

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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Contents

1. Introduction and Contact..... P1
2. Qualifications PackP2
3. OS Units..... P3
4. Glossary of Key Terms.....P20
5. Nomenclature of QP & NOS.....P22

Introduction

Qualifications Pack-Cleaver

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Rough cutting and sawing

REFERENCE ID: G&J/Q4405

ALIGNED TO: NCO-2004/7313.50

Cleaver: Also known as *Bhar Fatka* worker, a cleaver who cuts rough diamond into two pieces using manual force. Cleaving is a traditional role in the Indian diamond processing industry

Brief Job Description: The individual at work needs to cut the rough diamond into two pieces, for better value or the removal of impurities or irregularities without shattering it. The individual uses a second diamond or a laser, to carve a groove into the diamond along a plane of weakness. A steel blade is placed in the groove and a sharp blow is delivered with the hammer, which splits the stone.

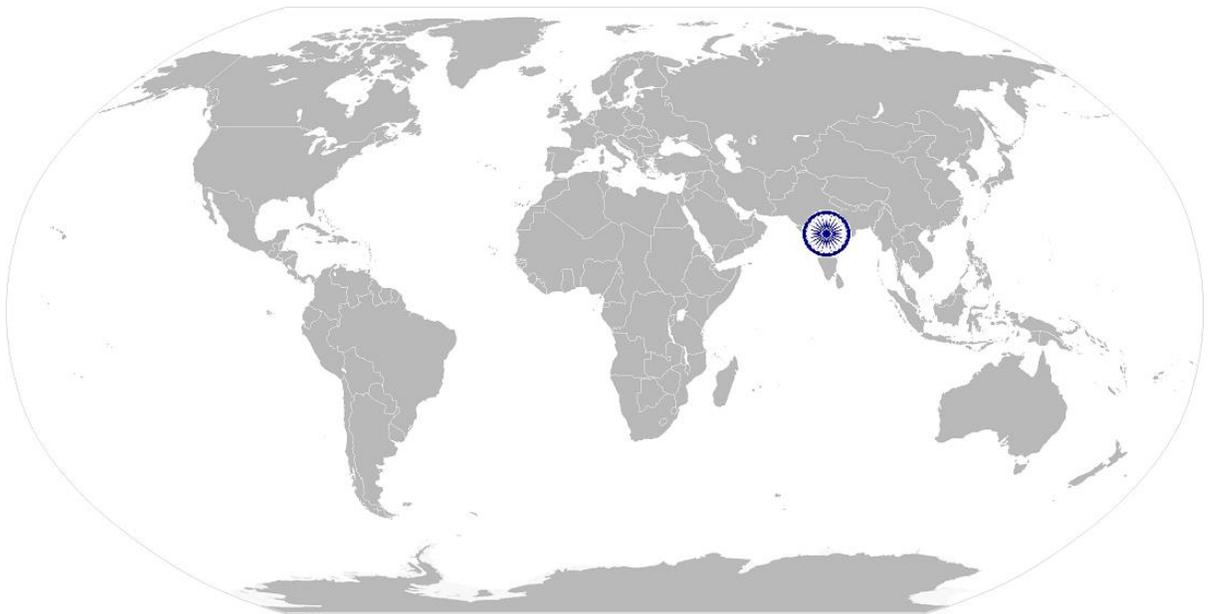
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands; powerful arms; ability to work for long hours in sitting position; high level of concentration; and a lot of patience.

