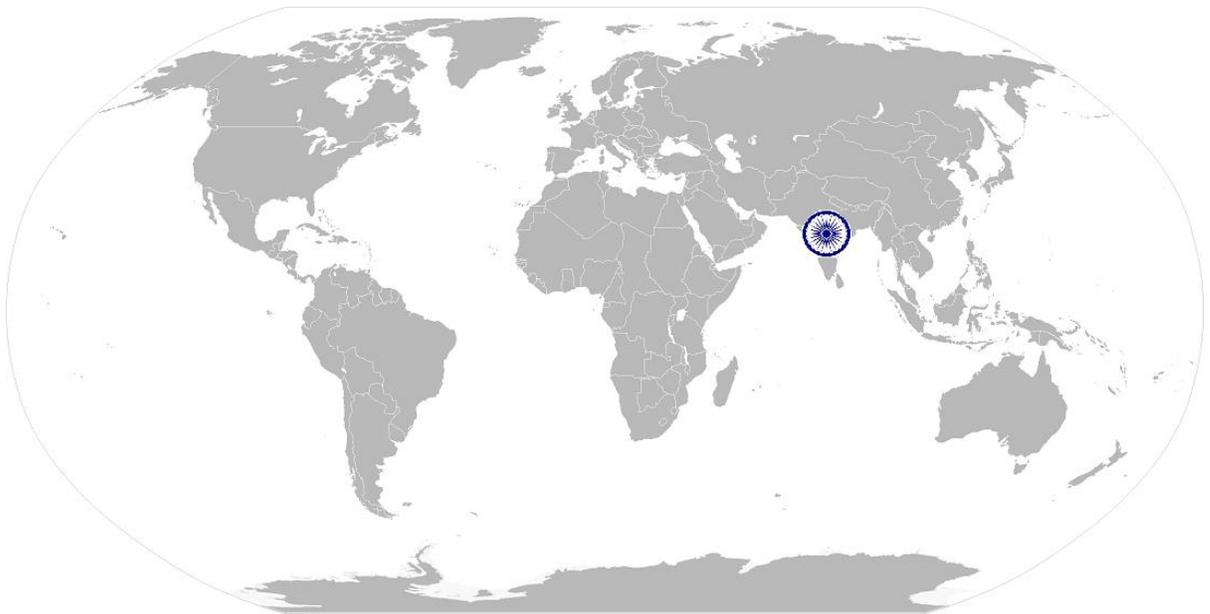
**G&J/N4701**

**Fix diamond in the pot**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N4701</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>20/05/13</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>

# National Occupational Standard



## Overview

This unit is about using the top dop-tang system and making the 32 top facets of a diamond by polishing it on the polishing wheel or scaife. The objective is to ensure: that the angles of the facets must be exact in order to maximize yield and capture brilliance, their sizes must be accurately symmetrical, and are as per planned dimensions.

**G&J/N4704**

**Make top facets on diamond**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N4704</b>
<b>Unit Title (Task)</b>	<b>Polish the top facets of the diamond</b>
<b>Description</b>	This OS unit is about creating 32 top facets on diamond in the proportion, symmetry and finish as per the planning or the objective fixed by the company
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Set up the polishing bench</li> <li>• Fix the diamond fixed in the dop in the top tang</li> <li>• Create the crown facets on the diamond</li> <li>• Perform quality check</li> <li>• Provide final finish to crown facets</li> <li>• Follow safety procedures at work</li> <li>• Report problems in time to avoid process disruptions</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Setting up the polishing bench and fixing dop in tang</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. fix the polishing mill using nuts and bolts</p> <p>PC2. level the machine to remove vibrations</p> <p>PC3. clean the scaife with non-greasy thinner or acetone</p> <p>PC4. remove all dust particles and oily substances</p> <p>PC5. fix the scaife on the bench</p> <p>PC6. level tang plate with the scaife</p> <p>PC7. level tang for polishing</p> <p>PC8. prepare scaife by applying diamond powder on its surface</p> <p>PC9. polish surface with coated rough or borty, until it turns brown/ black</p> <p>PC10. securely fix the top dop onto the tang</p> <p>PC11. check levelling</p> <p>PC12. set up the bench/mill without vibration and level all its parts correctly</p>
<b>Creating crown facets</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. understand the planning on the job sheet for the final finish of the diamond</p> <p>PC14. plan the work</p> <p>PC15. put the second gear on the tang and polish the first four facets in such a way that a perfect square is created</p> <p>PC16. after the first four facets are complete, then polish four main corner facets in such a way that a perfect octagon is created and all facets are equal in shape and size</p> <p>PC17. after creating eight main facets, put the tang into third gear to create 16 upper girdle facets</p> <p>PC18. after creating the upper girdle facets, put the tang into first gear to make the</p>

