

## 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

Contact Us:  
GJSCI, Mumbai

E-mail: [coo@gjsci.org](mailto:coo@gjsci.org)



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### Introduction

## Qualifications Pack-Symmetry Analyser Machine Operator

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Faceting and polishing

**REFERENCE ID:** G&J/Q4705

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

**Symmetry Analyser Machine Operator:** Also known as Operator, the symmetry analyser Machine Operator generates a diamond's cut report using the symmetry analyser machine.

**Brief Job Description:** Individuals working on this job use the symmetry analyser machine (e.g. Helium Polish, Sarin Dimension), computer and a printer to generate a report containing all the details of a diamond's cut which include crown angles, table percentage, facet angles, crown height percentage, girdle thickness percentage, pavilion depth percentage, etc. which help a polisher to check the dimensions and repair.

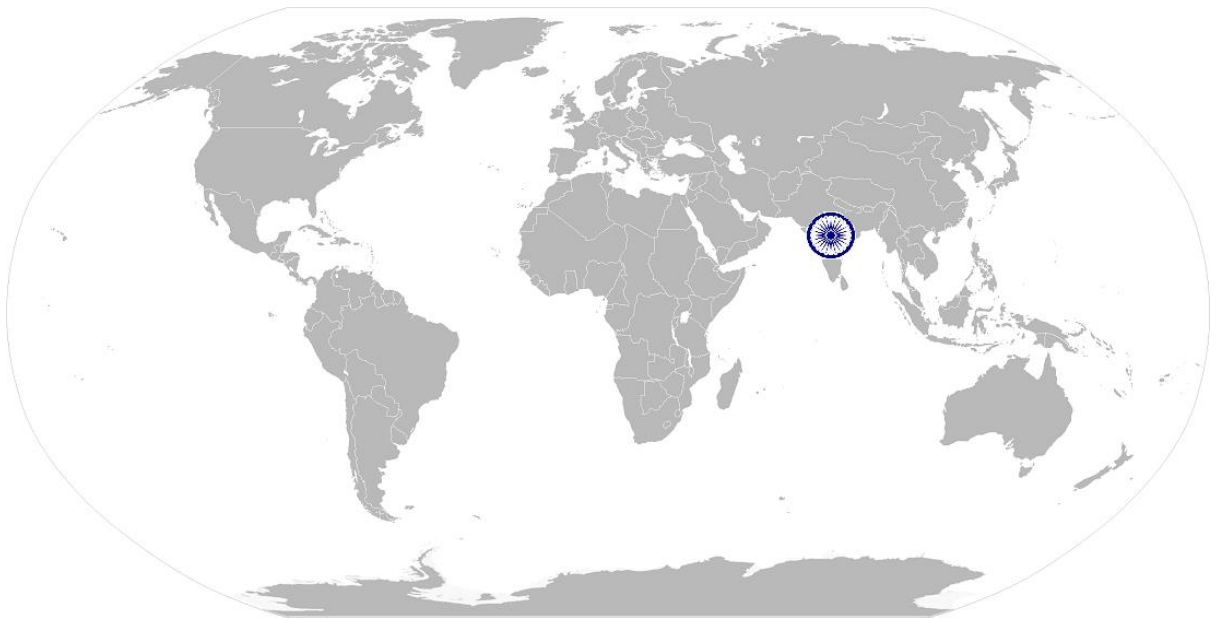
**Personal Attributes:** The job requires the individual to have: attention to details; ability to work for long hours in sitting position in front of a computer; and a lot of patience.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q4705</b>		
<b>Job Role</b>	<b>Symmetry Analyser Machine Operator</b>		
<b>Credits(NVEQF/NVQF/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>14/06/13</b>
<b>Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>30/07/15</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>15/07/15</b>

<b>Job Role</b>	<b>Symmetry Analyser Machine Operator</b> Also known as the 'Operator'
<b>Role Description</b>	Generating the cut report of a diamond using the symmetry analyser machine for a polisher to check dimensions and repair
<b>NVEQF/NVQF level</b>	2
<b>Minimum Educational Qualifications</b>	Preferably 10 <sup>th</sup> Standard Passed
<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/N4706 Generate the cut report</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 about using the symmetry and proportion analyser machine to scan the diamond and generate a report specifying the necessary cut dimensions, required for a polisher to check the quality of the polish and repair.

