

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS AND JEWELLERY INDUSTRY

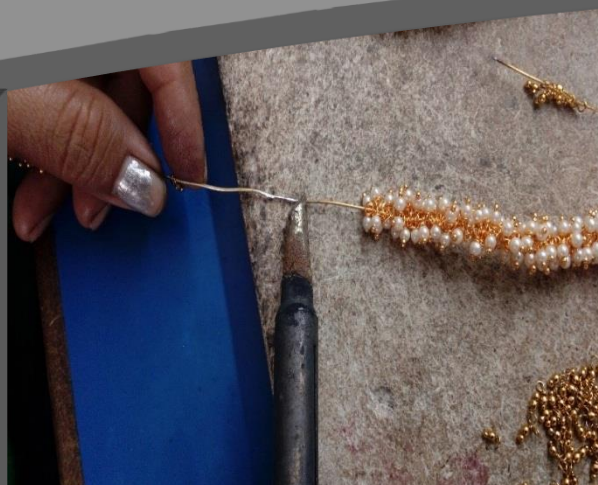
### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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## CONTENTS

1. [Introduction and Contacts.....\[P1\]](#)
2. [Qualifications Pack.....\[P2\]](#)
3. [Glossary of Key Terms .....\[P3\]](#)
4. [OS Units.....\[P5\]](#)
5. [Annexure: Nomenclature for QP & OS.\[P17\]](#)
6. [Assessment Criteria.....\[P19\]](#)

## Introduction

### Qualifications Pack – Solderer - Imitation Jewellery

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Imitation Jewellery

**OCCUPATION:** Soldering

**REFERENCE ID:** G&J/Q1401

**ALIGNED TO:** NCO - 2015/NIL

**Brief Job Description:** The individual at work in imitation jewellery manufacturing joins various components as per the design requirement of the jewellery, accessories etc. The individual joins two metal parts, and broken parts, resize rings, earring post, pendant loop, etc. with high precision using soldering iron. The individual weld the component part or assembly at the precise location. A solderer is also known as 'Welder' in the Imitation jewellery making industry. This role in the imitation jewellery manufacturing is evolving as customers prefer high precision in the jewellery and accessories products.

**Personal Attributes:** The job requires the individual to have: integrity; attention to details; hand-eye coordination; ability to work in a process driven team for long hours in sitting position; a lot of patience; and creativity. The individual must work in small groups in an enclosed area with minimum hazards when dealing with sharp tools.



<b>Qualifications Pack Code</b>	<b>G&amp;J/Q1401</b>		
<b>Job Role</b>	<b>Solderer – Imitation Jewellery</b>		
<b>Credits (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>28/08/2016</b>
<b>Sub-sector</b>	<b>Imitation Jewellery</b>	<b>Last reviewed on</b>	<b>10/11/2017</b>
<b>Occupation</b>	<b>Soldering</b>	<b>Next review date</b>	<b>31/07/2021</b>
<b>NSQC Clearance on*</b>	<b>DD/MM/YYYY</b>		