**G&J/N4704**

**Make top facets on diamond**

	<p>eight kite facets</p> <p>PC19. apply diamond dust to the scaife as per instructions</p> <p>PC20. improve speed of polishing while maintaining facet's proportion, symmetry and weight loss as per planning</p> <p>PC21. maintain symmetry and the required dimensions such as crown height, crown angle etc.</p>
<b>Performing regular quality check of polish</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC21. repeatedly check polish quality with the help of an eye glass</p> <p>PC22. check the proportion and symmetry of the facets using the proportion and symmetry analyser machine</p> <p>PC23. repair the facets to exactly match with the plan</p> <p>PC24. achieve accurate proportion and symmetry of the facets as per design requirement</p> <p>PC25. achieve finish and brilliance of the facets as planned</p> <p>PC26. remove all the inclusions while polishing as per plan</p> <p>PC27. achieve a cut grading up to the required standards</p> <p>PC28. accurately bag and label the diamonds before returning</p>
<b>Providing final finish to crown facets</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC29. give a final finish to the diamond to achieve maximum brilliance, once the exact faceting is done</p> <p>PC30. ensure there are no problems like extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions, etc.</p> <p>PC31. remove from the dye, clean the diamond and return to the issue department after labelling the job packet/ bag</p>
<b>Achieving productivity</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC32. achieve the productivity in terms of carats or number of pieces as per target set by the company</p> <p>PC33. achieve timely delivery for further processing</p>
<b>Controlling defects</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC21. avoid higher weight loss than planned</p> <p>PC22. ensure zero flaws due to faulty polishing</p> <p>PC23. minimize damage, weight loss and breakage</p> <p>PC24. repair a damaged stone</p>
<b>Following safety procedures</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC25. ensure safety while using the scaife</p> <p>PC26. ensure safety while setting up the polishing mill/bench</p> <p>PC27. ensure safety of the diamond while polishing</p>
<b>Reporting problems</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC28. identify and report technical problems with any part of the bench/ mill such as levelling, loose screws</p> <p>PC29. report planning defect</p> <p>PC30. report any damage while polishing</p>

**G&J/N4704**

**Make top facets on diamond**

	<p>PC31. inform about problems related to the machines and tools' wear and tear</p> <p>PC32. report any personal problems and those with other workers that may affect the work process</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>B. 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; incentives; delivery standards; safety practices and hazards; security and performance measurement</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> <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><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. blocking procedure of diamonds</p> <p>KB2. bruting and coning</p> <p>KB3. polishing process</p> <p>KB4. 4Cs of diamond (colour, cut, clarity and carat)</p> <p>KB5. use of various scopes in diamond processing</p> <p>KB6. stress (tension) of the diamond</p> <p>KB7. using proportion and symmetry analyzer machine</p> <p>KB8. geometry to understand the angles and symmetry</p> <p>KB9. direction of the tang and using the data system on the tang</p> <p>KB10. process of preparation of scaife</p> <p>KB11. level of fluorescence and its treatments</p> <p>KB12. repair work</p> <p>KB13. valuation of diamonds depending on different dimensions</p> <p>KB14. knowledge of assembly of different parts of the bench</p> <p>KB15. knowledge of levelling the scaife and plate</p> <p>KB16. knowledge of preparing the scaife for polishing</p> <p>KB17. knowledge of levelling the tang</p> <p>KB18. to know uses of different types of tools and materials for different purposes and end results</p> <p>KB19. to know how to maintain and prepare the tools as per job requirement</p> <p>KB20. to know potential work hazards, particularly, when using machine tools</p>
<b>Skills (S) [Optional]</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Basic reading and writing skills</b></p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to read descriptions on the job packets/ bags</p> <p>SA2. to read the dimensions specified by the proportion analyser machine</p>

