

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Testing and Certification

Title	Handle and transport test samples
Code	109012L4
Range	This unit of competency is applicable to practitioners who work in gemmological laboratories. Practitioners should have knowledge of loading/unloading and transporting samples in accordance with the established procedures to ensure that the handling/transportation of samples will not affect the results of the subsequent tests.
Level	4
Credit	3
Competency	Performance Requirements 1. Know about loading/unloading and transporting jewellery products/gemstone samples - Describe the significance of effective communication between customers and gemmological laboratories - Describe the need for proper and timely delivery - Describe the need for maintaining the equipment used in loading/unloading and transporting products/gemstone samples 2. Master the loading/unloading and transportation of jewellery products/gemstone samples - Meet the requirements of the laboratories when transporting the collected products/gemstone samples - Alert staff of the gemmological laboratories of any special needs specified in the documents of the relevant products/gemstone samples - Fill in the necessary documents at the pick-up point - Place the product/gemstone sample in the specific transportation container and seal the container properly - Maintain the condition of the transportation container - Unseal the container for testing - Deliver the products/gemstone samples to customers in accordance with the standard operating procedures - Record the details of the delivery of products/gemstone samples in the relevant section of the Chain of Custody form to report any incidents to the supervisor, including: - Maintain traceability - Security 3. Professionalism - Ensure the safety and traceability of the product samples
Assessment Criteria	The integrated outcome requirement of this unit of competency is: Select and use appropriate techniques and equipment to process, label and transport the selected samples according to the nature and characteristics of the jewellery products/gemstone samples.
Remark	