\*only after clearance from NSQC

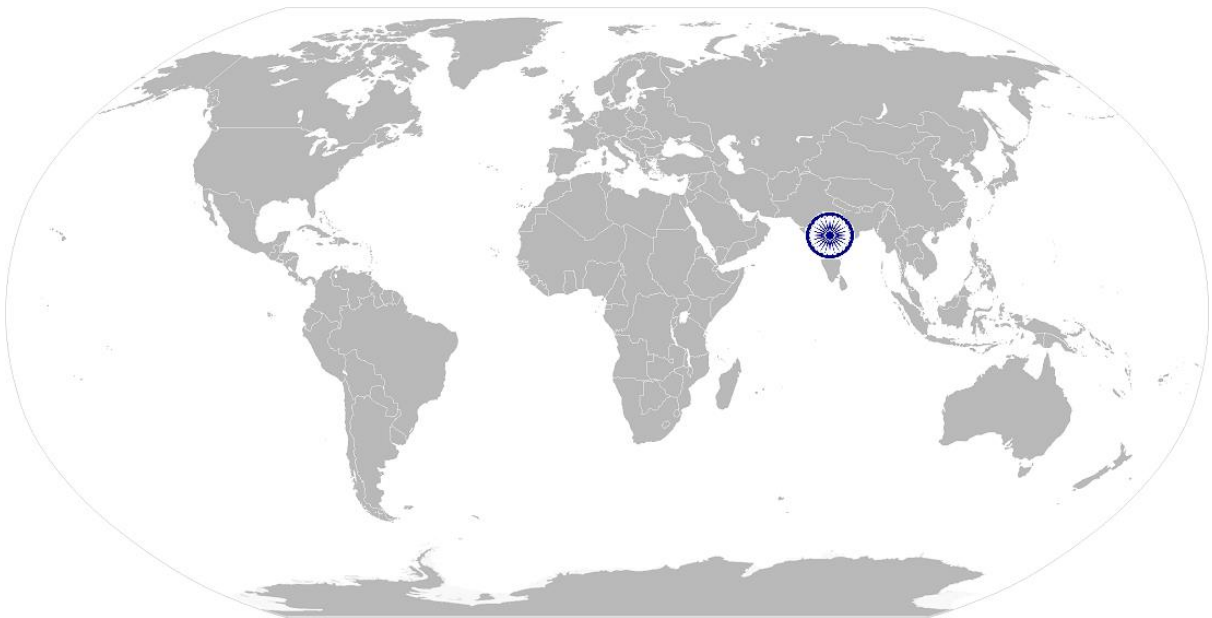
<b>Job Role</b>	<b>Solderer – Imitation Jewellery</b>
<b>Role Description</b>	Joining various components as per the design requirement of the jewellery, accessories etc.
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications*</b>	Basic Literacy Skill
<b>Maximum Educational Qualifications*</b>	Not applicable
<b>Training</b> (Suggested but not mandatory)	Not applicable
<b>Minimum job entry age</b>	16 years
<b>Experience</b>	Not applicable
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N1401 Soldering Imitation jewellery pieces and accessories</a></li> <li><a href="#">G&amp;J/N9904 Coordinate with co-workers</a></li> <li><a href="#">G&amp;J/N9905 Maintain safe work environment</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

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.
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. In the context of the OS, these include communication related skills that are applicable to most job roles.

Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

# National Occupational Standard



## Overview

This unit is about soldering imitation jewellery and accessories. It focuses on the customers' need to give them high precision jewellery and accessories as per their demand.

**G&J/N1401**

**Soldering imitation jewellery pieces and accessories**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N1401</b>
<b>Unit Title (Task)</b>	<b>Soldering imitation jewellery pieces and accessories</b>
<b>Description</b>	This OS unit is about soldering imitation jewellery pieces and accessories
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Soldering Jewellery</li> <li>• Achieving productivity</li> <li>• Maintaining quality of output</li> <li>• Handling problems</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Soldering jewellery</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Collect jewellery pieces and inspect for any imperfections or defects such as broken parts, excess metal etc.</p> <p>PC2. Check and identify the area to be soldered</p> <p>PC3. Prepare metal and add flux</p> <p>PC4. Torch the metal and quench it</p> <p>PC5. Handle soldering iron carefully</p>
<b>Achieving productivity</b>	<p>PC6. Minimize damage to the product while working</p> <p>PC7. Align and weld the component part of assembly at the precise location</p> <p>PC8. Deliver jewellery pieces/ accessories to next process timely</p>
<b>Maintaining quality of output</b>	<p>PC9. Deliver defect free and evenly set jewellery pieces/ accessories</p> <p>PC10. Deliver maximum number of Quality Control certified pieces/ accessories</p> <p>PC11. Rework on the product returned from QC</p>
<b>Handling problems</b>	<p>PC12. Deliver complete jewellery/ accessories on time by reporting problems faced or anticipated well in advance</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 policies on : quality, delivery timelines, safety and hazards, integrity and personal management</p> <p>KA2. Importance of individual's role in the workflow</p> <p>KA3. Reporting Structure</p>
<b>B. Technical Knowledge</b>	<p>KB1. Imitation jewellery and accessories making process</p> <p>KB2. Types of jewellery (product, styles, regional, traditional, making technique)</p> <p>KB3. Soldering two metal parts, and broken parts, resize rings, earring post, pendant loop, etc. with high precision using soldering iron</p>