Job Details

| | | | |
|--------------------------|--------------------|------------------|----------|
| Qualifications Pack Code | G&J/Q4405 | | |
| Job Role | Cleaver | | |
| Credits(NVEQF/NVQF/NSQF) | TBD | Version number | 1.0 |
| Sector | Gems & Jewellery | Drafted on | 31/05/13 |
| Sub-sector | Diamond Processing | Last reviewed on | 30/07/13 |
| Occupation | Diamond Planning | Next review date | 15/07/15 |

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|--|--|
| Job Role | Cleaver Also known as 'Bhar Fatka Worker' |
| Role Description | Cutting the rough diamond along the marking of the groove using a blade and striking by hammer, in order to remove inclusions and maximise yield, while ensuring minimum breakage |
| NVEQF/NVQF level | 3 |
| Minimum Educational Qualifications | Preferably 10 th Standard Passed |
| Maximum Educational Qualifications | |
| Training | Not Applicable |
| Experience | Not Applicable |
| Applicable National Occupational Standards (NOS) | <p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N4406 Cleave the rough diamond G&J/N9930 Maintain IPR G&J/N9931 Coordinate with team and superiors G&J/N9933 Maintain safety <p>Optional: Not applicable</p> |
| Performance Criteria | As described in the relevant OS units |

National Occupational Standard



Overview

This unit is about cutting the rough diamond into two pieces, using a steel blade placed in the groove that has been created using another diamond or laser, and delivering a sharp blow with the hammer, which splits the stone.

G&J/N4406

Cleave the rough diamond

National Occupational Standard

| | |
|--------------------------|---|
| Unit Code | G&J/N4406 |
| Unit Title (Task) | Cleave the rough diamond |
| Description | This OS unit is about cutting the rough diamond into pieces by manually applying force, as per the markings so that inclusions are removed and maximum yield is achieved |
| Scope | <p>This unit/task covers the following:</p> <p>Collect the rough diamond from the supervisor</p> <ul style="list-style-type: none"> match specifications such as shape, size, dimensions, etc., and marking of the fixed rough received as per those mentioned on the bag <p>Check the groove marking and create groove</p> <ul style="list-style-type: none"> check the groove marking, if it is appropriate for cleaving if no marking is provided, use own judgment for the best cut to maximise yield and minimize breakage and mark the groove into the diamond along a plane of weakness send for laser if laser groove is required or cut a groove along the line showing where the stone is to be cleaved, using another diamond as a cutting tool <p>Cleave the rough diamond</p> <ul style="list-style-type: none"> place the rough on a heavy and firm base place a blade / chisel in the groove created or the natural groove align the cutting blade with the marking on the rough before striking strike it hard along the grain of the diamond, with the hammer bag the cut pieces and label as per the company's procedure return to the supervisor for further processing <p>Return the uncut roughs if:</p> <ul style="list-style-type: none"> cleaving is not possible in the rough there is anticipated problem with the planned cut such that cleaving can lead to breakage <p>Follow safety procedures at work</p> <ul style="list-style-type: none"> ensure that no accidents take place while operating the sharp blade be careful while striking with the hammer <p>Report problems to Supervisor/reporting authority about:</p> <ul style="list-style-type: none"> impractical markings reasons for anticipated delays that may adversely affect delivery |

G&J/N4406

Cleave the rough diamond

| Performance Criteria(PC) w.r.t. the Scope | |
|---|--|
| Element | Performance Criteria |
| Quality of planning | To be competent, the user/individual on the job must be able to: PC1. accurately cut the roughs along the markings PC2. accurately judge placement of grooves for cutting, where no marking was provided PC3. accurately bag and label the roughs packet before returning |
| Productivity | To be competent, the user/individual on the job must be able to: PC4. achieve the productivity in terms of carats or number of pieces as set by the company PC5. timely delivery for further processing |
| Controlling defects | To be competent, the user/individual on the job must be able to: PC6. minimize damage, weight loss and breakage PC7. accurately assess the tension in the rough PC8. assess that the marking is correct for the cut required and will not damage the diamond |
| Knowledge and Understanding (K) | |
| A. Organizational Context (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 KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. issue return procedures followed by the company KA6. typical customer profile and market trends KA7. specialization area of the company (size, clarity, shape, quality, etc. of diamonds) KA8. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc. |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: KB1. shape, cut, clarity, carat, and physical characteristics of the diamond KB2. alignments for different cuts in a diamond KB3. tension in a diamond KB4. potential ways that may cause damage to a diamond KB5. potential work hazards, particularly, when using blade and hammer KB6. types of inclusions in a diamond KB7. other techniques of rough cutting KB8. use of various scopes in diamond processing KB9. geometry to understand the angles and symmetry KB10. repair work KB11. uses of different types of tools and materials for different purposes and end results KB12. how to maintain and prepare the tools as per job requirement |

