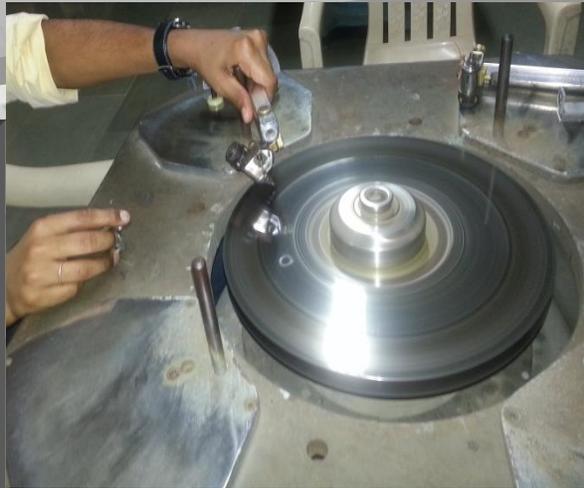


QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



Contents

1. Introduction and Contact..... P1
2. Qualifications PackP2
3. OS Units..... P3
4. Glossary of Key Terms.....P21
5. Nomenclature of QP & NOS.....P23

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@gjsi.org



Introduction

Qualifications Pack- Table Cutter

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Blocking

REFERENCE ID: G&J/Q4604

ALIGNED TO: NCO-2004/ NIL

Table Cutter: Also known as Table Polisher, a table cutter creates the biggest and the most important facet of a diamond.

Brief Job Description: The individual on the job works with table dop-tang system and make the first, biggest and the most important facet of a diamond by polishing it on the polishing wheel or scaife in order to yield maximum brilliance and symmetry. It is very important to polish the table accurately as it is only through this facet that the light of the diamond can be seen.

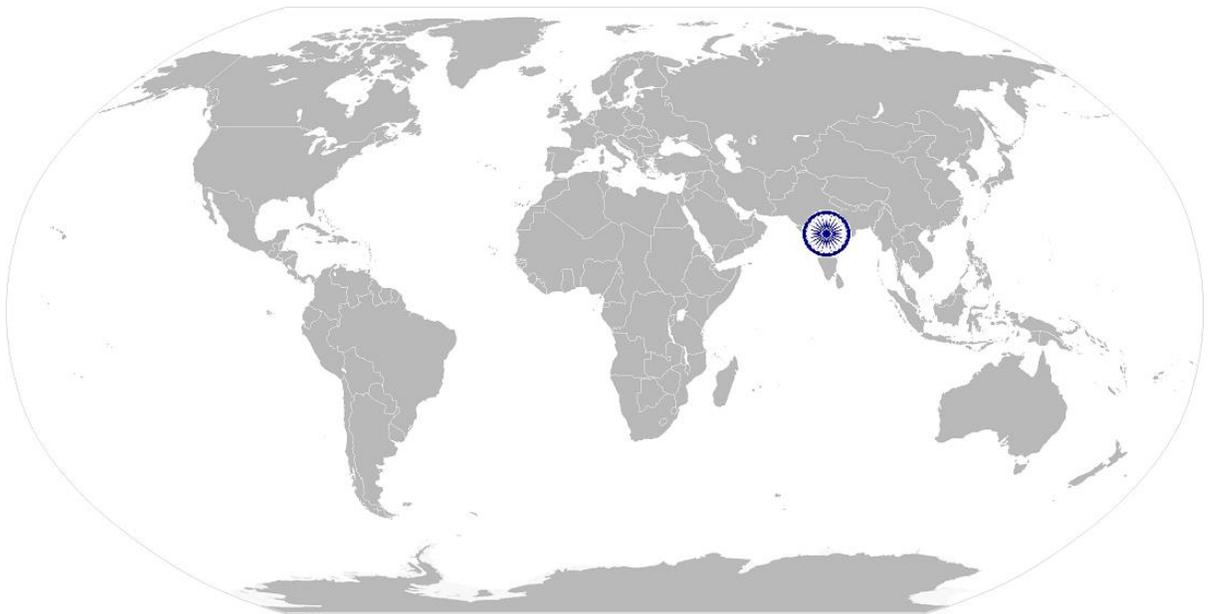
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team; ability to work for long hours in sitting position on a bench or the floor; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4604		
Job Role	Table Cutter		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	29/05/13
Sub-sector	Diamond Processing	Last reviewed on	30/07/13
Occupation	Blocking	Next review date	15/07/15

Job Role	Table Cutter Also known as 'Table Polisher'
Role Description	Creating and polishing the top most single biggest facet of a diamond as per plan, while maintaining symmetry, maximising yield and capturing its brilliance
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/N4603 Polish the table of the 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 using the table dop-tang system and making the single biggest facet of a diamond by polishing it on the polishing wheel or scaife. The objective is to ensure: that the table ratio is ideal and it is perfectly horizontal in order to capture brilliance, its size must be as per planned dimensions.

