Contents

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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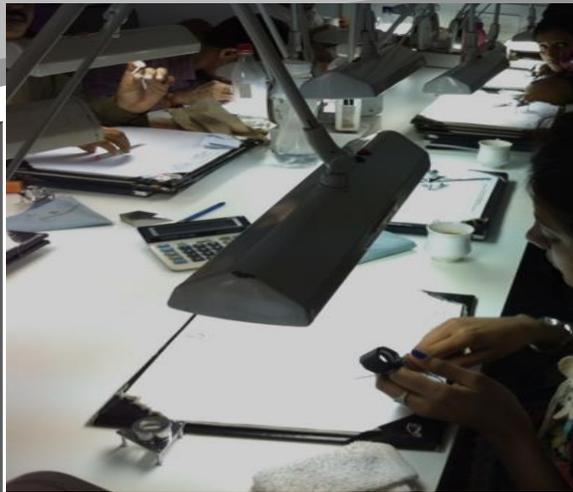
Introduction

Qualifications Pack-Final Assortment Supervisor

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Final assorting

REFERENCE ID: G&J/Q4901

ALIGNED TO: NCO-2004/ NIL

Final assortment supervisor: Also known as QC Supervisor or Grading Supervisor, the final assortment supervisor is in-charge running the day-to-day work flow and processes of the final assortment department.

Brief Job Description: The individual at work allocates work to subordinate workers, trains and educates them, instructs about the job to be performed on daily basis, checks quality of output, manages team and systems, carries out performance appraisal, ensures safety of the diamond, and interacts with other departments in order to produce lots of polished diamonds as per company's objectives and customer's requirement and delivers on time.

Personal Attributes: The job requires the individual to have: attention to details; good eyesight; no colour-blindness; steady hands and asharp mind to spot and correct errors. The individual must have ability to manage team and skills to improve quality of output of the team.

Qualifications Pack Code	G&J/Q4901		
Job Role	Final Assortment Supervisor		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems &Jewellery	Drafted on	23/07/13
Sub-sector	Diamond Processing	Last reviewed on	30/07/13
Occupation	Final Assorting	Next review date	15/07/15

Job Role	Final Assortment Supervisor Also known as 'QC Supervisor 'or 'Grading Supervisor'
Role Description	Monitoring the work of polished diamond assorters for the purpose of ensuring accurate assortment of the diamond as per 4Cs
NVEQF/NVQF level Minimum Educational Qualifications Maximum Educational Qualifications	5 Preferably 10th Standard Passed
Training	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. G&J/N4901 Supervise final assortment of diamonds 2. G&J/N9930 Maintain IPR 3. G&J/N9932 Coordinate with the team and others 4. G&J/N9933 Maintain safety **Optional:** Not applicable
Performance Criteria	As described in the relevant OS units