G&J/N4406

Cleave the rough diamond

| Skills (S) [Optional] | |
|--|--|
| A. Core Skills/ Generic Skills | Basic reading and writing skills |
| | 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 |
| | Calculation and geometry skills |
| | The user/individual on the job needs to know and understand how: SA3. to count the number of pieces of a diamond SA4. to understand the structure of the diamond and identify plane of weakness |
| | Communication skills |
| | The user/individual on the job needs to know and understand how: SA5. to discuss task, schedules, and work-loads with co-workers and supervisors SA6. to understand instructions and report problems |
| | Teamwork and multitasking |
| | The user/individual on the job needs to know and understand how: SA7. to share work load as required SA8. to assist others who require help SA9. to share knowledge with co-workers |
| | B. Professional Skills |
| Understanding planning and marking | |
| The user/individual on the job needs to know and understand how: SB1. the diamond has to be cut along the marking in order to achieve the planned cut | |
| Using tools and machines | |
| The user/individual on the job needs to know and understand how: SB2. to work with blade and hammer SB3. to use tools like tweezers, eye glass, etc. to hold and view the diamond SB4. to maintain tools and machines used SB5. to work in a safe environment, i.e., without injuries | |
| Reducing loss | |
| The user/individual on the job needs to know and understand how: SB6. to handle diamonds with care SB7. to minimize damage or loss of any diamond during the cleaving process SB8. to report diamond losses via documentation as per company policy SB9. to suggest improvements in order to reduce loss | |
| Decision making | |
| The user/individual on the job needs to know and understand how: SB10. to decide if a particular rough must be cut along the marking provided SB11. to determine where the groove must be made, where no marking is provided SB12. to judge the amount of force needed to be applied | |
| Planning skills | |

G&J/N4406

Cleave the rough diamond

| | |
|--|---|
| | The user/individual on the job needs to know and understand how: SB13. to plan work for maximum productivity |
| | Analytical skills |
| | The user/individual on the job needs to know and understand how: SB14. to assess the accuracy of marking, sufficiency of the depth of the groove |
| | Reflective thinking |
| | The user/individual on the job needs to know and understand how: SB15. to work for long hours in a sitting position without health problems |
| | Critical thinking |
| The user/individual on the job needs to know and understand how: SB16. to spot process disruptions and delays | |