G&J/N4603

Polish the table of the diamond

National Occupational Standard

Unit Code	G&J/N4603
Unit Title (Task)	Polish the table facet of the diamond
Description	This OS unit is about creating top most, biggest and the most important facet on diamond in the proportion, symmetry and finish as per the planning or the objective fixed by the company
Scope	<p>This unit/task covers the following:</p> <p>Set up the polishing bench</p> <ul style="list-style-type: none"> • fix the polishing mill using nuts and bolts • level the machine to remove vibrations • clean the scaife with non-greasy thinner or acetone • remove all dust particles and oily substances • fix the scaife on the bench • level tang plate with the scaife • level tang for polishing • prepare scaife by applying diamond powder on its surface <p>Fix the die in the table tang and then fix the bruited diamond</p> <ul style="list-style-type: none"> • select the die/pot according to the size of the diamond • fix the die on to the tang, with the help of the nail which is a part of the tang • fix the diamond, table side up and bottom side down in the die • ensure 75% of the bottom is inside the pot • ensure that the nails are on the girdle • level the girdle, parallel to the surface of the pot <p>Cut and polish the table on diamond</p> <ul style="list-style-type: none"> • understand the planning on the job sheet for the final finish of the diamond • plan the work • use the table tang on the scaife to polish the table • size of the table must be as per plan (ideal, not too spread or too small) • ensure proportional space is left for the crown facets • ensure that the table does not slope to one side • improve speed of polishing while maintaining facet's proportion, symmetry and weight loss as per planning • maintain the required dimensions like, crown height, table ratio, etc. as per plan <p>Perform quality check</p> <ul style="list-style-type: none"> • repeatedly check polish with the help of an eye glass • on completion, check the proportion and symmetry of the facets using the proportion and symmetry analyzer machine • as per the results of the machine, repair the table to match the planning exactly <p>Provide final finish to the table</p>

G&J/N4603

Polish the table of the diamond

	<ul style="list-style-type: none"> once the exact faceting is done, give a final finish to the diamond to achieve maximum brilliance ensure there are no problems like nicks, scratches, polish lines, burn marks, abrasions, etc. remove from the dye, clean the diamond and return to the issue department after labelling the job packet/ bag <p>Follow safety procedures at work</p> <ul style="list-style-type: none"> ensure safety while using the scaife ensure safety of the diamond while table cutting <p>Report problems about:</p> <ul style="list-style-type: none"> technical problems with any part of the bench/ mill such as levelling, loose screws planning defect higher weight loss than planned damage while polishing problems related to the machines and tools' wear and tear personal problems and those with other workers
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of Output	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. achieve accurate table ratio as per design requirement</p> <p>PC2. achieve a perfectly horizontal table</p> <p>PC3. achieve accurate finish and brilliance of the table as per plan</p> <p>PC4. remove all the inclusions as per plan</p> <p>PC5. set up the bench/mill without vibration and level all its parts correctly</p> <p>PC6. accurately bag and label the diamonds before returning</p>
Productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC8. achieve timely delivery for further processing</p>
Controlling Defects	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions</p> <p>PC10. ensure no slope to the table</p> <p>PC11. minimize damage, weight loss and breakage</p> <p>PC12. repair a damaged stone</p>