**G&J/N1401**

**Soldering imitation jewellery pieces and accessories**

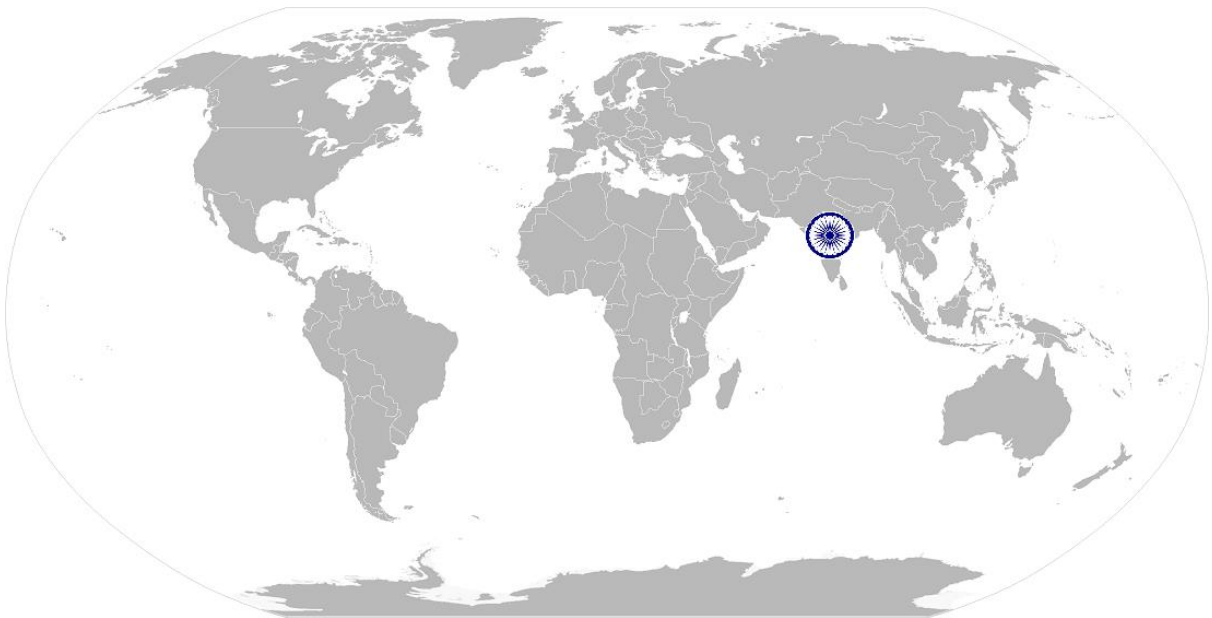
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Prepare notes, task lists and schedule with co-workers SA2. Prepare progress reports
	<b>Reading Skills</b>
	SA3. Read notes and put notes on design SA4. Read company rules and compliance documents required to complete the work
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA5. Discuss task lists, schedules and work-loads with co-workers SA6. Question co-workers appropriately in order to understand the nature of problem and to make a diagnosis SA7. Keep seniors informed about the progress of work
	<b>B. Professional Skills</b>
<b>Decision Making</b>	
SB1. Make decisions pertaining to the concerned area of work to implement them on personal or organizational level	
<b>Plan and Organize</b>	
SB2. Plan and organize the work according to the requirement by doing time management so the goal can be achieved	
<b>Customer Centricity</b>	
SB3. Use customer centric approach that provides a positive customer experience before and after the sale in order to drive repeat business, customer loyalty and profits	
<b>Problem Solving</b>	
SB4. Think through the problem, evaluate the possible solution (s) and suggest an optimum/ best possible solution (s) SB5. Identify immediate or temporary solutions to resolve delays	
<b>Analytical Thinking</b>	
SB6. Analyze activities by breaking them down into single and manageable components SB7. Pass on relevant information to others	
<b>Critical Thinking</b>	
SB8. Anticipate process disruption and reasons for delay	