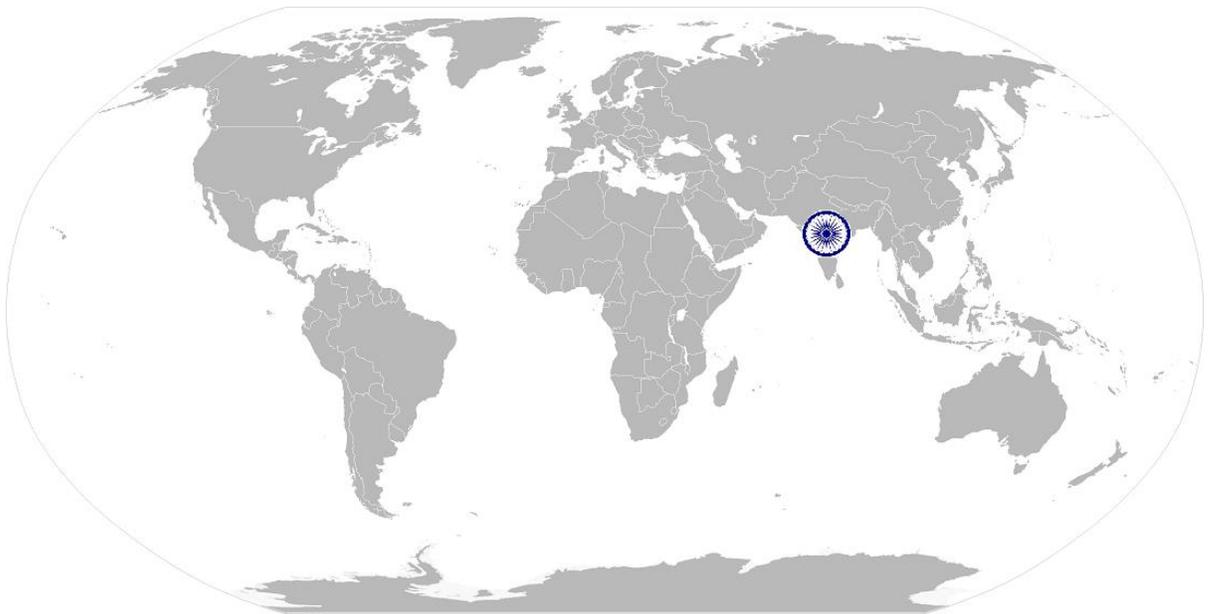
G&J/N4406

Cleave the rough diamond

NOS Version Control

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|--|-----------------------------|-------------------------|-----------------|
| NOS Code | G&J/N4406 | | |
| Credits(NVEQF/NVQF/NSQF) [OPTIONAL] | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 31/05/13 |
| Industry Sub-sector | Diamond Processing | Last reviewed on | 30/07/13 |
| | | Next review date | 15/07/15 |

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

| | |
|--|---|
| Unit Code | G&J/N9930 |
| Unit Title (Task) | Respect IPR of company |
| Description | This OS unit is about maintaining company's intellectual property |
| Scope | <p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> • prevent leak of new orders to competitors by reporting on time • prevent leak of the manufacturing processes or the policies followed by the company • be aware of any of company's product patents • report IPR violations observed in the market, to supervisor or company heads |
| 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. spot plagiarism and report</p> <p>PC2. understand rationale of patents and IPR</p> <p>PC3. 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 leaks</p> |
| B. Professional Skills | Decision making |
| | <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> |
| | Reflective thinking |
| | <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> |
| | Critical thinking |
| | <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> |