G&J/N4603

Polish the table of the diamond

Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> 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 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.
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. blocking procedure of diamonds KB2. bruting and coning KB3. polishing process KB4. 4Cs of diamond (colour, cut, clarity and carat) KB5. use of various scopes in diamond processing KB6. stress (tension) of the diamond KB7. using proportion and symmetry analyzer machine KB8. geometry to understand the angles and symmetry KB9. process of preparation of scaife KB10. level of fluorescence and its treatments KB11. types of diamond inclusions KB12. repair work KB13. valuation of diamonds depending on different dimensions KB14. assembly of different parts of the bench KB15. levelling the scaife and plate KB16. preparing the scaife for polishing KB17. levelling the tang KB18. fixing diamond on the die and fixing the die on the tang KB19. to know uses of different types of tools and materials for different purposes and end results KB20. to know how to maintain and prepare the tools as per job requirement KB21. to know potential work hazards, particularly, when using machine tools
Skills (S) [Optional]	
<p>A. Core Skills/ Generic Skills</p>	<p>Basic reading and writing skills</p>
	<p>The user/individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SA1. to read descriptions on the job packets/ bags SA2. to read the dimensions specified by the proportion analyser machine SA3. to document work done for status and performance appraisal

G&J/N4603

Polish the table of the diamond

	Calculation and geometry skills
	The user/individual on the job needs to know and understand how: SA4. to understand angles and other dimension requirements and setting it on the tang for polishing SA5. to calculate the value of the diamond SA6. to check the levelling of the scaife, plate and the tang used
	Communication skills
	The user/individual on the job needs to know and understand how: SA7. to discuss task, schedules, and work-loads with co-workers and supervisors SA8. to understand instructions and report problems
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how: SA9. to share work load as required SA10. to assist others who require help SA11. to share knowledge with co-workers SA12. to work with other people sharing the bench
B. Professional Skills	Reading design dimensions
	The user/individual on the job needs to know and understand how: SB1. to work on dimensions mentioned on the job packet, in order to achieve perfect proportion and symmetry as required by design
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB2. to use right dop as per size of the diamond SB3. to use right tang, and level it correctly to achieve the finish as per design SB4. to prepare and charge the scaife as required SB5. to maintain tools and machines used SB6. to work in a safe environment, i.e., without injuries
	Diamond valuation
	The user/individual on the job needs to know and understand how: SB7. to facet in order to yield maximum value for the finished diamond, where no design is provided
	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 polishing process SB10. to report diamond losses via documentation as per company policy SB11. to suggest improvements in order to reduce loss
	Polishing technique
	The user/individual on the job needs to know and understand how: SB12. to decide the direction of moving the tang for polishing SB13. to determine the extent of pressure to be applied while polishing

G&J/N4603

Polish the table of the diamond

	Reflective thinking
	The user/individual on the job needs to know and understand how: SB14. to work for long hours in sitting position without health problems SB15. to minimise weight loss
	Problem solving
	The user/individual on the job needs to know and understand how: SB16. to rectify defects occurred
	Planning skills
	The user/individual on the job needs to know and understand how: SB17. to plan work for maximum productivity SB18. to plan the best cut to get maximum value from the diamond
	Innovative thinking
	The user/individual on the job needs to know and understand how: SB19. to devise new means of working to improve productivity or reduce efforts SB20. to suggest improvements in tools/machines for productivity or better quality
	Critical thinking
	The user/individual on the job needs to know and understand how: SB21. to spot process disruptions and delays