**G&J/N1401**

**Soldering imitation jewellery pieces and accessories**

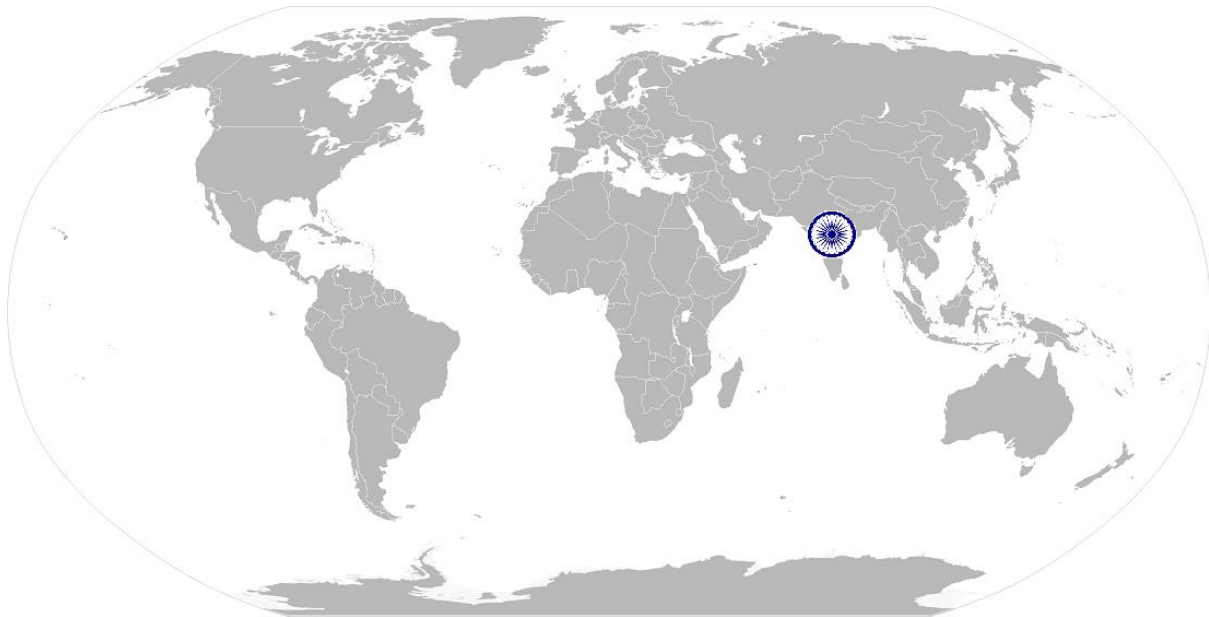
## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N1401</b>		
<b>Credits (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>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Imitation Jewellery</b>	<b>Last reviewed on</b>	<b>10/11/2017</b>
<b>Occupation</b>	<b>Soldering</b>	<b>Next review date</b>	<b>31/07/2021</b>





# National Occupational Standard



## Overview

This unit is about the solderer's level of communication with colleagues or clients. It determines the individual's ability to work as a team member, share work and multi-task in order to achieve the required deliverables on schedule.

**G&J/N9904**

**Coordinate with co-workers**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/ N9904</b>
<b>Unit Title (Task)</b>	<b>Coordinate with co-workers</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to maintain smooth work flow
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Interacting with supervisor</li> <li>• Interacting with colleagues and other departments</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interacting with supervisor</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Understand the work output requirements and work accordingly</li> <li>PC2. Comply with company policy and rules and work accordingly</li> <li>PC3. Deliver quality work on time as required by reporting any anticipated reasons for delay</li> </ul>
<b>Interacting with colleagues and other departments</b>	<ul style="list-style-type: none"> <li>PC4. Put team over individual goals and work with team</li> <li>PC5. Resolve conflicts and multi-task</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's policies on personnel management</li> <li>KA2. Work flow involved in company's jewellery manufacturing process</li> <li>KA3. Importance of the individual's role in the workflow</li> <li>KA4. Reporting structure</li> </ul>
<b>B. Technical Knowledge</b>	<ul style="list-style-type: none"> <li>KB1. Various categories of people that one is required to communicate and coordinate within the organization</li> <li>KB2. Importance of effective communication in the workplace</li> <li>KB3. Various components of effective communication</li> <li>KB4. Key elements of active listening</li> <li>KB5. Barriers to effective communication</li> </ul>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA1. Write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and English</li> </ul>
	<b>Reading Skills</b>
	<ul style="list-style-type: none"> <li>SA2. Read company rules and compliance documents required to complete the work</li> </ul>
<b>Oral Communication (Listening and Speaking skills)</b>	