National Occupational Standard
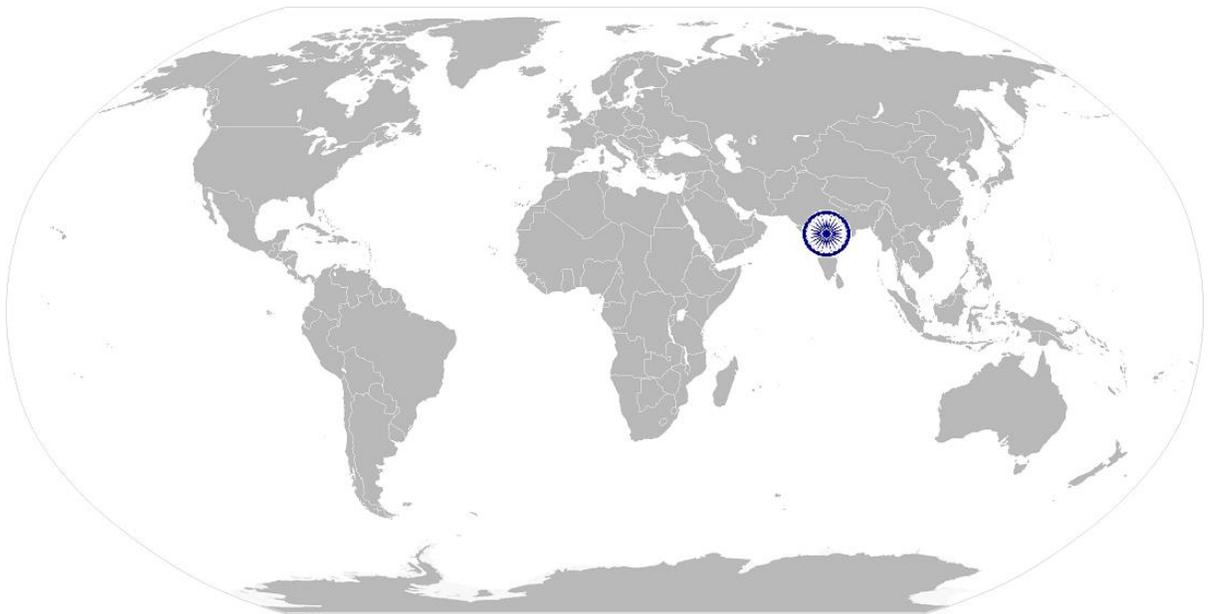
Overview

This unit is about supervising the final assortment by monitoring, instructing, educating and training the assorters in order to ensure accurate classification of the diamond as per 4Cs, on time, without any damage and loss. Dissemination of information and knowledge and management of work flow and team are important aspects of this job role.

Unit Code	G&J/N4901
Unit Title (Task)	**Supervise final assortment of diamonds**
Description	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of polished diamond assorters
Scope	This unit/task covers the following: Deliver the packet of diamonds to the assorter/sorter - match the stone type, weight and number as mentioned on the bag - allocate work to the assorters according to their work load and level of expertise, e.g., type of diamonds handled in the past, size and weight, type of assortment required - instruct about the delivery time and tools and machines to be used - educate about a new or different type of requirement - explain the hazards involved and precautions to be taken to avoid accidents or loss Monitor the work done by the assorter - describe the final outcome as desired by the customer or the company - point out the mistakes made by the assorter, like wrong way of holding the diamond in the tweezers, or in accurate placement of the diamond in the symmetry analyzer machine - ensure the assorter has cleaned the diamond before judging its parameters - instruct the assorter about the speed of work to ensure timely delivery - ensure that the assorters are in perfect health (i.e. do not have a cold) while assorting Perform quality check - ensure the work done by the assorter is complete and correct - ensure that all diamonds have been segregated accurately as per standards set by the company or GIA/IGI/HRD standards - check the cut rating using proportion and symmetry analyzer machine if needed Ensure safety and security - ensure that there is no damage to any team member or to a stone while using the machines and tools. - instruct the correct way of using machine and tools to avoid accidents - explain the hazards of dealing with different chemicals, machines and tools - ensure each team member follows proper safety procedures and wears safety gear as prescribes by the company - train the team members about maintenance of the machine tools and the way to organize the same Manage accounts of stones - match the diamond type, weight and number of diamonds received against those

National Occupational Standard

	handed over to assorter
	• ensure that there is no loss of stone by any team member during the entire assortment process
	• return bagged assorted diamonds to the manager
	Review the performance of the team members for performance appraisal
	Handle problems related to:
	• machine failures
	• tools shortage and their maintenance related issues
	• reasons for anticipated delays that may adversely affect delivery
	• mismatch in the number of diamonds
	• difficulty in grading or classifying a particular diamond (unclear characteristics of a diamond), etc.
	• workforce shortage
	• personal issues among workers
	• loss or damage to a diamond during assortment

Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Quality of output (assortment)	To be competent, the user/individual on the job must be able to: PC1. accurately measure the 4Cs of a diamond PC2. match his/her judgment with the grading given by GIA or other agencies PC3. deliver in time to next process PC4. complete work with no loss of diamonds
Productivity	To be competent, the user/individual on the job must be able to: PC5. achieve the productivity in terms of carats or number of pieces as set by the company
Allocating work	To be competent, the user/individual on the job must be able to: PC6. accurately assess the assorter's capabilities and work load in order to distribute work for maximum productivity PC7. Accurately describethe job at hand to the assorter PC8. instruct about precautions to be taken to deliver the job at hand as planned PC9. clearly define delivery schedule and work output requirements PC10. anticipate and be alert about any disruptions and assorter's capabilities
Problems handling	To be competent, the user/individual on the job must be able to: PC11. resolve problems related to machine and tools to deliver on time PC12. resolve problems related to workers and their productivity PC13. encourage workers to achieve higher productivity PC14. rectify faulty assortment
Controlling defects	To be competent, the user/individual on the job must be able to: PC15. ensure there is no loss or damage to the diamond while assortment
Process Compliances	To be competent, the user/individual on the job must be able to: PC16. comply with relevant legislation, standards, policies and procedures

G&J/N4901   **Supervise final assortment of diamonds**

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; personnel management; delivery standards; safety practices and procedures; customer orientation; performance measurement and incentive policies 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. KA9. management of worker, quality and productivity KA10. conflict resolution and problem solving
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. identification of a diamond KB2. difference between a natural or a treated diamond KB3. measuring 4Cs of a diamond KB4. grading standards followed by GIA, IGI and HRD KB5. gauging and sieving KB6. use of various scopes in diamond processing KB7. fluorescence in a diamond and its effect KB8. use of symmetry analyzer machine and computer KB9. accounting of stones and documentation KB10. team management
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Reading and writing skills**
	The user/individual on the job needs to know and understand how: SA1. to read the manuals defining different standards as specified by GIA, etc. SA2. to read descriptions on the diamond packets/ bags SA3. to document work flow, quality standards and outcomes as per company policy SA4. to read company rules/compliance documents required to complete the work
	Calculation and geometry skills
	The user/individual on the job needs to know and understand how: SA5. to count the number of diamonds SA6. to measure the proportions of the diamond and calculate different ratios and percentages, e.g. table ratio, pavilion ratio, etc. SA7. to calculate the approximate value of the diamond

	Communication skills
	The user/individual on the job needs to know and understand how: SA8. to discuss task, schedules, and work-loads with team members, co-workers, manager and other supervisors SA9. to give instructions to the team members about the assortment required SA10. to give appropriate instructions and feedback to different levels of assorters under his supervision SA11. to educate about safety and work hazards SA12. to train on loss avoidance, productivity and correct steps to follow on the job SA13. to inform about IPR issues pertaining to the company and detecting violations SA14. to resolve inter-personal conflicts between workers and co-workers
	Team management skills
	The user/individual on the job needs to know and understand how: SA15. to distribute work equitably and according to seniority and experience of worker SA16. to encourage workers to share workload and deliver on time SA17. to assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA18. to appraise based on company's standards and workers' performance SA19. to encourage workers to update and work on new technologies
B. Professional Skills	**Using tools and machines**
	The user/individual on the job needs to know and understand how: SB1. to work with the tools and machines used in assorting process such as weighing scale, UV Box, microscope, gauge, sieve, loupe/eye glass, tripod/table loupe, tweezers and scoop SB2. to maintain tools and machines used SB3. to use technology such as computer and symmetry and proportion analyzer machine with printer for accuracy and efficient working SB4. to adjust lighting to view the diamonds clearly SB5. to work in a safe environment, i.e., without injuries
	Planning skills
	The user/individual on the job needs to know and understand how: SB6. to plan work for of the team members according to work load and immediate delivery commitments
	Decision making skills
	The user/individual on the job needs to know and understand how: SB7. to decide what work must be assigned to which assorter
	Reducing loss
	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 sorting process SB10. to report diamond losses via documentation as per company policy SB11. to suggest improvements in order to reduce loss

	Diamond valuation skills
	The user/individual on the job needs to know and understand how: SB12. to estimate an approximate value of the diamond
	Analytical thinking