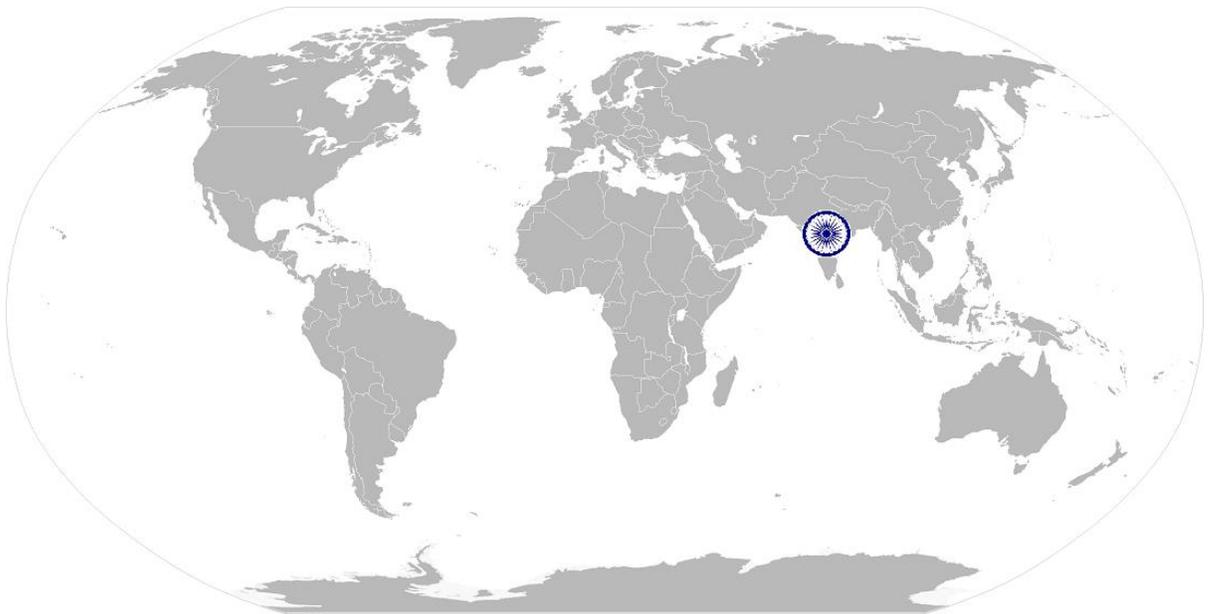
G&J/N4603

Polish the table of the diamond

NOS Version Control

NOS Code	G&J/N4603		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	03/06/13
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>	

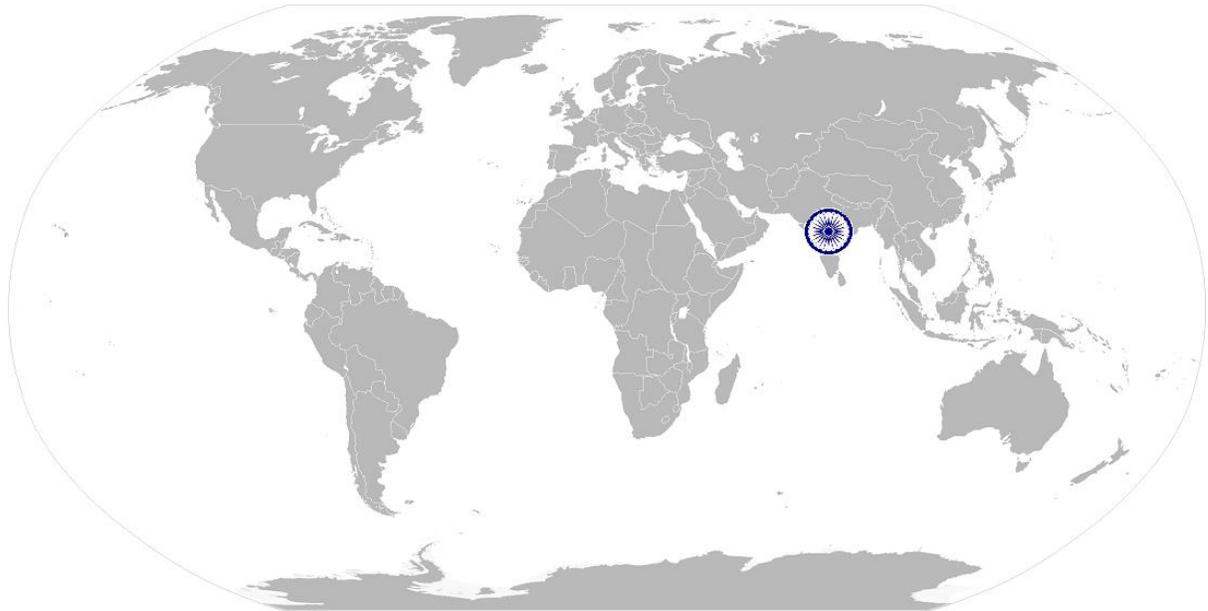
G&J/N6001

Maintain IPR

NOS Version Control

NOS Code	G&J/N9930		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	03/06/13
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