**G&J/N9904**

**Coordinate with co-workers**

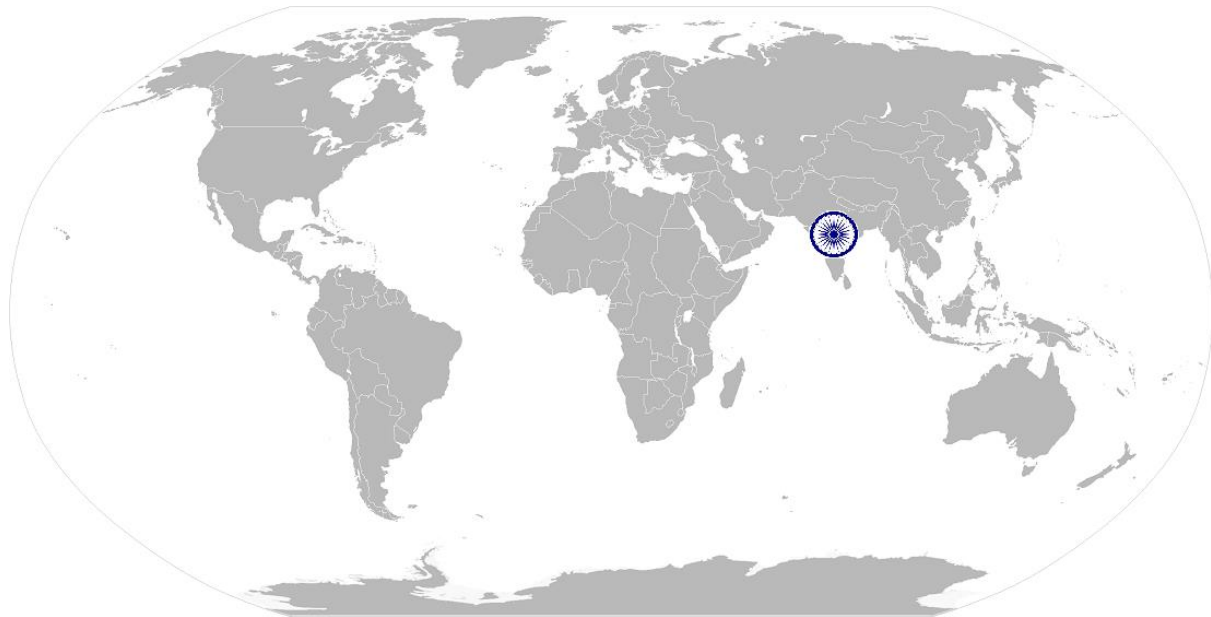
	<p>SA3. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA4. Question co-workers appropriately in order to understand the nature of problem and to make a diagnosis</p> <p>SA5. Keep seniors informed about the progress of work</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	SB1. Make decisions pertaining to the concerned area of work to implement them on personal or organizational level
	<b>Plan and Organize</b>
	SB2. Plan and organize the work according to the requirement by doing time management so the work goal can be achieved
	<b>Customer Centricity</b>
	SB3. Check that your own work meets customer requirements by conveying accurate information to right person
	<b>Problem Solving</b>
	SB4. Think through the problem, evaluate the possible solution (s) and suggest an optimum/ best possible solution (s)
	SB5. Identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	SB6. Provide relevant information to others
SB7. Analyze needs, requirements and dependencies in order to meet your work requirements	
<b>Critical Thinking</b>	
SB8. Anticipate process disruption and reasons for delay	

