

## 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- Supervisor Faceting and Polishing

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Gemstone Processing

**OCCUPATION:** Faceting and Polishing

**REFERENCE ID:** G&J/Q6705

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

**Gemstone Faceting and Polishing Supervisor:** The Faceting and Polishing Supervisor is in-charge running the day-to-day work flow and processes of the faceting and polishing department.

**Brief Job Description:** The individual allocates work to subordinates workers, trains and educates them, instructs about the job to be performed on daily basis, checks quality of output, manages departmental accounts, manages team and systems, and interacts with other departments in order to produce lots of faceted and polished gemstones as per customer's requirement and delivers on time.

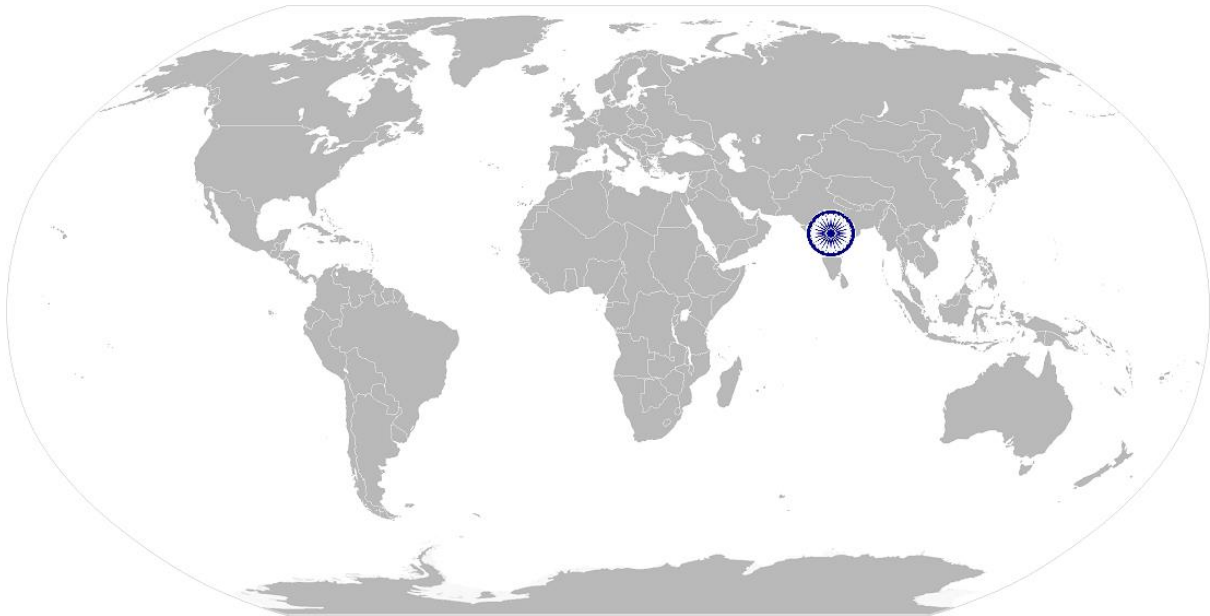
**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; ability to manage a process driven team and for long hours in sitting position with a lot of patience and in a high-decibel machine-generated noise environment. The individual must have ability to manage team and skills to improve quality of output of the team.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q6705</b>		
<b>Job Role</b>	<b>Supervisor – Faceting and Polishing</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>08/06/13</b>
<b>Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
<b>Occupation</b>	<b>Gemstone Faceting &amp; Polishing</b>	<b>Next review date</b>	<b>15/07/15</b>

<b>Job Role</b>	<b>Supervisor - Gemstone Faceting, Polishing</b>
<b>Role Description</b>	Managing the process of grinding the rough cut and then pre-shaped gemstone into a multi-faceted and polished stone
<b>NVEQF/NVQF level</b>	5
<b>Minimum Educational Qualifications</b>	Minimum: 10 <sup>th</sup> Standard passed
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Faceting and polishing
<b>Experience</b>	3 years minimum in gemstone processing
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N6706 Supervise doping, faceting and polishing</a></li> <li><a href="#">G&amp;J/N9920 Maintain IPR at work</a></li> <li><a href="#">G&amp;J/N9922 Interact with colleagues</a></li> <li><a href="#">G&amp;J/N9924 Maintain safety at work</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 supervising the doping, faceting and polishing units by instructing, educating and training in order to achieve the planned outcome for the different lots of gemstones allocated in terms of quality, grade, stone loss permitted and customer's requirement. Dissemination of information and knowledge, management of work flow and team are important aspects of this job role.

