CHECKLIST FOR FACTORY AND WORKSHOP OWNERS

1) Name of Diamond cutting factory/workshop with complete address

ii) Location of Factory and approximate area

iii) Number of lathes and their types

iv) Whether using power or working without power

v) Number of artisans employed, category-wise:
   a) Cleavers
   b) Bruters
   c) Graders/Assorters
   d) Cutters/polishers

vi) Education and level of technical training of artisans

vii) Number of apprentices or trainees

viii) The nature of rough diamonds worked upon:
   a) Makeables
   b) Sawables

ix) Types of cutting and polishing techniques used

x) Types of dops and abrasives used
xi) Shapes of diamonds cut and polished and per carat yield:
   a) Brilliants
   b) Full cuts
   c) Fancies:
      - marquise
      - heart shape
      - pear shape
      - baguette
      - others

xii) Steps taken, if any, or contemplated in effecting improvements in cutting and polishing techniques

xiii) Difficulties encountered in effecting improvements

xiv) Steps taken for product diversification

xv) Suggestions, if any, in modernising the tools and techniques

xvi) Nature of clients:
   a) Sight-holders
   b) Non-sight holders
   c) Merchant exporters
   d) Manufacturer exporters
   e) Jewellery manufacturers

xvii) Number of clients serviced every month
xviii) Monthly production in terms of
- carat weight
- number of pieces worked

xix) Basis of undertaking work:
- piece rate
- weight (carat) wise

xx) Working space

Ventilation

Hygienic conditions

Working hours