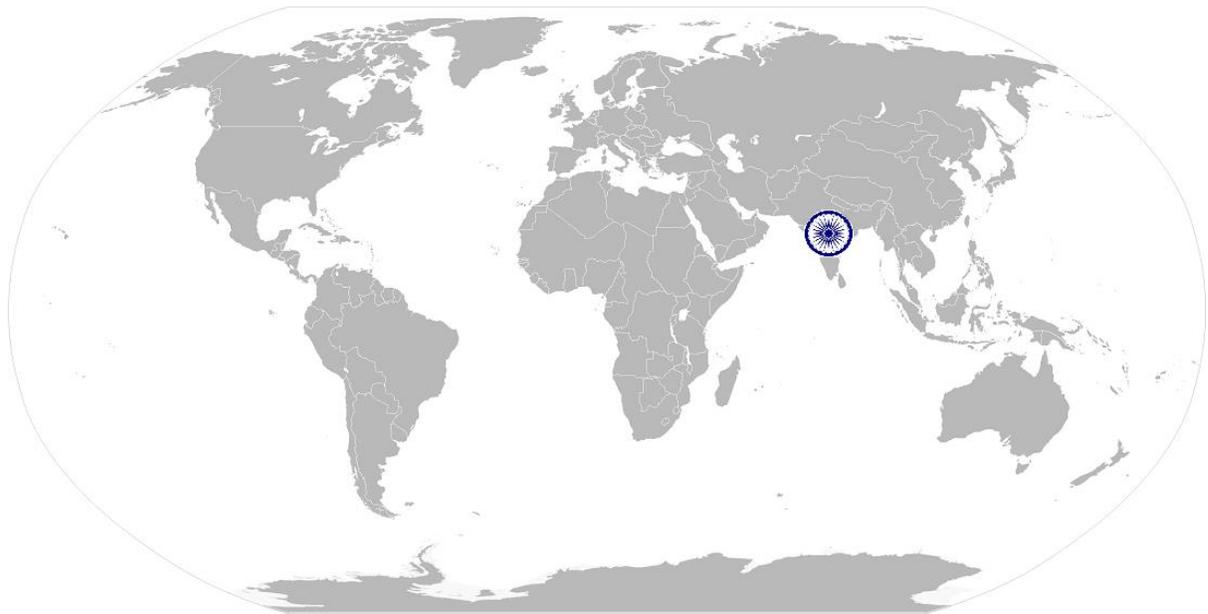
G&J/N9930

Maintain IPR

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|--|-----------------------------|-------------------------|-----------------|
| NOS Code | G&J/N9930 | | |
| Credits(NVEQF/NVQF/NSQF) [OPTIONAL] | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 31/05/13 |
| Industry Sub-sector | Diamond Processing | Last reviewed on | 30/07/13 |
| | | Next review date | 15/07/15 |

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

| | |
|---|--|
| Unit Code | G&J/N6002 |
| Unit Title (Task) | Interact with colleagues and seniors |
| Description | This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow |
| Scope | <p>This unit/task covers the following:</p> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> • receive work instructions and raw materials from reporting supervisor • communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate any potential hazards or expected process disruptions • handover completed work to supervisor <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> • work as a team with colleagues and share work as per their or own work load and skills • work with colleagues of other departments • communicate and discuss work flow related difficulties in order to find solutions with mutual agreement • receive feedback from QC and rework in order to complete work on time |
| Performance Criteria(PC) w.r.t. the Scope | |
| Element | Performance Criteria |
| Interaction with supervisor | To be competent, the user/individual on the job must be able to: PC1. understand the work output requirements PC2. comply with company policy and rule PC3. deliver quality work on time as required by reporting any anticipated reasons for delays |
| Interactions with colleagues and other departments | To be competent, the user/individual on the job must be able to: PC4. put team over individual goals PC5. conflicts resolution and multi-tasking |
| Knowledge and Understanding (K) | |
| A. Organizational Context (Knowledge of the company / organization and its processes) | The individual on the job needs to know and understand: KA1. company's policies on personnel management KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure |
| B. Technical Knowledge | The individual on the job needs to know and understand: KB1. how to communicate effectively KB2. how to build team coordination |