**G&J/N6706**

**Supervise gemstone faceting and polishing functions**

National Occupational Standard	<b>Unit Code</b>	<b>G&amp;J/N6706</b>
	<b>Unit Title (Task)</b>	<b>Supervise faceting and polishing functions</b>
	<b>Description</b>	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of faceting and polishing functions
	<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Deliver the bag of gemstones to facet-maker or polisher</p> <ul style="list-style-type: none"> <li>match the stone type, weight and number as mentioned on the bag and handover to facet-maker or polisher for faceting or polishing</li> <li>allocate work to dooper, facet maker or polisher according to their work load and level of expertise, e.g., type of stones handled in the past, number of facets to be created or polished, size and weight of stone</li> <li>instruct about the delivery time, tools and machines, and consumables to be used and quality requirements</li> <li>educate about a new plan, shape or cut and demonstrate if required</li> <li>explain the hazards involved and precautions to be taken to avoid accidents</li> </ul> <p>Describe the doping requirement to dooper</p> <ul style="list-style-type: none"> <li>instruct about the sequence of side, angle and alignment of doping</li> <li>remind about secure doping and type of dop to be used, e.g., wood or metal</li> <li>remind about doping heat sensitive stones, e.g., Tanzanite</li> <li>explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone</li> <li>describe the final outcome as desired by the customer or as per plan</li> </ul> <p>Describe the faceting requirement to the facet maker</p> <ul style="list-style-type: none"> <li>educate about the stone type such as soft or hard, transparent or translucent or opaque and the appropriate faceting requirement, e.g., faceting for transparent or translucent stone</li> <li>explain to the facet maker, the faceting requirements as per plan such as how many facets and shape of facet to be created, e.g., round brilliant, marquise, square, princess oval, heart, baguette, emerald, briolette, pear, trilliant, octagon</li> <li>instruct on type of machine to be used, e.g., twin-set if faceting and polishing is to be done together or a Lee machine only for rounds</li> <li>explain the type of powdered lap to be used for faceting, e.g., diamond lap for hard stone, steel for soft</li> <li>remind about the angles to be indexed for faceting, levelling of scaife for vibration-free faceting, use of water jet for cooling the stone, and pressure to be applied to the stone based on hardness</li> <li>remind about any stone that changes colour on too much faceting, e.g., Garnet or Opal which is to be polished without the use of water</li> <li>explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone</li> </ul>

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**Supervise gemstone faceting and polishing functions**

	<ul style="list-style-type: none"> <li>• describe the final outcome as desired by the customer or as per plan</li> </ul> <p>Describe the polishing requirement to the polisher including girdle polisher</p> <ul style="list-style-type: none"> <li>• educate about the stone type such as soft or hard, transparent or translucent or opaque and the appropriate faceting requirement, e.g., faceting for transparent or translucent stone</li> <li>• explain to the polisher, the polishing requirements as per plan such as shape, cabochon or faceted</li> <li>• instruct on type of machine to be used, e.g., twin-set if faceting and polishing is to be done together</li> <li>• explain the type of powdered lap to be used for polishing</li> <li>• explain the buffs to be use, such as sandalwood, wool, cloth</li> <li>• remind about the angles to be indexed for polishing, levelling of scaife for vibration-free polishing, use of water jet for cooling the stone, and pressure to be applied to the stone based on hardness or facet type without disturbing the facet's symmetry</li> <li>• remind about any stone that changes colour on too much polishing or opal which is to be polished without the use of water</li> <li>• explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone</li> <li>• describe the final outcome as desired by the customer or as per plan</li> </ul> <p>Receive faceted or polished stone and conduct quality check</p> <ul style="list-style-type: none"> <li>• receive faceted or polished stone</li> <li>• receive any damaged stone from dooper or facet maker or polisher</li> <li>• perform quality check – of all stones in a lot or sample from a lot depending on the type of stone, e.g., precious or semi-precious and as per company policy – based on: calibration, weight loss, colour, sparkle, number of facets created or polished, symmetry of facets, clarity, no scratches, no windows left, and girdle shaping as per plan</li> </ul> <p>Manage accounts of stones</p> <ul style="list-style-type: none"> <li>• match the stone type, weight and number of stones received against those handed over to dooper, facet maker or polisher</li> <li>• count and send rejects back to dooper and facet maker or polisher for rework</li> <li>• count and bag all quality checked stones of the lot and document on job sheet</li> <li>• return bagged QC okayed damaged stones to Operations Manager</li> </ul> <p>Handle or report problems related to:</p> <ul style="list-style-type: none"> <li>• machine failure</li> <li>• shortage of dops, powder and laps</li> <li>• workforce shortage</li> <li>• reasons for anticipated delays that may adversely affect delivery</li> </ul> <p>Interact with Operations Manager, dooper, facet maker, polisher and other departments</p>
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**G&J/N6706**