**G&J/N4704**

**Make top facets on diamond**

	SA3. to document work done for status and performance appraisal
	<b>Calculation and geometry skills</b>
	The user/individual on the job needs to know and understand how: SA4. to understand angles and other dimension requirements and setting it on the tang for polishing SA5. to calculate the value of the diamond SA6. to check the leveling of the scaife, plate and the tang used
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how: SA7. to discuss task, schedules, and work-loads with co-workers and supervisors SA8. to understand instructions and report problems
	<b>Teamwork and multitasking</b>
	The user/individual on the job needs to know and understand how: SA9. to share work load as required SA10. to assist others who require help SA11. to share knowledge with co-workers SA12. to work with other people sharing the bench SA13. to work in other departments such as bottom polishing, girdle, handling the complete diamond
<b>B. Professional Skills</b>	<b>Reading design dimensions</b>
	The user/individual on the job needs to know and understand how: SB1. to work on dimensions mentioned on the job packet, in order to achieve perfect proportion and symmetry as required by design
	<b>Using tools and machines</b>
	The user/individual on the job needs to know and understand how: SB2. to use right tang, the correct level and direction to achieve the desired finish SB3. to use tools like eye glass to view the rough and other tools like spanner, hammer, allen key, etc. used to set up the bench SB4. to prepare and charge the scaife as required SB5. to maintain tools and machines used SB6. to work in a safe environment, i.e., without injuries
	<b>Diamond valuation</b>
	The user/individual on the job needs to know and understand how: SB7. to facet in order to yield maximum value for the finished diamond, where no design is provided
	<b>Reducing loss</b>
	The user/individual on the job needs to know and understand how: SB8. to handle diamonds with care SB9. to minimize damage or loss of any diamond during the polishing process SB10. to report diamond losses via documentation as per company policy SB11. to suggest improvements in order to reduce loss

**G&J/N4704**

**Make top facets on diamond**

	<b>Polishing technique</b>
	The user/individual on the job needs to know and understand how: SB12. to decide the direction of moving the tang for polishing SB13. the metric system on the tang works for setting exact angles SB14. to determine the extent of pressure to be applied while polishing
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how: SB15. to work for long hours in sitting position without health problems SB16. to minimise weight loss
	<b>Problem solving</b>
	The user/individual on the job needs to know and understand how: SB17. to rectify defects occurred
	<b>Planning skills</b>
	The user/individual on the job needs to know and understand how: SB18. to plan work for maximum productivity SB19. to plan the best cut to get maximum value from the diamond
	<b>Innovative thinking</b>
	The user/individual on the job needs to know and understand how: SB20. to devise new means of working to improve productivity or reduce efforts SB21. to suggest improvements in tools/machines for productivity or better quality
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how: SB22. to spot process disruptions and delays