	The user/individual on the job needs to know and understand how:
	  SB13. to assess the 4Cs of the diamond, analyzing various aspects of its dimensions, based on knowledge of grading standards and experience
	  SB14. to assess the accuracy of the work done by the assorter

	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

NOS Version Control

NOS Code	G&J/N4901		
Credits(NVEQF/NVQF/NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Industry	Gems &Jewellery	Drafted on	23/07/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

National Occupational Standard
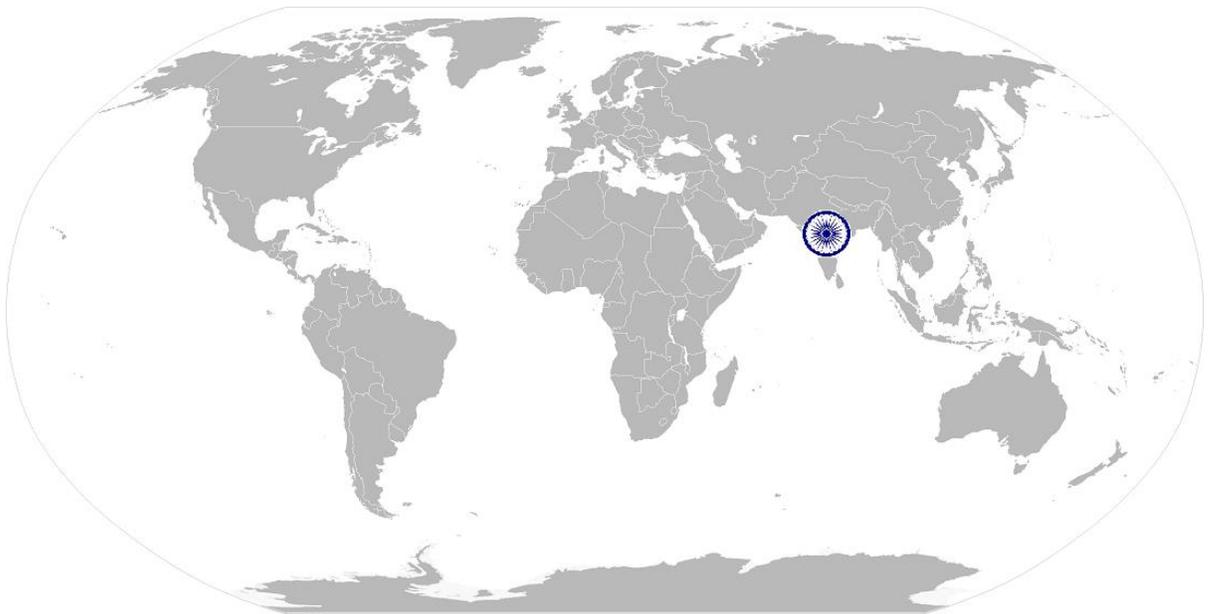
Overview

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	This unit/task covers the following: Protect company's Intellectual Property Rights (IPR) • 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	To be competent, the user/individual on the job must be able to: PC1. spot plagiarism and report PC2. understand rationale of patents and IPR PC3. avoid being involved in IPR violations

Knowledge and Understanding (K)	
A. Organizational Context	The individual on the job needs to know and understand: KA1. company's policies on IPR, plagiarism and order leaks KA2. company's patented products KA3. market trends and company's unique product range KA4. reporting structure
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. basics of patents and IPR laws KB2. how IPR protection is important for competitiveness of a company

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Communication skills**
	The user/individual on the job needs to know and understand how: SA1. to effectively communicate any observed IPR violations or leaks
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand when and how: SB2. to report sources of IPR violations
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB3. to learn from past mistakes and report IPR violations on time
	Critical thinking
	The user/individual on the job needs to know and understand how: SB4. to spot signs of violations and alert authorities in time