G&J/N9931

Coordinate with team and superiors

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

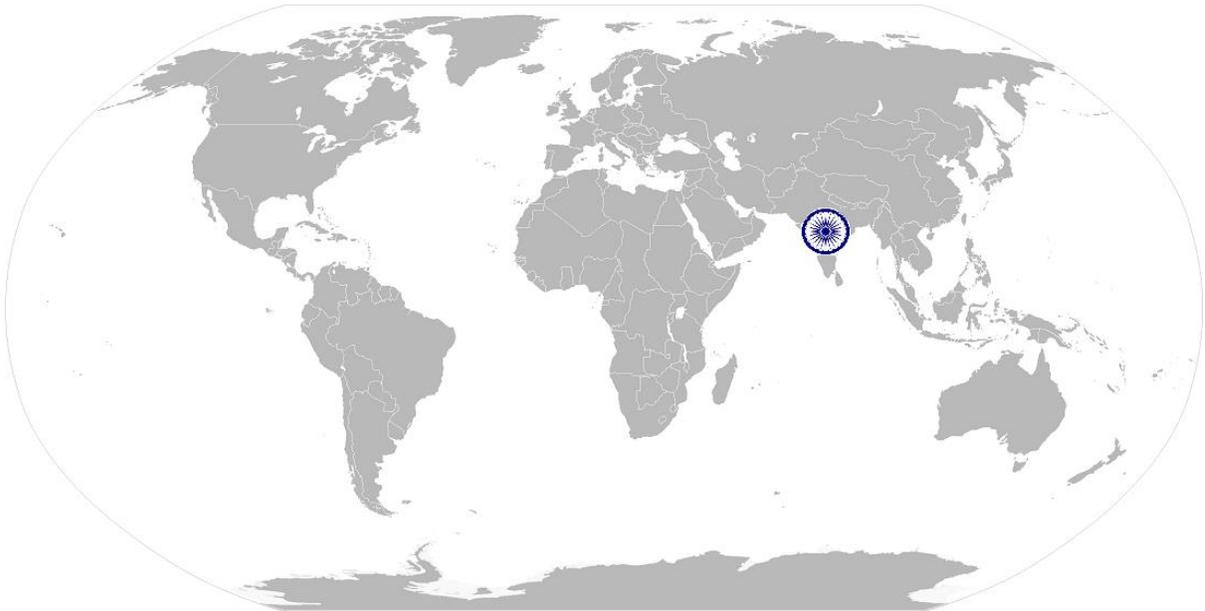
G&J/N9931

Coordinate with team and superiors

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|--|-----------------------------|-------------------------|-----------------|
| NOS Code | G&J/N9931 | | |
| Credits(NVEQF/NVQF/NSQF) [OPTIONAL] | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 31/05/13 |
| Industry Sub-sector | Diamond Processing | Last reviewed on | 30/07/13 |
| | | Next review date | 15/07/15 |

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

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|---|--|
| Unit Code | G&J/N6004 |
| Unit Title (Task) | Maintain safety at work |
| 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> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> to avoid accidents related to use of potentially dangerous chemicals, gases, sharp tools and hazards from machines like rotating scaife, lasers, heating ovens, etc. <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job <p>Understand the safety procedures followed by the company</p> <ul style="list-style-type: none"> such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> process flow improvements to reduce anticipated or repetitive hazards mishandling of tools, machines or hazardous materials electrical problems that could result in accident |
| Performance Criteria(PC) w.r.t. the Scope | |
| Element | Performance Criteria |
| Understanding of potential sources of accidents and communicating | To be competent, the user/individual on the job must be able to: PC1. spot and report potential hazards on time PC2. follow company policy and rules regarding hazardous materials PC3. deliver quality work on time as required by reporting any anticipated reasons for delays |
| Using safety gear | To be competent, the user/individual on the job must be able to: PC4. understand which safety gear must we used for a particular task |
| Understanding of safety procedures | To be competent, the user/individual on the job must be able to: PC5. understand and follow the evacuation procedure properly during a fire drill PC6. provide first aid to self or others in case of emergency |
| Knowledge and Understanding (K) | |
| A. Organizational Context (Knowledge of the company / organization and its processes) | The individual on the job needs to know and understand: 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 KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure |

G&J/N9933

Maintain safety

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| <p>B. Technical Knowledge</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>Skills (S) [Optional]</p> | |
| <p>A. Core Skills/ Generic Skills</p> | <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> |
| <p>B. Professional Skills</p> | <p>Decision making</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>Reflective thinking</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>Critical thinking</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> |

G&J/N9933

Maintain safety

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| NOS Code | G&J/N9933 | | |
| Credits(NVEQF/NVQF/NSQF) [OPTIONAL] | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 31/05/13 |
| Industry Sub-sector | Diamond Processing | Last reviewed on | 30/07/13 |
| | | Next review date | 15/07/15 |