**G&J/N9904**

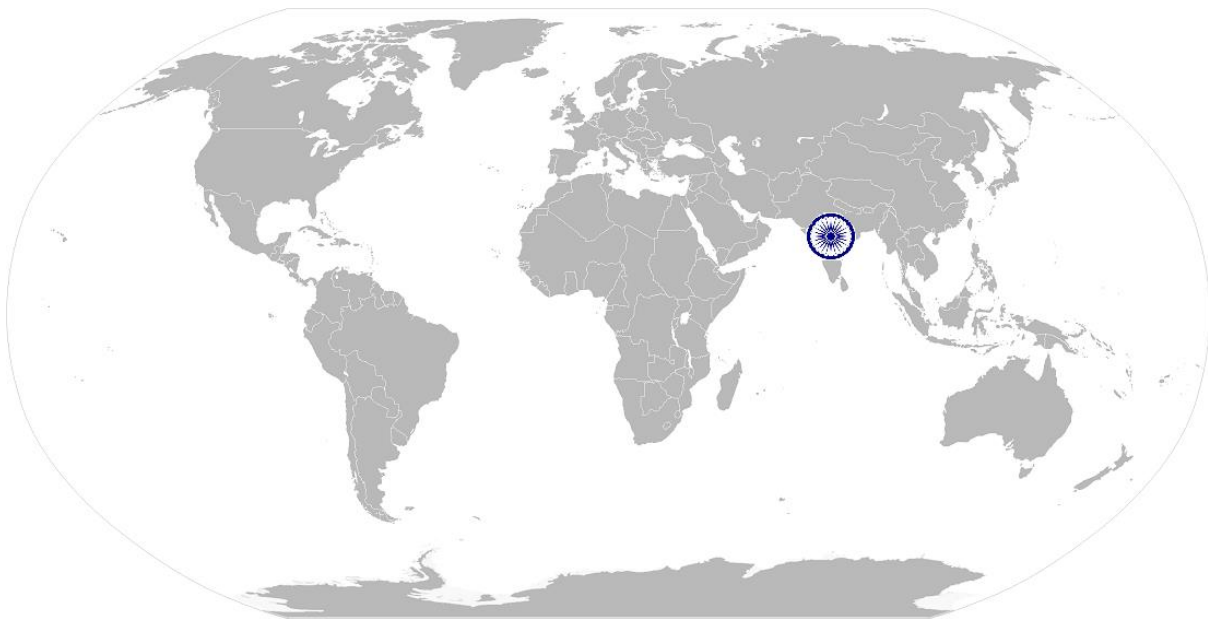
**Coordinate with co-workers**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9904</b>		
<b>Credits (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>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Imitation Jewellery</b>	<b>Last reviewed on</b>	<b>10/11/2017</b>
<b>Occupation</b>	<b>Soldering</b>	<b>Next review date</b>	<b>31/07/2021</b>



# National Occupational Standard



## Overview

This unit is about the individual's commitment towards reporting potential hazards and avoid accidents in order to make the work environment safe for self and colleagues.

**G&J/N9905**

**Maintain safe work environment**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9905</b>
<b>Unit Title (Task)</b>	<b>Maintain safe work environment</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 health and safety
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Communicating potential accident points</li> <li>• Using safety gear to avoid accidents</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>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Spot and report potential hazards on time</li> <li>PC2. Follow company policy and rules regarding use of hazardous materials while working</li> <li>PC3. Attend and actively participate in the health and safety campaigns organised by the company</li> <li>PC4. Follow process flow improvements that can reduce anticipated or repetitive hazards</li> <li>PC5. Stay away from electrical instruments that could result in accident</li> </ul>
<b>Using safety measures to avoid accidents</b>	<ul style="list-style-type: none"> <li>PC6. Understand which safety gear must be used for a particular task and use it accordingly</li> <li>PC7. Attend fire drills organised by the company or industrial zone</li> <li>PC8. Learn to use first aid procedure</li> <li>PC9. Be alert about designated assembly area in the event of an emergency and use when required</li> <li>PC10. Understand and follow the evacuation procedure properly during a fire</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's policies on handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety and, disposal of harmful chemicals and materials</li> <li>KA2. Work flow involved in company's jewellery manufacturing process</li> <li>KA3. Importance of the individual's role in the workflow</li> <li>KA4. Reporting structure</li> </ul>
<b>B. Technical Knowledge</b>	<ul style="list-style-type: none"> <li>KB1. How different chemicals react and what could be the danger from them</li> <li>KB2. How to use machines and tools without causing bodily harm</li> <li>KB3. Fire safety education</li> <li>KB4. First aid execution</li> <li>KB5. Disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy</li> </ul>