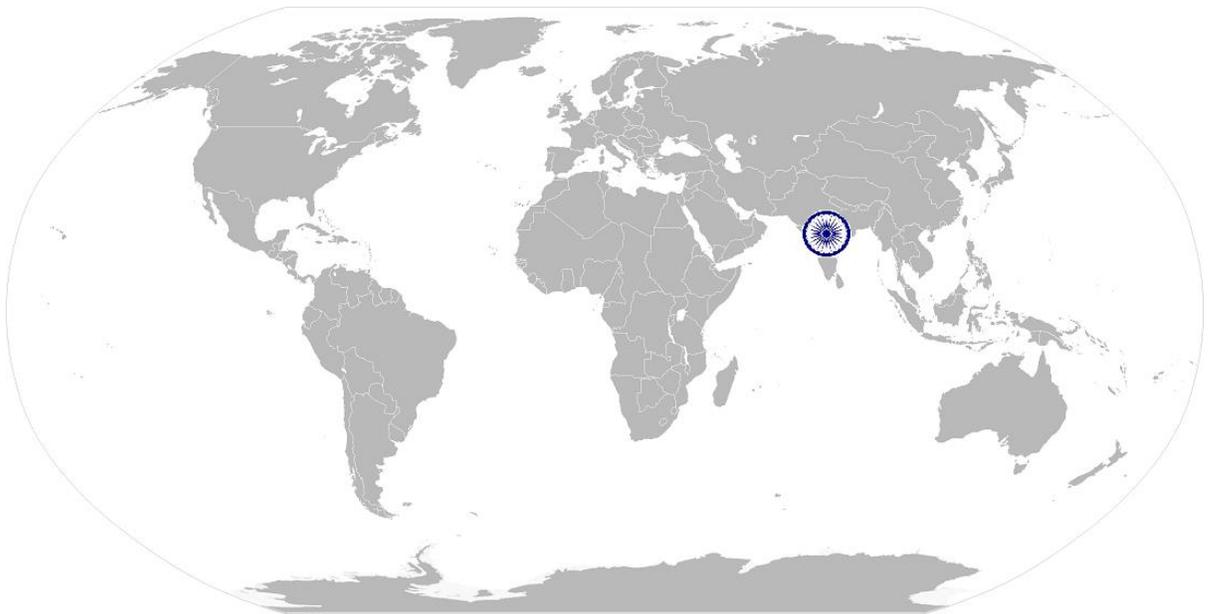
**G&J/N4704**

**Make top facets on diamond**

**NOS Version Control**

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<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>20/05/13</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>

# 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>	

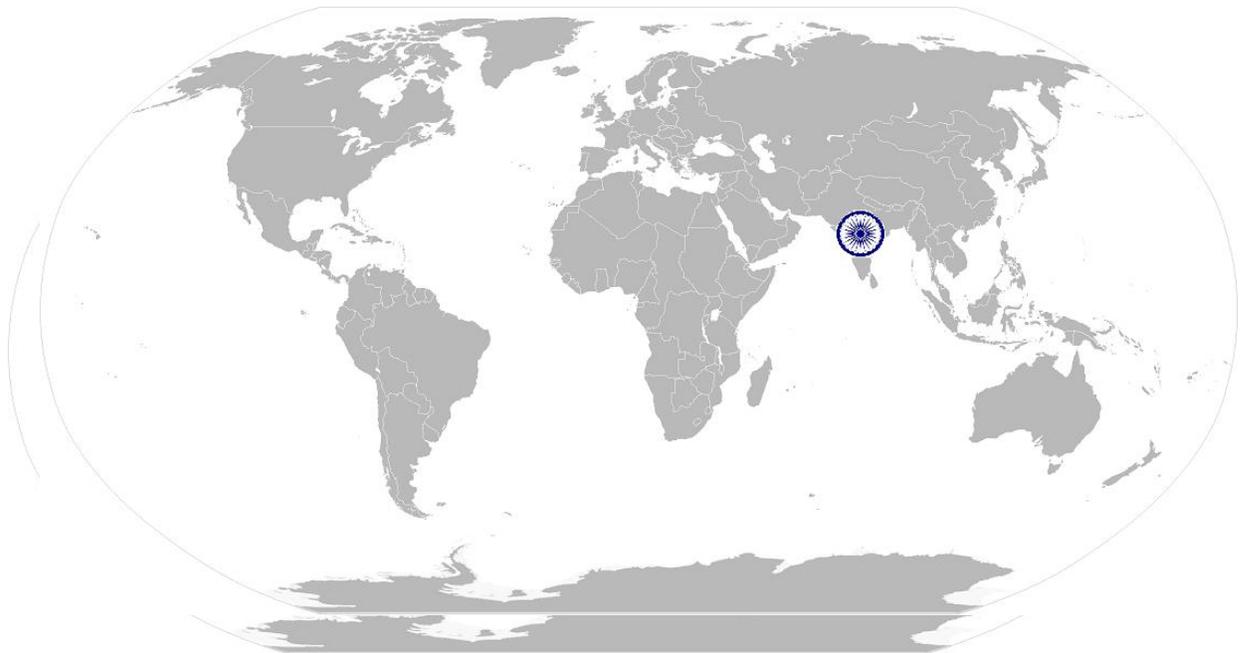
**G&J/N9930**

**Maintain IPR**

**NOS Version Control**

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<b>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>