**G&J/N4706**

**Generate the cut report**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N4706</b>
<b>Unit Title (Task)</b>	<b>Generate the cut quality report using the symmetry analyser machine</b>
<b>Description</b>	This OS unit is about using the symmetry and proportion analyser machine to scan and generate a report with all the selected specifications of the cut
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Receive the diamond from the polisher</p> <ul style="list-style-type: none"> <li>understand the specifications of which section of the diamond need to be checked (crown, pavilion, girdle, complete diamond)</li> </ul> <p>Generate the cut report using the proportion and symmetry analyser machine</p> <ul style="list-style-type: none"> <li>place the diamond in the proportion and symmetry analyser machine</li> <li>start the scanning</li> <li>check the report generated on the screen</li> <li>select the necessary criteria as per the polish area to be checked, or as per the standard format followed by the company</li> <li>take a print of the cut report</li> </ul> <p>Return the diamond and the cut report to the polisher</p> <p>Perform a quality check</p> <ul style="list-style-type: none"> <li>ensure the report is printed properly</li> <li>check that there is paper and ink in the printer</li> <li>ensure that the diamond is placed properly for scanning</li> </ul> <p>Report problems about:</p> <ul style="list-style-type: none"> <li>computer/machine/software related problems</li> <li>printer and consumables related problem</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Quality of output</b>	To be competent, the user/individual on the job must be able to: PC1. accurately enter all the data in the computer PC2. accurately generate the report PC3. perform issue/return procedure smoothly
<b>Productivity</b>	To be competent, the user/individual on the job must be able to: PC4. rapidly generate the report
<b>Use of the symmetry analyser machine</b>	To be competent, the user/individual on the job must be able to: PC5. accurately place the diamond for scanning PC6. accurately select the criteria
<b>Damage control</b>	To be competent, the user/individual on the job must be able to: PC7. detect any problems with the scanner or the printer and make correction

**G&J/N4706**

**Generate the cut report**

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. working on the symmetry and proportion analyser machine KB2. Working on a computer and using a printer KB3. Basic dimensions of a diamond's cutting
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 computer SA2. to make entries on the computer SA3. to select criteria before printing
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how: SA4. to discuss task, schedules, and work-loads with co-workers and supervisors SA5. to understand instructions and report problems
	<b>B. Professional Skills</b>
	<b>Using tools and machines</b>
	The user/individual on the job needs to know and understand how: SB1. to work with a computer and a printer SB2. to use Symmetry and Proportion analyser machine like Helium Polish, Sarin Dimension, etc. SB3. to maintain tools and machines used
	<b>Plan and organize</b>
	The user/individual on the job needs to know and understand how: SB4. to plan and organize work in order to ensure accurate and timely process SB5. to organize multiple diamond to generate a report for all one after the other without any confusion
	<b>Problem solving</b>
	The user/individual on the job needs to know and understand how: SB6. to resolve minor problems while working on the computer SB7. to identify immediate or temporary solutions to avoid delays
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how: SB8. to spot process disruptions and delays