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 |

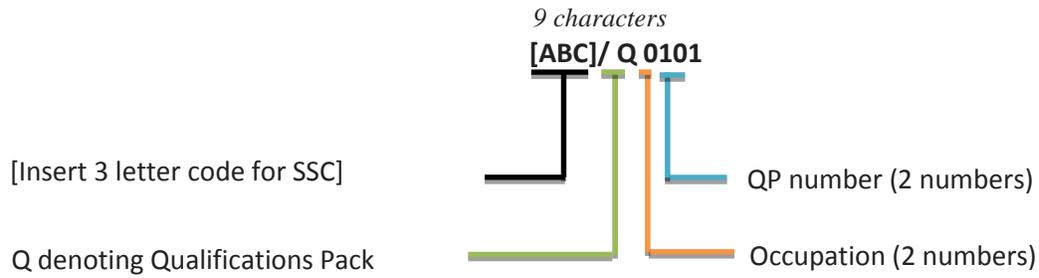
Acronyms

| | 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

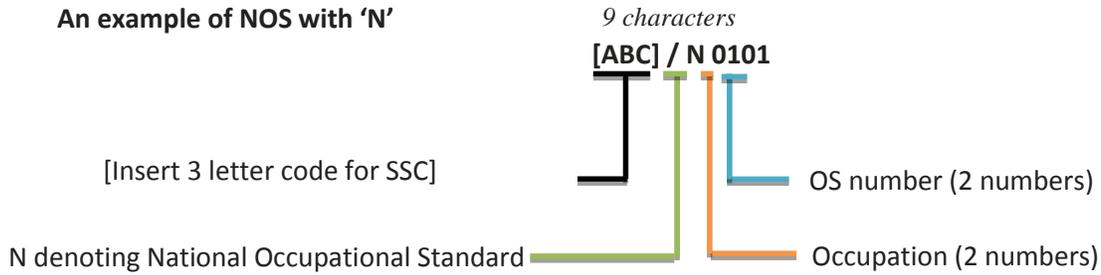
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

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

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

| Sequence | Description | Example |
|------------------|---------------------------------|---------|
| Three letters | Industry name | G&J |
| Slash | / | / |
| Next letter | Whether QP or NOS | Q |
| Next two numbers | Occupation code | 44 |
| Next two numbers | OS number | 04 |

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role - Cleaver

Qualification Pack Cleaver

Sector Skill Council
GEMS & JEWELLERY

Guidelines for Assessment:

1. To pass the Qualification Pack , every trainee should score a minimum of 50% in theory and 70% in practical assessments.

| | | Marks Allocation | |
|--|---|------------------|------------------|
| | | Theory | Skills Practical |
| G&J/N4406 This OS unit is about cutting the rough diamond into pieces by manually applying force, as per the markings so that inclusions are removed and maximum yield is achieved | PC1. accurately cut the roughs along the markings | 1 | 10 |
| | PC2. accurately judge placement of grooves for cutting, where no marking was provided | 1 | 10 |
| | PC3. accurately bag and label the roughs packet before returning | 1 | 9 |
| | PC4. achieve the productivity in terms of carats or number of pieces as set by the company | 1 | 9 |
| | PC5. timely delivery for further processing | 1 | 9 |
| | PC6. minimize damage, weight loss and breakage | 1 | 9 |
| | PC7. accurately asses the tension in the rough | 1 | 10 |
| | PC8. asses that the marking is correct for the cut required and will not damage the diamond | 1 | 9 |
| | | 8 | 75 |
| G&J/N9930 This OS unit is about maintaining company's intellectual property | 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 |
| | | 3 | 0 |
| G&J/N9931 This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow | PC1. understand the work output requirements | 1 | 0 |
| | PC2. comply with company policy and rule | 1 | 0 |
| | PC3. deliver quality work on time as required by reporting any anticipated reasons for delays | 0 | 2 |
| | PC4. put team over individual goals | 2 | 0 |
| | PC5. conflicts resolution and multi-tasking | 2 | 0 |
| | | 6 | 2 |
| G&J/N9933 This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job | PC1. spot and report potential hazards on time | 1 | 0 |
| | PC2. follow company policy and rules regarding hazardous materials | 1 | 0 |
| | PC3. deliver quality work on time as required by reporting any anticipated reasons for delays | 1 | 0 |
| | PC4. understand which safety gear must we used for a particular task | 0 | 1 |
| | PC5. understand and follow the evacuation procedure properly during a fire drill | 0 | 1 |

| | | | |
|--|---|-----|----|
| | PC6. provide first aid to self or others in case of emergency | 0 | 1 |
| | | 3 | 3 |
| | | 20 | 80 |
| | | 100 | |