**Supervise gemstone faceting and polishing functions**

	<ul style="list-style-type: none"> <li>• receive instructions from Operations Manager about deliverables and work flow</li> <li>• distribute work to doper, facet maker and polisher</li> <li>• interact with Operations Manager to arrange for tools, machines, work space, consumables and other facilities for the workers</li> <li>• discuss with co-workers in other relevant department any practical difficulties that may arise in doping, faceting or polishing, such as practicality of plan to be discussed with rough-assorter or the cut of stone with rough-cutter or size of cabochon with pre- or final-shaper</li> <li>• give feedback to fact maker or polisher or other department on handling of particular stone or order</li> <li>• receive instructions on final quality check and grading from Final QC department and passing them to doper, facet maker or polisher</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Allocating work</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. accurately assess worker’s capabilities and work load in order to distribute work for maximum productivity</p> <p>PC2. accurately read and describe job at hand to worker</p> <p>PC3. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC4. clearly define delivery schedule and work output requirements</p> <p>PC5. anticipate and alert about any disruptions and worker’s capabilities</p>
<b>Productivity</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC6. deliver the number and carats of stones faceted per day against target given</p> <p>PC7. achieve maximum number of QC okayed stones that pass final QC</p> <p>PC8. achieve required grade of stone delivered</p> <p>PC9. maintain stone loss as per company’s prescribed limit</p> <p>PC10. complete work as per customer’s satisfaction</p>
<b>Handling problems</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC11. resolve problems related to machine, tools and consumable to deliver on time</p> <p>PC12. resolved problems related to workers and their productivity</p> <p>PC13. encourage and motivate workers to achieve higher productivity</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company’s policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. management of worker, quality and productivity</p> <p>KA4. conflict resolution and problem solving</p> <p>KA5. performance appraisal procedure and standards</p> <p>KA6. reporting structure</p>

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**Supervise gemstone faceting and polishing functions**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. gemmology and properties of different types of stones  KB2. grading standards of gemstones  KB3. calibration of gemstones faceted or polished  KB4. different types of stones such as precious, semi-precious, synthetic  KB5. market value of stone to understand the rationale for different acceptable levels of stone loss  KB6. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use  KB7. different types of facets and polish possible for different gemstones and the number of steps for a set of facets  KB8. processes of doping, faceting and polishing of gemstones  KB9. accounting of stones and documentation  KB10. market trends and customer requirements  KB11. team management</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Reading and writing skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read about different types of gemstones and their properties  SA2. read height, weight, dimensions of the stones facets as given on job sheets  SA3. document work flow, quality standards and outcomes as per company policy  SA4. read company rules and compliance documents required to complete the work</p> <p><b>Calculation and geometry skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. assess the angle indexing required  SA6. read symmetry requirements of stones as per job sheet  SA7. calculate stone loss at every step of processing in order to achieve losses within acceptable limits</p> <p><b>Team management</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. distribute work equitably and according to seniority and experience of worker  SA9. encourage workers to share workload and deliver on time  SA10. assess worker requirements in terms of training, tools, machinery, workspace and other facilities  SA11. appraise based on company's standards and workers' performance  SA12. encourage workers to multitask and work on different types of gemstones</p>
<p><b>B. Professional Skills</b></p>	<p><b>Reading the design or plan for the stone</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. explain the plan or design on paper so that worker can convert shape on paper into faceted or polished gemstone  SB2. spot difficulties with respect to practicality of plan</p>

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**Supervise gemstone faceting and polishing functions**