# 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/N9931**

**Coordinate with team and superiors**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9931</b>
<b>Unit Title (Task)</b>	<b>Interact with colleagues and seniors</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards 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. comply with company policy and rule</p> <p>PC6. 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>PC7. work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC8. work with colleagues of other departments</p> <p>PC9. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC10. receive feedback from QC and rework in order to complete work on time</p> <p>PC11. put team over individual goals</p> <p>PC12. 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>
<b>B. Technical Knowledge</b>	<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>

**G&J/N9931**

**Coordinate with team and superiors**

<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Teamwork and some multitasking</b>
	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
<b>B. Professional Skills</b>	<b>Decision making</b>
	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
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand: SB3. how to improve work process
	<b>Critical thinking</b>
The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays	

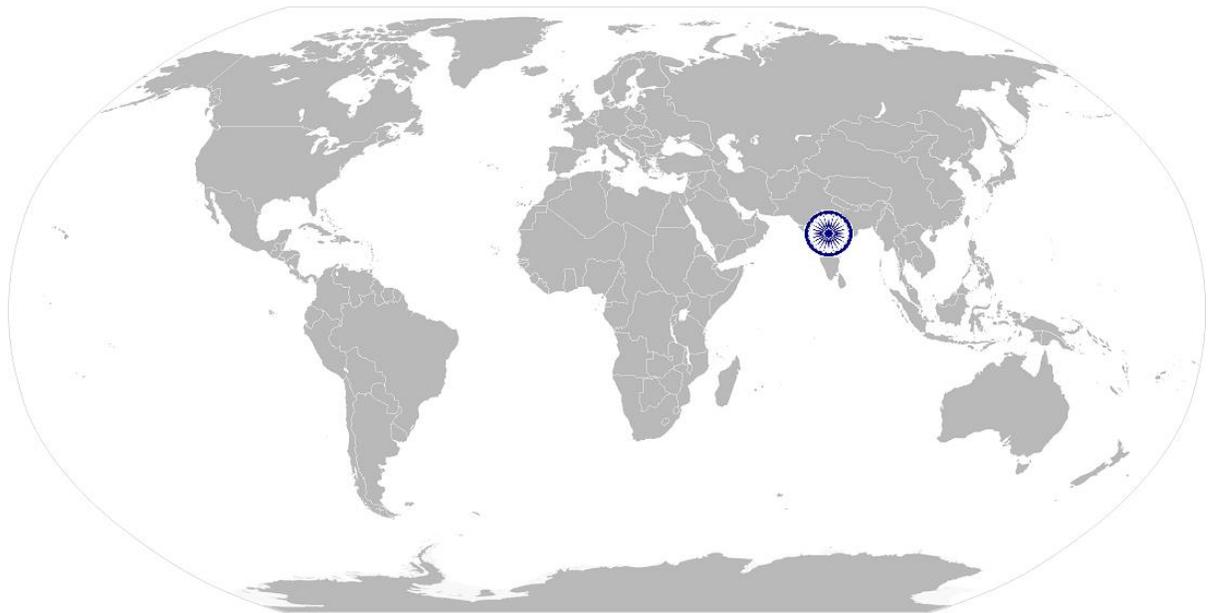
**G&J/N9931**

**Coordinate with team and superiors**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9931</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>

# 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>
<b>B. Technical Knowledge</b>	<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>

**G&J/N9933**

**Maintain safety**

	<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>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	The individual on the job needs to know and understand how: SA1. to effectively communicate the danger
<b>B. Professional Skills</b>	<b>Decision making</b>
	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. procedure for disposing of hazardous materials, safely and following environmental guidelines
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand how: SB4. to learn from past mistakes regarding use of hazardous machines, tools or chemicals
	<b>Critical thinking</b>
The individual on the job needs to know and understand: SB5. how to spot danger SB6. procedure to follow in the event of a fire or other hazard	