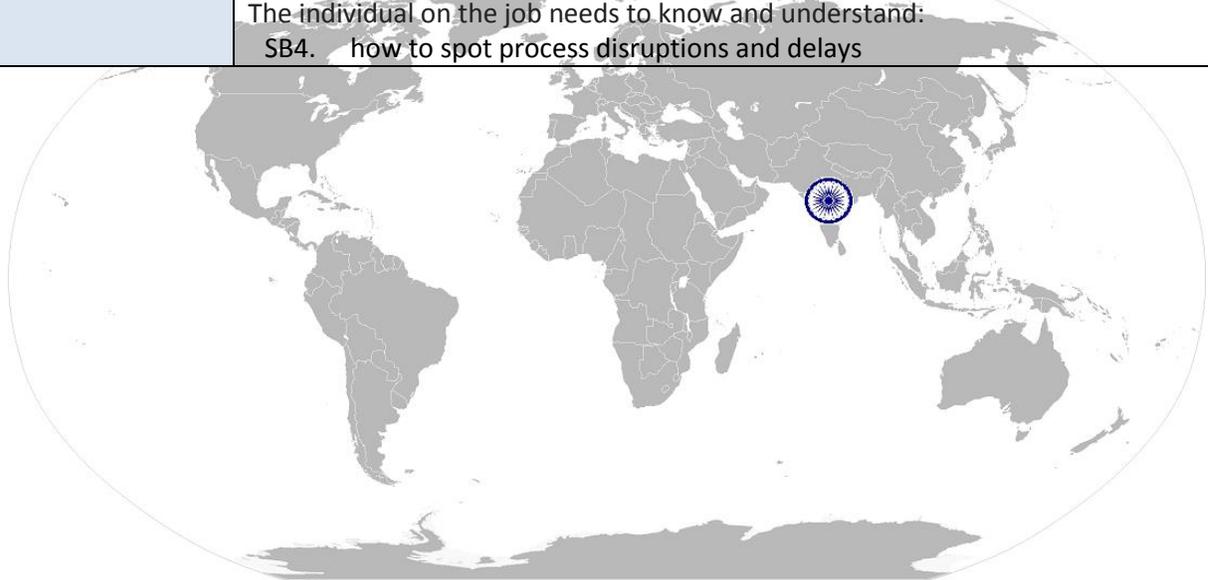
National Occupational Standard

Unit Code	G&J/N9931
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	

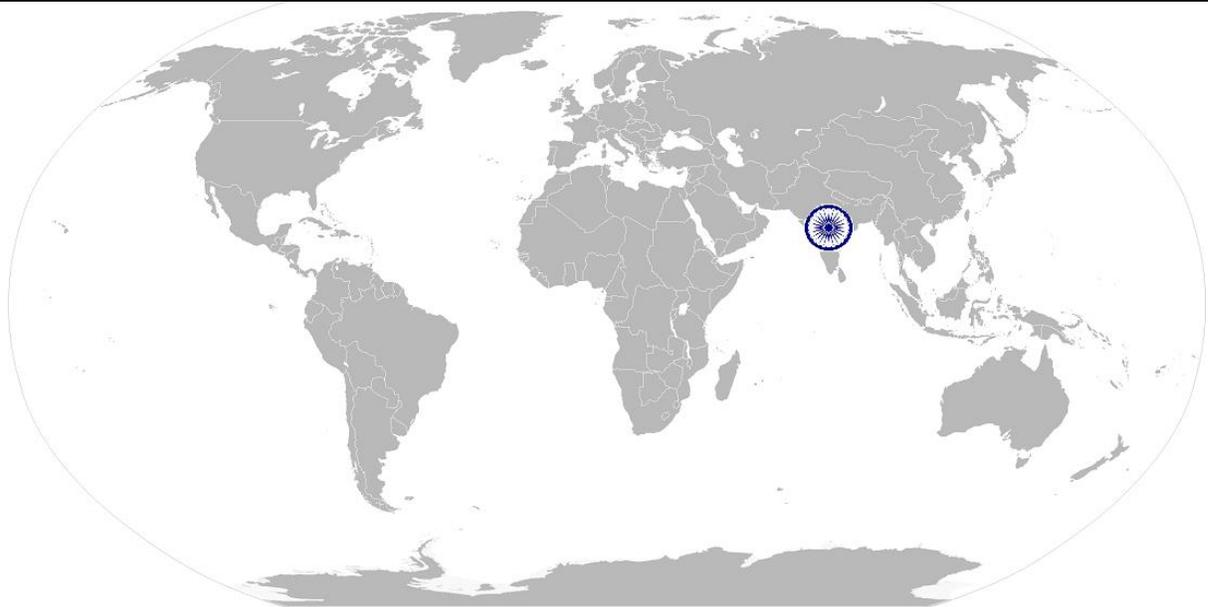


G&J/N9931

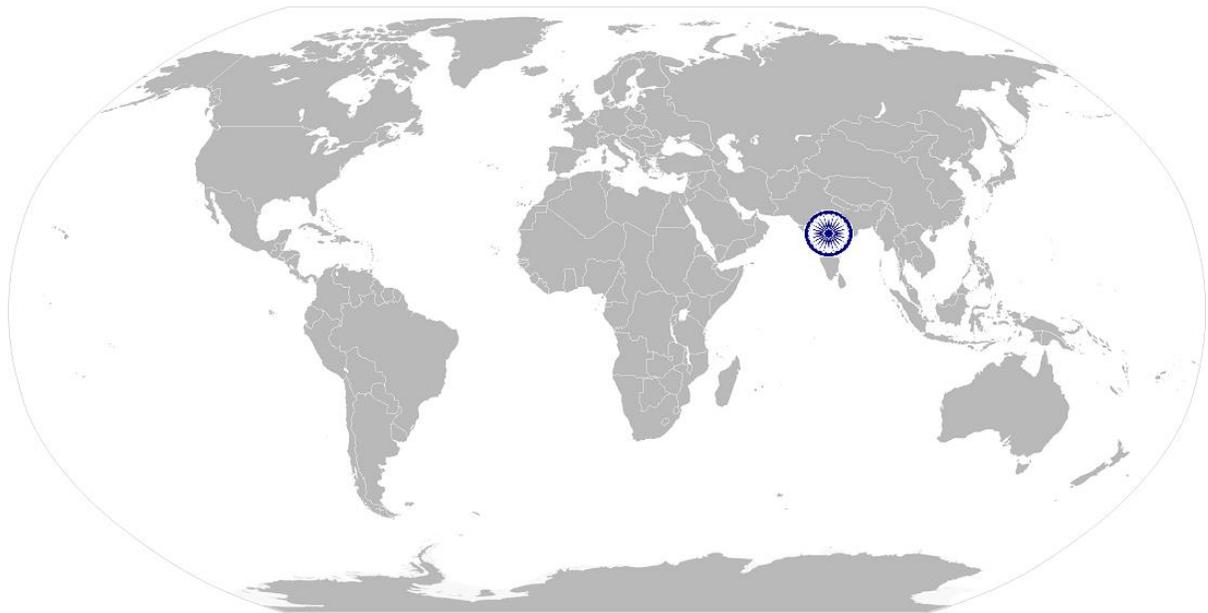
Coordinate with team and superiors

NOS Version Control

NOS Code	G&J/N9931		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	03/06/13
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