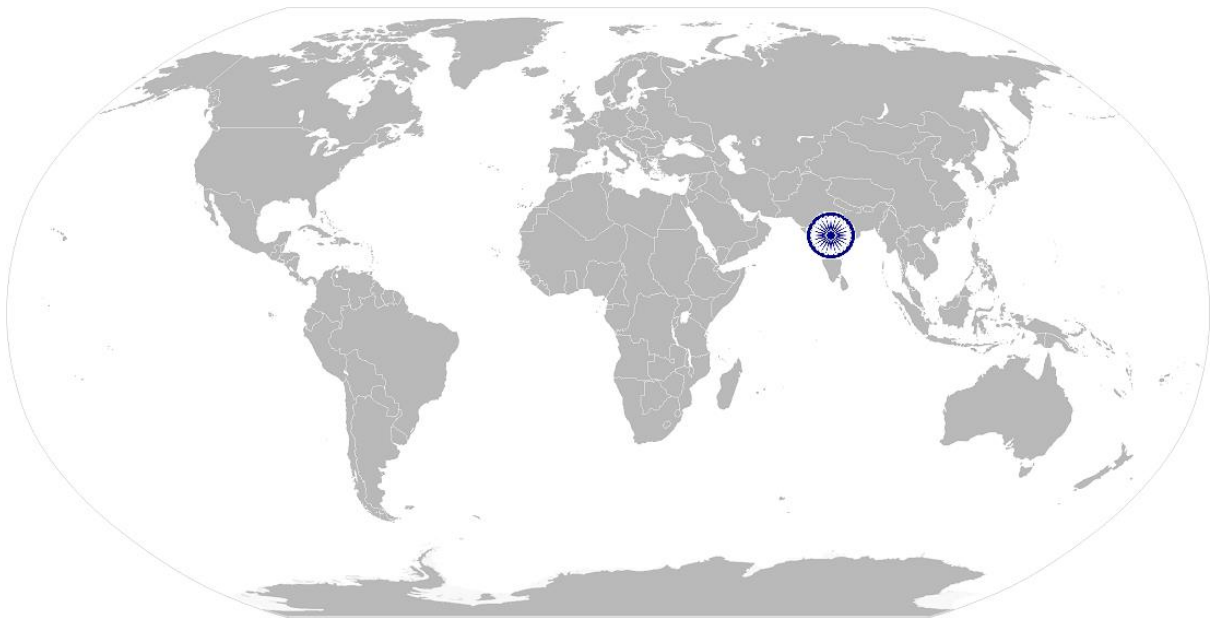
**G&J/N4706**

**Generate the cut report**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N4706</b>		
<b>Credits(NVEQF/NVQF/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>14/06/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>30/07/15</b>
		<b>Next review date</b>	<b>15/07/15</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>	