NOS Version Control

NOS Code	G&J/N9930		
Credits(NVEQF/NVQF/NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Industry	Gems &Jewellery	Drafted on	23/07/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
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National Occupational Standard
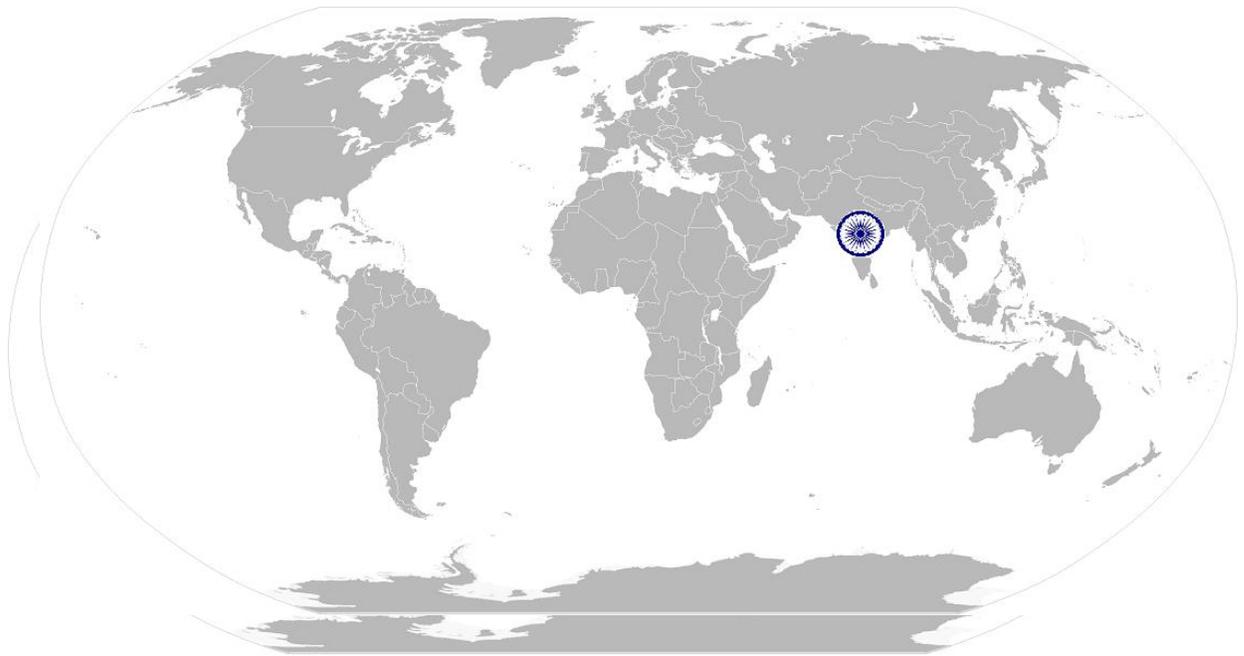
Overview

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

National Occupational Standard

Unit Code	G&J/N9932
Unit Title (Task)	Coordinate with team members (subordinates), colleagues and seniors
Description	This OS unit is about communicating with subordinates, colleagues and seniors in order to maintain smooth and hazards free work flow
Scope	This unit/task covers the following: Interact with subordinates (team members) to: • give work instructions to the team members • receive communication from team members about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • instruct about the delivery time, tools and machines, and consumables to be used and quality requirements • educate about a new requirements/objectives of the company • train about using and maintenance of machines and tools • communicate any potential hazards or safety measures to be followed • listen to various problems reported by the team members and provide solution • quality check completed work from the team member and give feedback Interact with superiors to: • receive work instructions and feedback from reporting manager or other senior • communicate to reporting superior about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate to reporting superior about employee management, i.e., shortages or performance related • communicate any potential hazards or expected process disruptions • re-work based on feedback provided by superior on product, process and people • handover completed work to superior Interact with colleagues within and outside the department to: • 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 an 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 subordinates	To be competent, the user/individual on the job must be able to: PC1. clearly communicate instructions and work requirements PC2. understand the problems