**G&J/N9933**

**Maintain safety**

## **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 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

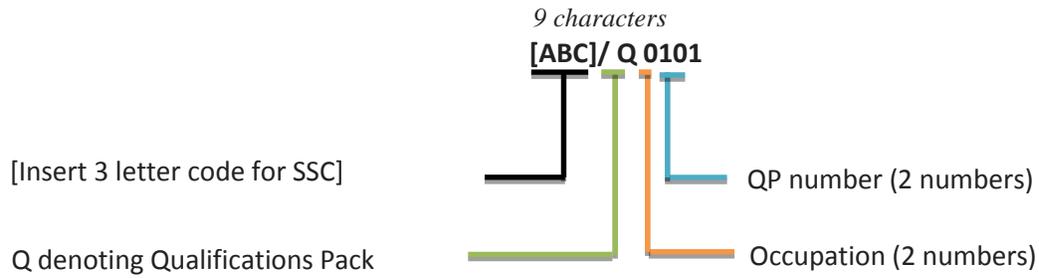
**Acronyms**

	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

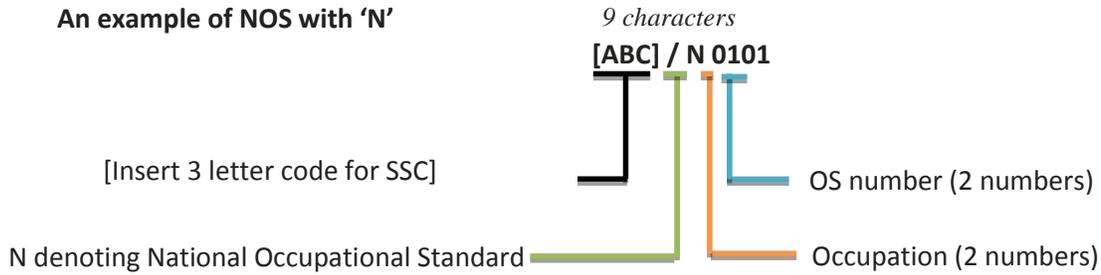
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### 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 <b>QP</b> or <b>NOS</b>	Q
Next two numbers	Occupation code	47
Next two numbers	OS number	07

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Top Polisher  
Qualification Pack Top Polisher  
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/N4701 Fix diamond in pot	Setting rough in the pot	PC1. accurately and securely fix diamond as per the polish required	2	6
		PC2. accurately align and level the diamond on the dop	2	6
	Productivity	PC3. achieve the productivity in terms of carats or number of pieces as set by the company	1	5
		PC4. timely delivery for further processing	1	5
	Controlling defects	PC5. ensure no damage to the diamond during fixing process	1	4
		PC6. ensure no breakage while placing the cover in the press	1	4
	<b>Sub Total</b>			<b>8</b>
2. G&J/N4704 Make top facets on diamond	Quality of Polish	PC1. accurate proportion and symmetry of the facets as per design requirement	1	5
		PC2. achieve finish and brilliance of the facets as planned	1	5
		PC3. remove all the inclusions while polishing as per plan	1	5
		PC4. set up the bench/mill without vibration and level all its parts correctly	1	4
		PC5. achieve a cut grading up to the required standards	1	4
		PC6. accurately bag and label the diamonds before returning	1	4
	Productivity	PC7. achieve the productivity in terms of carats or number of pieces as set by the company	1	3
		PC8. achieve timely delivery for further processing	0	2
	Controlling Defects	PC9. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions	0	2
		PC10. minimize damage, weight loss and breakage	0	2

CRITERIA FOR ASSESSMENT OF TRAINEES				
		PC11. repair a damaged stone	0	2
	Multitasking	PC12. work in other departments such as bottom polishing, girdle, handling the complete diamond	0	2
		<b>Sub Total</b>	<b>7</b>	<b>40</b>
3. G&J/N6001 Maintain IPR at work	Respecting IPR	PC1. spot plagiarism and report	0	1
		PC2. understand rationale of patents and IPR	0	1
		PC3. avoid being involved in IPR violations	0	1
		<b>Sub Total</b>	<b>0</b>	<b>3</b>
4. G&J/N6002 Coordinate with others	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	1	1
	Interactions with colleagues, customers and/or vendors	PC4. put team over individual goals	0	1
		PC5. resolve conflicts and multi-task	0	0
		<b>Sub Total</b>	<b>3</b>	<b>4</b>
5. 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	0	1
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	0	0
	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>2</b>	<b>3</b>
		<b>Total</b>	<b>20</b>	<b>80</b>