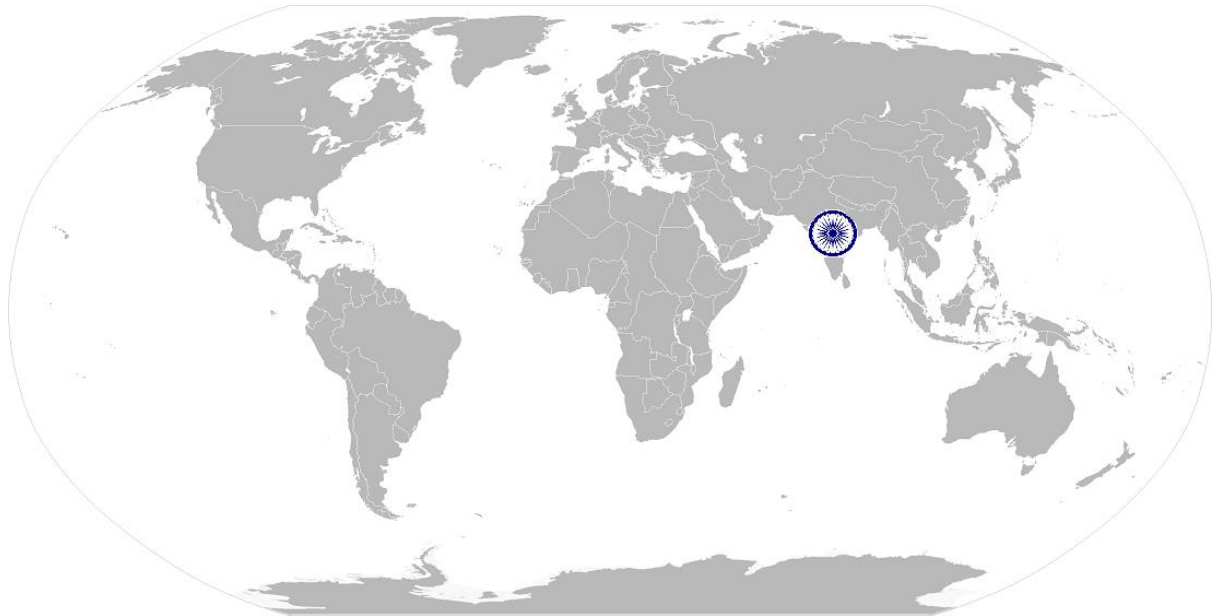
**G&J/N9930**

**Maintain IPR**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9930</b>		
<b>Credits(NVEQF/NVQF/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>30/07/15</b>
		<b>Next review date</b>	<b>15/07/15</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**

<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> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> <li>• receive work instructions and raw materials from reporting supervisor</li> <li>• communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>• communicate any potential hazards or expected process disruptions</li> <li>• handover completed work to supervisor</li> </ul> <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> <li>• work as a team with colleagues and share work as per their or own work load and skills</li> <li>• work with colleagues of other departments</li> <li>• communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>• receive feedback from QC and rework in order to complete work on time</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with supervisor</b>	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
<b>Interactions with colleagues and other departments</b>	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
<b>Knowledge and Understanding (K)</b>	
<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 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>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

**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	

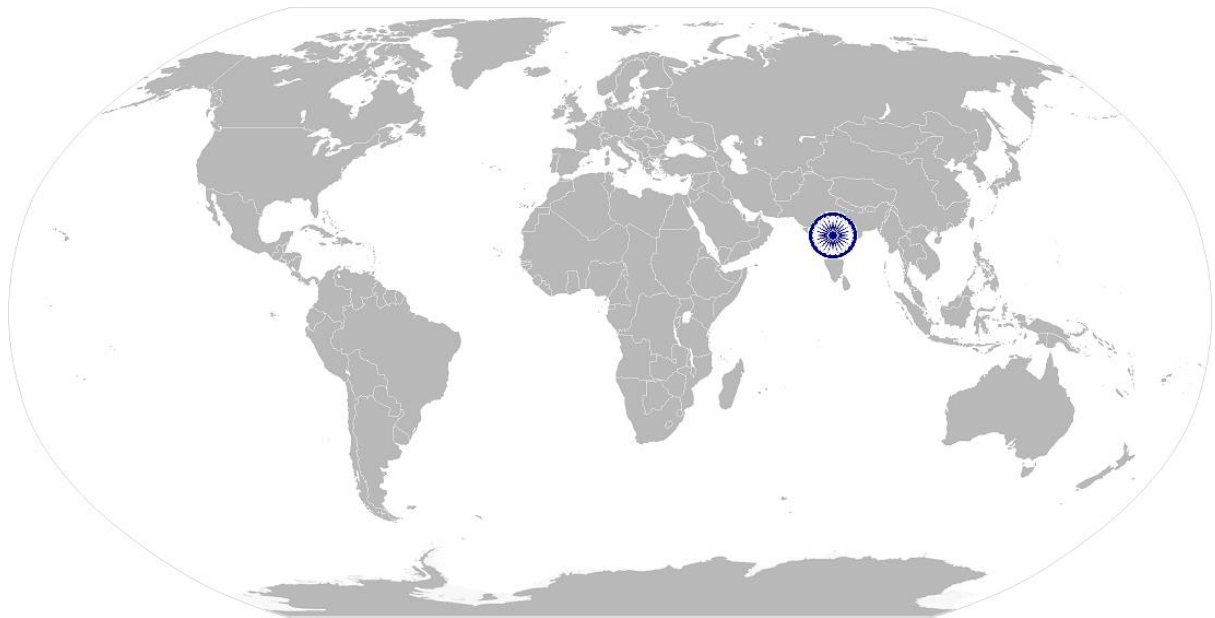
**G&J/N9931**

**Coordinate with team and superiors**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9931</b>		
<b>Credits(NVEQF/NVQF/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>14/06/13</b>
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		<b>Next review date</b>	<b>15/07/15</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**