Interaction with superior	To be competent, the user/individual on the job must be able to: PC3. understand the work output requirements PC4. understand company policy and rule PC5. 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: PC6. put team over individual goals PC7. resolve conflicts and multitask

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 at each stage; incentives; delivery standards; safety and hazards; integrity and IPR; and personnel management KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. typical customer profile and market trends
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. how to communicate effectively KB2. how to build team coordination KB3. how to manage work flow and personnel KB4. how to motivate team members

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Teamwork and multitasking**
	The individual on the job needs to know and understand how: SA1. to motivate team members to deliver right quality output on time SA2. to communicate for the purpose of: training, resolving problems related to machines or personnel, giving specific instructions and driving work
B. Professional Skills	**Decision making**
	The individual on the job needs to know and understand: SB1. how to report and address potential areas of disruptions to work process SB2. when to report to superior and when to deal with a colleague depending on the type of concern SB3. how the product has to be processed for giving accurate instructions to team members
	Reflective thinking
	The individual on the job needs to know and understand: SB4. how to improve work processes for greater output SB5. how to resolve inter-personal conflicts among workers and departments
	Critical thinking
	The individual on the job needs to know and understand: SB1. how to spot process disruptions and delays SB2. how to allocate work for optimum output of required quality and quantity

NOS Version Control

NOS Code	G&J/N9932		
Credits(NVEQF/NVQF/NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Industry	Gems &Jewellery	Drafted on	27/07/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
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National Occupational Standard
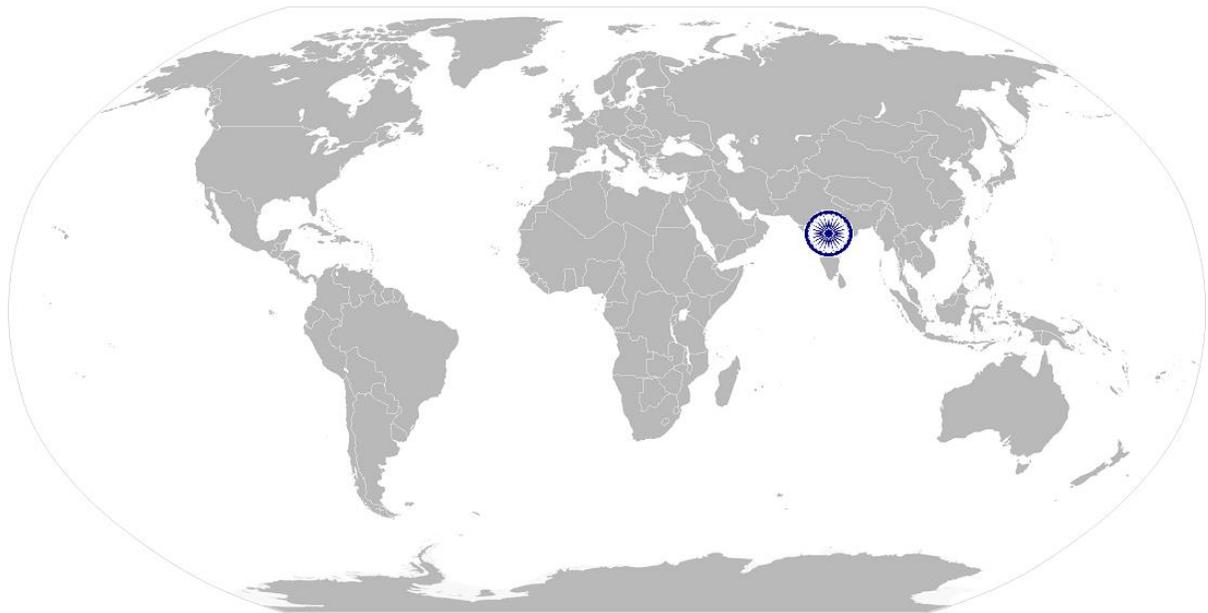
Overview