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	<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 process KA3. importance of the individual's role in the workflow KA4. reporting structure

G&J/N9933

Maintain safety

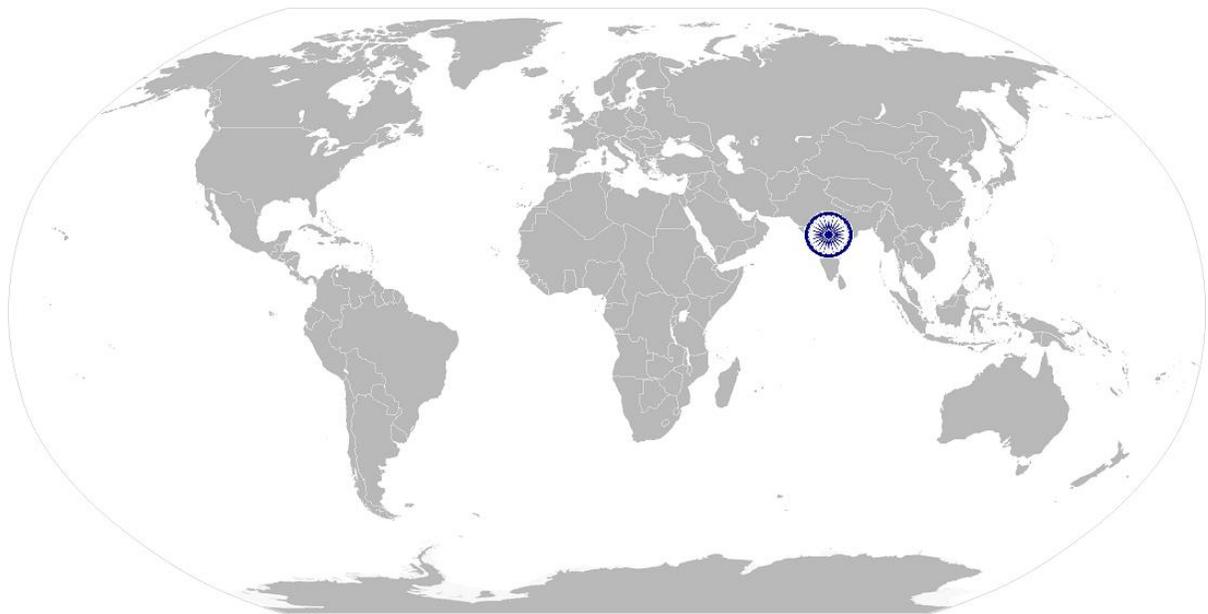
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. how different chemicals react and what could be the danger from them</p> <p>KB2. how to use machines and tools without causing bodily harm</p> <p>KB3. fire safety education</p> <p>KB4. first aid execution</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