	SB3. check quality of faceted or polished stone as per plan and allocate appropriate type of rework
	<b>Using tools and machines</b>
	The user/individual on the job needs to know and understand how: SB4. the faceting and polishing mills work SB5. different types of tools and machines are used for polishing and faceting at different stages and what precautions are required in operating them in terms of desired outcome and safety SB6. many different types of laps are available in terms of material such as diamond or steel or the grits SB7. to work in a safe environment, i.e., without injuries
	<b>Reducing stone loss</b>
	The user/individual on the job needs to know and understand how: SB8. to report stone losses via documentation as per company policy SB9. to minimise stone loss below the prescribed limits SB10. to report any incidents of high stone loss SB11. to follow company's policies on stone fragments SB12. to suggest improvements in order to reduce stone loss limits
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how to communicate effectively in order to: SB13. give appropriate instructions and feedback to different levels of workers under supervision SB14. educate about safety and work hazards SB15. train on stone loss, productivity and correct steps to follow on the job SB16. inform about IPR issues pertaining to the company and detecting violations SB17. resolve inter-personal conflicts between workers and co-workers
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how to: SB18. improve work processes for greater productivity SB19. improve grading of output
	<b>Critical thinking</b>
The user/individual on the job needs to know and understand how to: SB20. spot process disruption and reasons for delay SB21. arrange for tools, machines and consumables in time	



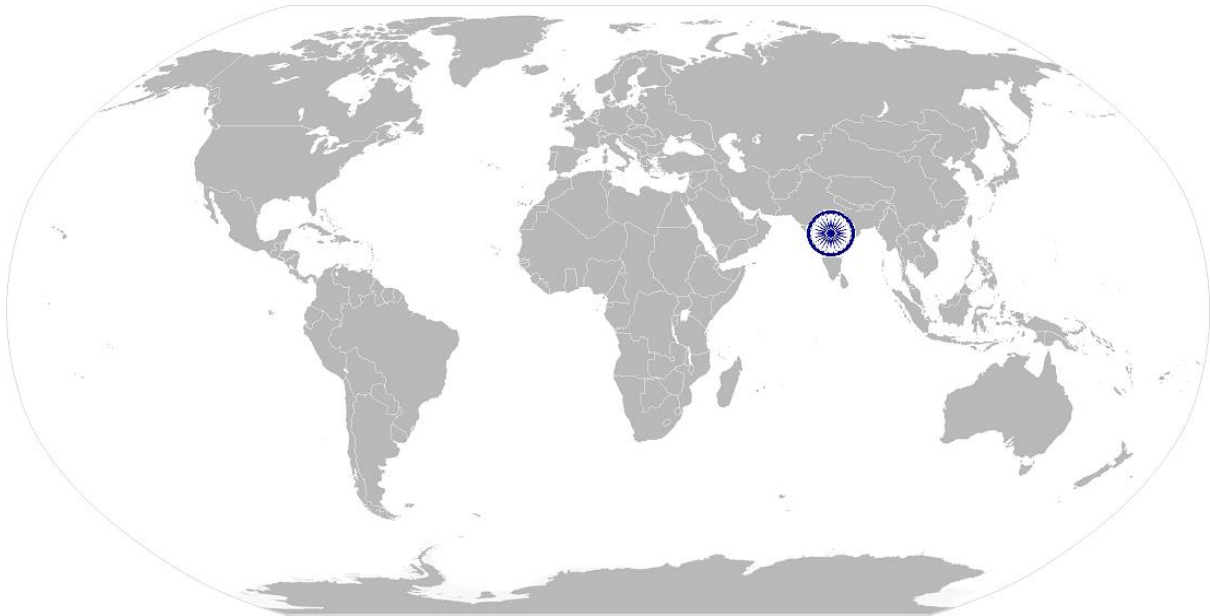
**G&J/N6706**

**Supervise gemstone faceting and polishing functions**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N6706</b>		
<b>Credits(NVEQF/NVQF/NSQF)</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>08/06/13</b>
<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

# National Occupational Standard



## Overview

This unit is about respecting intellectual property rights of the company's products and designs.