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**

Unit Code	G&J/N9933
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	This unit/task covers the following: Understand potential sources of accidents • to avoid accidents related to use of potentially dangerous chemicals, gases, sharp tools and hazards from machines like rotating scaife, lasers, heating ovens, etc. Use safety gear to avoid accidents • wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job Understand the safety procedures followed by the company • such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency Communicate to reporting supervisor about: • 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

National Occupational Standard

B. Technical Knowledge	The individual on the job needs to know and understand:
	KB1. how different chemicals react and what could be the danger from them
	KB2. how to use machines and tools without causing bodily harm
	KB3. fire safety education
	KB4. first aid execution
	KB5. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy

Skills (S) [Optional]	
A. **Core Skills/** **Generic Skills**	**Communication skills**
	The individual on the job needs to know and understand how:
	SA1. to effectively communicate the danger
B. **Professional Skills**	**Decision making**
	The individual on the job needs to know and understand:
	SB1. importance of reporting potential sources of danger
	SB2. appropriate actions to be taken in the event of an accident
	SB3. procedure for disposing of hazardous materials, safely and following environmental guidelines
	Reflective thinking
	The individual on the job needs to know and understand how:
	SB4. to learn from past mistakes regarding use of hazardous machines, tools or chemicals
	Critical thinking
	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

NOS Version Control

NOS Code	G&J/N9933		
Credits(NVEQF/NVQF/NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Industry	Gems &Jewellery	Drafted on	27/07/13
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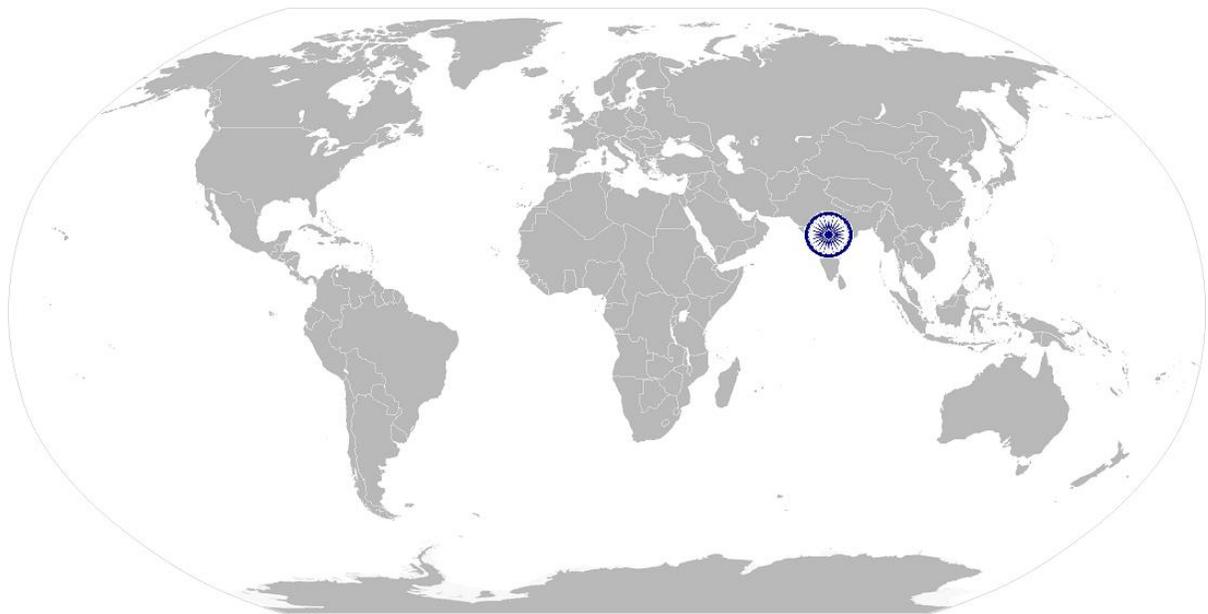
| Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish

	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

Acronyms

Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters

[ABC]/ Q 0101

[Insert 3 letter code for SSC]

Q denoting Qualifications Pack

QP number (2 numbers)