**G&J/N9905**

**Maintain safe work environment**

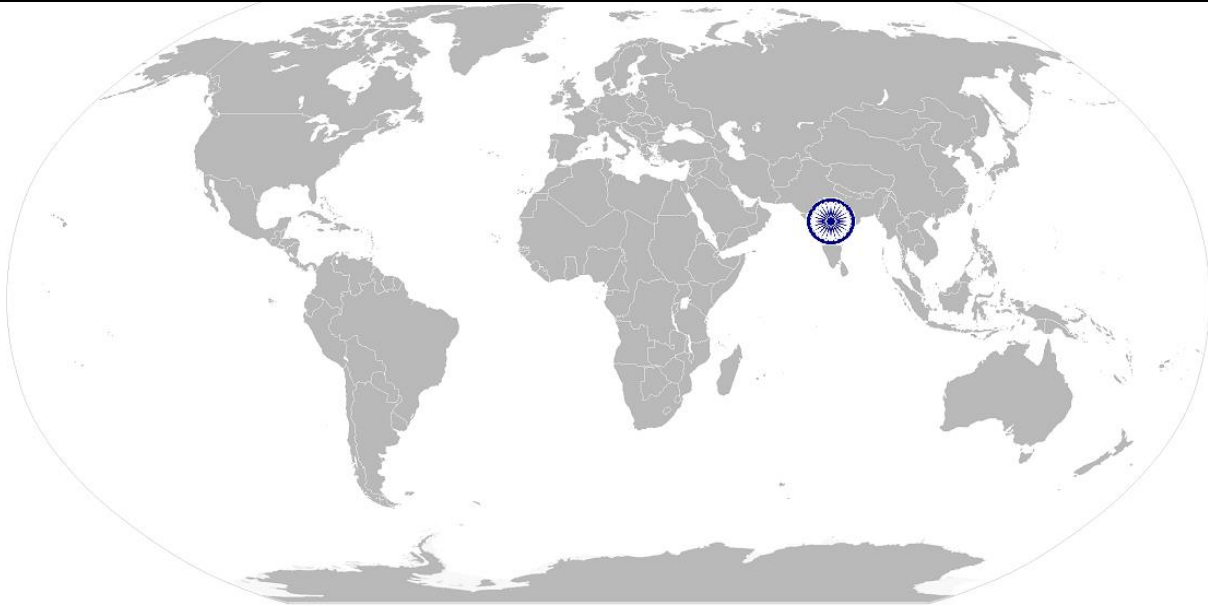
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Prepare notes, task lists and schedule with co-workers SA2. Prepare progress reports
	<b>Reading Skills</b>
	SA3. Read notes and put notes on design SA4. Read company rules and compliance documents required to complete the work
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA5. Discuss task lists, schedules and work-loads with co-workers SA6. Question co-workers appropriately in order to understand the nature of problem and to make a diagnosis SA7. Keep seniors informed about the progress of work
	<b>B. Professional Skills</b>
SB1. Make decisions pertaining to the concerned area of work to implement them on personal or organizational level	
<b>Plan and Organize</b>	
SB2. Plan and organize the work to meet health, safety and security requirements	
<b>Customer Centricity</b>	
SB3. Use customer centric approach that provides a positive customer experience before and after the sale in order to drive repeat business, customer loyalty and profits	
<b>Problem Solving</b>	
SB4. Think through the problem, evaluate the possible solution (s) and suggest an optimum/ best possible solution (s) SB5. Identify immediate or temporary solutions to resolve delays	
<b>Analytical Thinking</b>	
SB6. Analyze activities by breaking them down into single and manageable components	
<b>Critical Thinking</b>	
SB7. Anticipate process disruption and reasons for delay	

**G&J/N9905**

**Maintain safe work environment**

## **NOS Version Control**

NOS Code	G&J/N9905		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Imitation Jewellery	Last reviewed on	10/11/2017
Occupation	Soldering	Next review date	31/07/2021