**G&J/N9920**

**Maintain IPR at work**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9920</b>
<b>Unit Title (Task)</b>	<b>Maintain IPR of company</b>
<b>Description</b>	This OS unit is about protecting company's Intellectual Property Rights
<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>to prevent leak of new designs/ plans to competitors by reporting on time</li> <li>to be aware of any of company's product, process or design patents</li> <li>to 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>Reducing stone loss and maintaining IPR</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC1. be aware of patents and IPR</p> <p>PC2. not be involved in IPR violations</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: integrity, IPR and personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. importance of the individual's role in the organisation</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p> <p>KB3. market trends</p>
<b>Skills (S) [Optional]</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. effectively communicate any observed IPR violations or order leaks</p>
<b>D. Professional Skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. when and how to report potential sources of violations</p>
	<b>Reflective thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. learn from past mistakes and report IPR violations on time</p>

**G&J/N9920**

**Maintain IPR at work**

	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB3. spot signs of violations and alert authorities in time

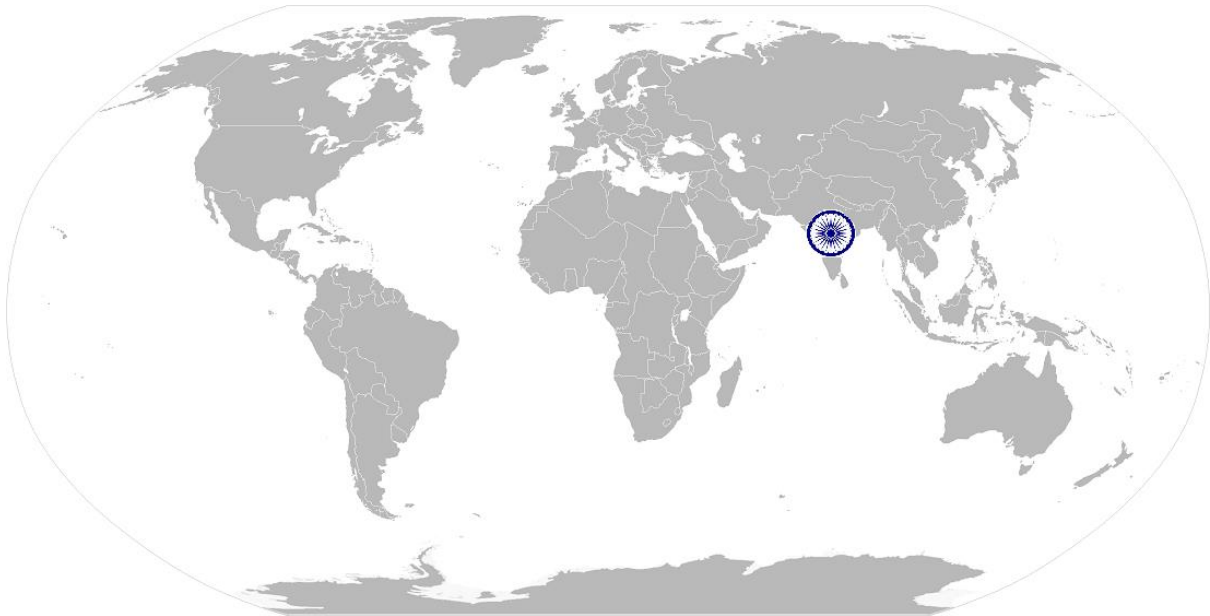
**G&J/N9920**

**Maintain IPR at work**

## **NOS Version Control**

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<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>08/06/13</b>
<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

# National Occupational Standard



## Overview

This unit is about team work and level of communication with colleagues or clients. 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/N9922**

**Interact with colleagues**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9922</b>
<b>Unit Title (Task)</b>	<b>Coordinate with colleagues and seniors</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Interact with superior to:</p> <ul style="list-style-type: none"> <li>• receive work instructions and raw materials from reporting superior</li> <li>• communicate to reporting superior 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 superior</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 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 superior</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. resolve conflicts and multi-task
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. company's policies on personnel management KA2. work flow involved in gemstone processing of company KA3. importance of the individual's role in the workflow KA4. reporting structure

**G&J/N9922**

**Interact with colleagues**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand how to:</p> <p>KB1. communicate effectively KB2. build team coordination</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Teamwork and multitasking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SA1. importance of sharing work load as required SA2. significance of delivering product to next work process on time</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. potential areas of disruptions to work process and report the same SB2. when to report to supervisor and when to deal with a colleague individually, depending on the type of concern</p> <p><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand how to:</p> <p>SB3. improve work processes by working with others</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs know and understand how to:</p> <p>SB4. spot process disruptions and delays due to unavailability of workers</p>