Occupation (2 numbers)
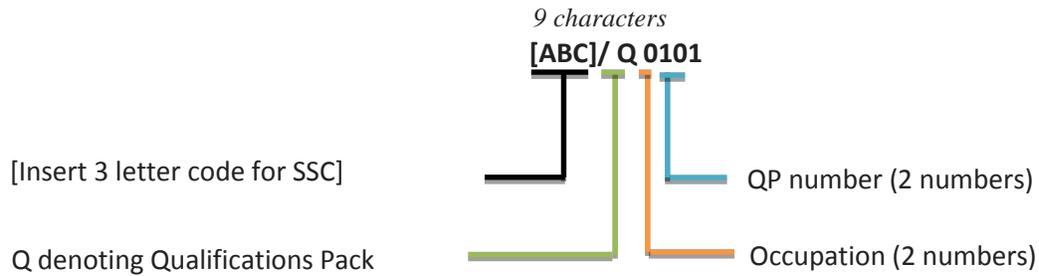
Occupational Standard

An example of NOS with 'N'

9 characters

[ABC] / N 0101

[Insert 3 letter code for SSC]

N denoting National Occupational Standard

OS number (2 numbers)

Occupation (2 numbers)
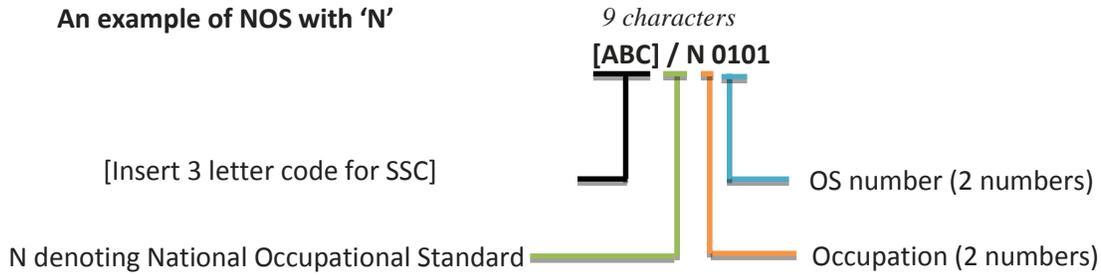
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The following acronyms/codes have been used in the nomenclature above:

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 **Q**P or **N**OS	Q
Next two numbers	Occupation code	49
Next two numbers	OS number	09

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role	- Final Assortment Supervisor
Qualification Pack	Final Assortment Supervisor
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/N4901 This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of polished diamond assorters	PC1. accurately measure the 4Cs of a diamond	1	8
	PC2. match his/her judgment with the grading given by GIA or other agencies	1	7
	PC3. deliver in time to next process	0	5
	PC4. complete work with no loss of diamonds	0	5
	PC5. achieve the productivity in terms of carats or number of pieces as set by the company	0	5
	PC6. accurately assess the assorter's capabilities and work load in order to distribute work for maximum productivity	0	4
	PC7. Accurately describethe job at hand to the assorter	1	4
	PC8. instruct about precautions to be taken to deliver the job at hand as planned	1	5
	PC9. clearly define delivery schedule and work output requirements	1	4
	PC10. anticipate and be alert about any disruptions and assorter's capabilities	0	4
	PC11. resolve problems related to machine and tools to deliver on time	0	4
	PC12. resolve problems related to workers and their productivity	0	4
	PC13. encourage workers to achieve higher productivity	1	4

	PC14. rectify faulty assortment	1	4
	PC15. ensure there is no loss or damage to the diamond while assortment	0	4
	PC16. comply with relevant legislation, standards, policies and procedures	1	4
		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/N9932 This OS unit is about communicating with subordinates, colleagues and seniors in order to maintain smooth and hazards free work flow	PC1. clearly communicate instructions and work requirements	1	0
	PC2. understand the problems	1	0
	PC3. understand the work output requirements	1	0
	PC4. understand company policy and rule	1	0
	PC5. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
	PC6. put team over individual goals	1	0

	PC7. resolve conflicts and multitask	1	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	