<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> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> <li>to avoid accidents related to use of potentially dangerous chemicals, gases, sharp tools and hazards from machines like rotating scaife, lasers, heating ovens, etc.</li> </ul> <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> <li>wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job</li> </ul> <p>Understand the safety procedures followed by the company</p> <ul style="list-style-type: none"> <li>such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency</li> </ul> <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> <li>process flow improvements to reduce anticipated or repetitive hazards</li> <li>mishandling of tools, machines or hazardous materials</li> <li>electrical problems that could result in accident</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>	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
<b>Using safety gear</b>	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
<b>Understanding of safety procedures</b>	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
<b>Knowledge and Understanding (K)</b>	
<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 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**

<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>

**G&J/N9933**

**Maintain safety**

## **NOS Version Control**

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<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>30/07/15</b>
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**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

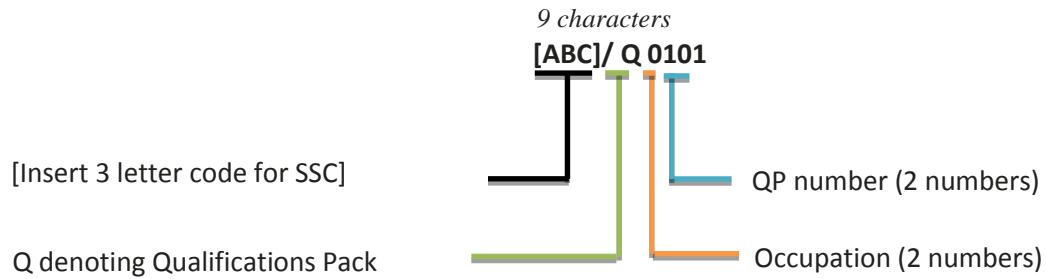
**Acronyms**

	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

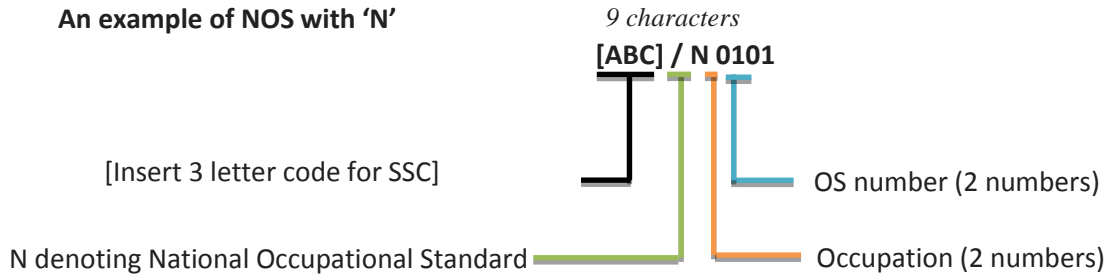
### Nomenclature for QP and NOS

#### 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	43
Next two numbers	OS number	03

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role - Symmetry Analyser Machine Operator  
Qualification Pack Symmetry Analyser Machine Operator  
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/N4706 This OS unit is about using the symmetry and proportion analyser machine to scan and generate a report with all the selected specifications of the cut	PC1. accurately enter all the data in the computer	2	13
	PC2. accurately generate the report	1	12
	PC3. perform issue/return procedure smoothly	1	10
	PC4. rapidly generate the report	1	10
	PC5. Accurately place the diamond for scanning	1	10
	PC6. accurately select the criteria	1	10
	PC7. detect any problems with the scanner or the printer and make correction	1	10
		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 emergence	0	1
		3	3
		20	80
		100	