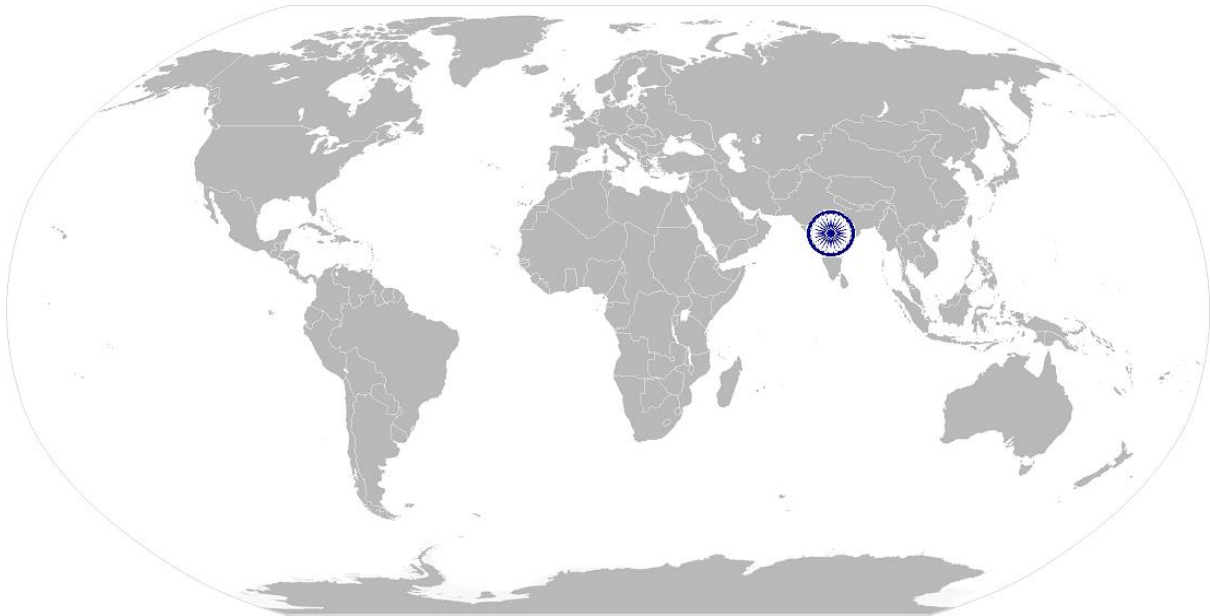
**G&J/N9922**

**Interact with colleagues**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9922</b>		
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# National Occupational Standard



## Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self and colleagues and maintaining a clean working environment.

**G&J/N9924**

**Maintain safety at work**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9924</b>
<b>Unit Title (Task)</b>	<b>Maintain safety at work</b>
<b>Description</b>	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment
<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, sharp tools, hazards from machines such as laser sawyer, heating lamps, rotating scaife and lap</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, ear plugs</li> </ul> <p>Keep the work environment clean and organised</p> <ul style="list-style-type: none"> <li>keep the work station, machine, tools clean</li> <li>keep all the tools in an organised manner</li> <li>not litter or spit on work premises</li> </ul> <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> <li>process flow improvements that can 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>Communicating potential accident points</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC1. spot and report potential hazards on time</p> <p>PC2. follow company policy and rules regarding use of hazardous materials</p> <p>PC3. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
<b>Using safety gear</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC4. use or wear safety gear as per the rules of the company</p>
<b>Cleanliness and hygiene</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC5. clean the work station</p> <p>PC6. organise tools and equipment in use</p>

**G&J/N9924**

**Maintain safety at work**

Knowledge and Understanding (K)	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. company's policies on: stone collection, safety and hazards and personnel management KA2. work flow involved in gemstone processing of company KA3. importance of the individual's role in the workflow KA4. reporting structure
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. how different chemicals react and the danger involved KB2. how to use machines and tools without suffering bodily harm
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	<b>Organising skills</b>
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised manner so as to find them quickly SA3. keep the work environment clean
<b>B. Professional Skills</b>	<b>Decision making</b>
	The individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure in the event of an accident SB3. avoid an accident by wearing appropriate safety gear
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand how to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB5. spot dangers SB6. organise tools so as the work process is smooth
	<b>Decision making</b>
	The individual on the job needs to know and understand how to: SB7. report potential sources of danger SB8. follow prescribed procedure in the event of an accident