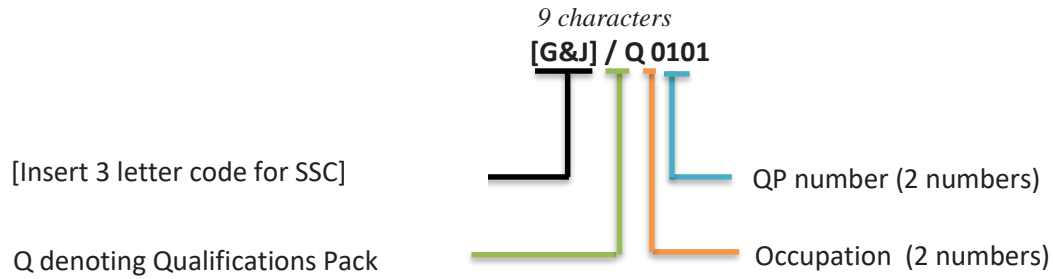




## Annexure

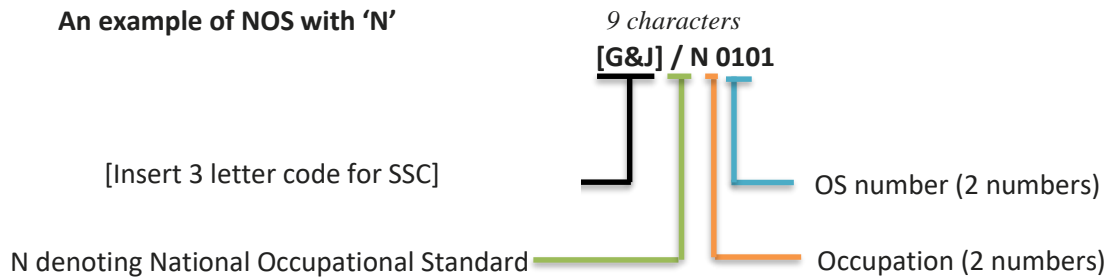
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-11
Imitation Jewellery	12-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-90
Silver Smithing	91-98
Common	99

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

## Criteria For Assessment Of Trainees

**Job Role** Solderer – Imitation Jewellery

**Qualification Pack** G&J/Q1401

**Sector Skill Council** Gem & Jewellery

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 100				Theory	Skills Practical
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. G&J/N1401 Soldering imitation jewellery pieces and accessories	PC1. Collect jewellery pieces and inspect for any imperfections or defects such as broken parts, excess metal etc.	<b>60</b>	5	0	5
	PC2. Check and identify the area to be soldered		5	0	5
	PC3. Prepare metal and add flux		5	2	3
	PC4. Torch the metal and quench it		10	5	5
	PC5. Handle soldering iron carefully		3	0	3
	PC6. Minimize damage to the product while working		3	0	3
	PC7. Align and weld the component part or assembly at the precise location		5	0	5
	PC8. Deliver jewellery pieces/ accessories to next process timely		5	0	4
	PC9. Deliver defect free and evenly set jewellery pieces/ accessories		4	0	4

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC10. Deliver maximum number of Quality Control certified pieces/ accessories		5	1	4
	PC11. Rework on the product returned from QC		5	1	4
	PC12. Deliver complete jewellery/ accessories on time by reporting problems faced or anticipated well in advance		5	1	5
	<b>Total</b>		<b>60</b>	<b>10</b>	<b>50</b>

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N9904 Coordinate with co-workers	PC1. Understand the work output requirements and work accordingly	<b>20</b>	5	1	4
	PC2. Comply with company policy end rules and work accordingly		5	1	4
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delay		3	1	2
	PC4. Put team over individual goals and work with team		3	1	2
	PC5. Resolve conflicts and multi-task		4	1	3
	<b>Total</b>		<b>20</b>	<b>5</b>	<b>15</b>

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
3. G&J/N9905 Maintain safe work environment	PC1. Spot and report potential hazards on time	<b>20</b>	2	1	1

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC2. Follow company policy and rules regarding use of hazardous materials while working		2	0	2
	PC3. Attend and actively participate in the health and safety campaigns organised by the company		2	1	1
	PC4. Follow process flow improvements that can reduce anticipated or repetitive hazards		2	0	2
	PC5. Stay away from electrical problems that could result in accident		2	0	2
	PC6. Understand which safety gear must be used for a particular task and use it accordingly		2	0	2
	PC7. Attend fire drills organised by the company or industrial zone		2	1	1
	PC8. Learn to use first aid procedure		2	0	2
	PC9. Be alert about designated assembly area in the event of an emergency and use when required		2	0	2
	PC10. Understand and follow the evacuation procedure properly during a fire		2	1	1
	<b>Total</b>		<b>20</b>	<b>4</b>	<b>16</b>