NOS Version Control

NOS Code	G&J/N9933		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	03/06/13
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

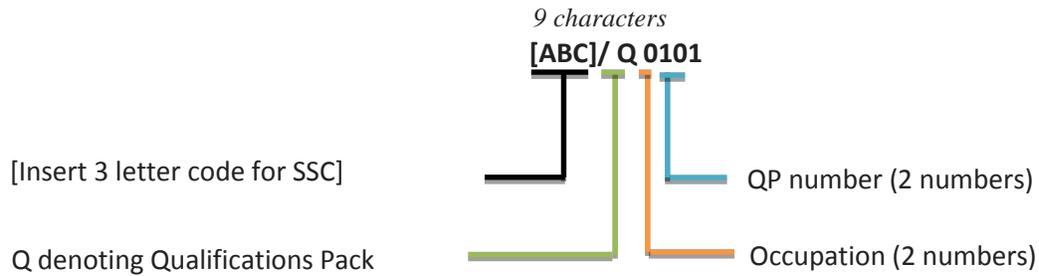
Acronyms

	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

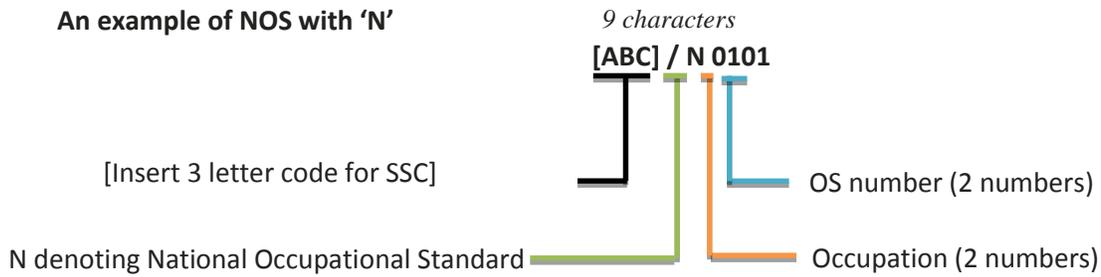
Annexure

Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard



[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	46
Next two numbers	OS number	06

CRITERIA FOR ASSESSMENT OF TRAINEES

<u>Job Role</u> <u>Table Cutter</u>			
<u>Qualification Pack</u> <u>Table Cutter</u>			
<u>Sector Skill Council</u> 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/N4603 This OS unit is about creating top most, biggest and the most important facet on diamond in the proportion, symmetry and finish as per the planning or the objective fixed by the company	PC1. achieve accurate table ratio as per design requirement	2	7
	PC2. achieve a perfectly horizontal table	1	7
	PC3. achieve accurate finish and brilliance of the table as per plan	1	7
	PC4. remove all the inclusions as per plan	0	7
	PC5. set up the bench/mill without vibration and level all its parts correctly	1	7
	PC6. accurately bag and label the diamonds before returning	0	5

	PC7. achieve the productivity in terms of carats or number of pieces as set by the company	0	5
	PC8. achieve timely delivery for further processing	0	5
	PC9. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions	1	7
	PC10. ensure no slope to the table	1	6
	PC11. minimize damage, weight loss and breakage	1	6
	PC12. repair a damaged stone	0	6
		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	3	0
	PC2. comply with company policy and rule	3	0

	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
		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	