**G&J/N9924**

**Maintain safety at work**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9924</b>		
<b>Credits(NVEQF/NVQF/NSQF)</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>08/06/13</b>
<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

Definitions

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

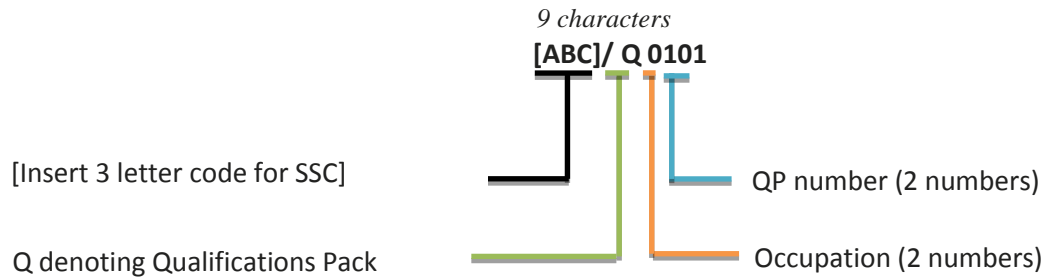
Acronyms

Skills	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

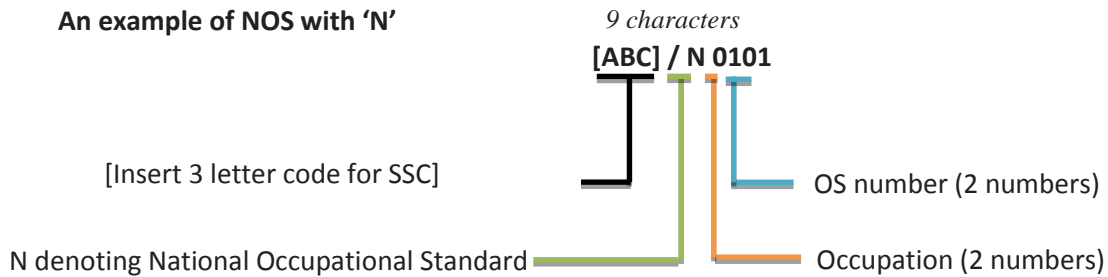
### Nomenclature for QP and NOS

#### 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 QPor NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES					
Job Role		Qualifications Pack- Supervisor Faceting and Polishing			
Qualification Pack		Qualifications Pack- Supervisor Faceting and Polishing			
Sector Skill Council		GEMS & JEWELLERY			
Assessment Strategy				Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical	
1. G&J/N6706 Supervise gemstone faceting and polishing functions	Allocating work	PC1. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity	1	7	
		PC2. accurately read and describe job at hand to worker	1	7	
		PC3. instruct about precautions to be taken to deliver the job at hand as planned	1	7	
		PC4. clearly define delivery schedule and work output requirements	1	7	
		PC5. anticipate and alert about any disruptions and worker's capabilities	1	0	
	Productivity	PC6. deliver the number and carats of stones faceted per day against target given	0	6	
		PC7. achieve maximum number of QC okayed stones that pass final QC	0	6	
		PC8. achieve required grade of stone delivered	0	6	
		PC9. maintain stone loss as per company's prescribed limit	0	6	
		PC10. complete work as per customer's satisfaction	0	6	
	Handling problems	PC11. resolve problems related to machine, tools and consumable to deliver on time	1	6	
		PC12. resolved problems related to workers and their productivity	1	6	
		PC13. encourage and motivate workers to achieve higher productivity	1	0	
			8	70	
2. G&J/N9920 Maintain IPR at work	Reducing stone loss and maintaining IPR	PC1. be aware of patents and IPR	1	0	
		PC2. not be involved in IPR violations	1	0	
			2	0	
3. G&J/N9922 Interact with others	Interaction with superior	PC1. understand the work output requirements	1	2	
		PC2. comply with company policy and rule	1	2	
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2	
	Interactions with	PC4. put team over individual goals	1	0	

	colleagues and other departments	PC5. resolve conflicts and multi-task	1	0
			4	6
4. G&J/N9924 Maintain safe work environment	Communicating potential accident points	PC1. spot and report potential hazards on time	1	0
		PC2. follow company policy and rules regarding use of hazardous materials	1	0
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	1	2
	Cleanliness and hygiene	PC5. clean the work station	1	1
PC6. organise tools and equipment in use		1	1	
			6	4
			20	80
			100	