



QUALIFICATION FILE

SAFETY AUDITOR

Short Term Training (STT) Long Term Training (LTT) Apprenticeship

Upskilling Dual/Flexi Qualification For ToT For ToA

General Multi-skill (MS) Cross Sectoral (CS) Future Skills OEM

NCrF/NSQF Level: 5.0

Submitted By:

SAFETY SKILL DEVELOPMENT FOUNDATION

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Section 1: Basic Details

1.	Qualification Name	Safety Auditor																			
2.	Sector/s	Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction Chemicals & Petrochemicals and others.																			
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i>	Qualification Name of existing/previous version:																		
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	Safety Auditor																			
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QC-05-CO-02084-2024-V1-SSDF	6. NCrF/NSQF Level: 5.0																		
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																			
8.	Brief Description of the Qualification	Safety auditor is responsible for scrutiny of an organization's safety process to identify gaps, loopholes, and inefficiencies in safety processes. The job holder prioritizes safety issues that can cause harm to a person's health and safety and suggests measures to control them. He/she is also responsible to identify gaps in compliance of safety regulations and suggest methodologies to improve the safety compliance & processes.																			
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S. No.</th> <th style="width: 60%;">Academic/Skill Qualification (with Specialization - if applicable)</th> <th style="width: 35%;">Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Completed 4-year UG in science</td> <td>3</td> </tr> <tr> <td>2</td> <td>Completed 3-year diploma in relevant field after 10th class</td> <td>4.5</td> </tr> <tr> <td>3</td> <td>Completed 2-year NTC in relevant field after 10th class</td> <td>5.5</td> </tr> <tr> <td>4</td> <td>Previous qualification of NSQF level 4.5 in relevant field</td> <td>1.5</td> </tr> <tr> <td>5</td> <td>Previous qualification of NSQF level 4 in relevant field</td> <td>3</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Completed 4-year UG in science	3	2	Completed 3-year diploma in relevant field after 10th class	4.5	3	Completed 2-year NTC in relevant field after 10th class	5.5	4	Previous qualification of NSQF level 4.5 in relevant field	1.5	5	Previous qualification of NSQF level 4 in relevant field	3
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																			
1	Completed 4-year UG in science	3																			
2	Completed 3-year diploma in relevant field after 10th class	4.5																			
3	Completed 2-year NTC in relevant field after 10th class	5.5																			
4	Previous qualification of NSQF level 4.5 in relevant field	1.5																			
5	Previous qualification of NSQF level 4 in relevant field	3																			

		b. Age- 18 Years			
10. Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	24	11. Common Cost Norm Category (I/II/III) (wherever applicable): I			
12. Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	No				
13. Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended				
	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	Total (Hours)
	Classroom (offline)	432	168	120	720
	Online	-	-	-	-
(Refer Blended Learning Annexure for details)					
14. Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/2141.2600 Occupational Health and Safety Specialist.				
15. Progression path after attaining the qualification (Please show Professional and Academic progression)	VERTICAL PROGRESSION- Lead Safety Auditor (Level 7), Safety Consultant/Advisor- (Level 7)				
	HORIZONTAL PROGRESSION- Industrial Environment Engineer (Level 5), Industrial Hygienist (Level 5)				
16. Other Indian languages in which the Qualification & Model Curriculum are being submitted	English, Hindi				
17. Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:				
18. Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," specify applicable type of Disability:				
19. How Participation of Women will be Encouraged	Women will be encouraged to join.				
20. Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Anand Kumar Singh Email: aksingh@ssfindia.org Contact No.: +91-8505955506 Website: www.ssfindia.org	
23.	Final Approval Date by NSQC: 31-01-2024	24. Validity Duration: 3 Years	25. Next Review Date: 31-01-2027

NSQC Approved

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer to the curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/N SQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Concept of safety audit, need, scope and methodologies of safety audit.	SSD/N0113, v1.0	Core	6.0	4	72	28	20	0	120	60	40	-	-	100	15%
2.	Hazard Identification, categories, and control.	SSD/N0130, v1.0	Core	5.0	4	72	28	20	0	120	60	40	-	-	100	19%
3.	Risk score evaluation of hazards.	SSD/N0114, v1.0	Core	6.0	4	72	8	40	0	120	42	28	30	-	100	19%
4.	Safety Audit Report Preparation	SSD/N0115, v1.0	Core	6.0	4	72	18	30	0	120	48	32	20	-	100	15%
5.	Statutes & Legislative requirements in Health & Safety.	SSD/N0131, v1.0	Core	4.5	4	72	48		0	120	60	40	-	-	100	16%

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks										
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)					
6.	Plan Organize & Monitor	SSD/N0116, v1.0	Non-Core	4.5	2	36	14	10	0	60	60	40	-	-	100	8%					
7.	Employability Skills	DGT/VSQ/N0102	Non-Core	6.0	2	36	24	-	-	60	30	20	-	-	50	8%					
Duration (in Hours) / Total Marks											432	168	120	0	720	360	240	50	-	650	100%

Optional NOS/s: No

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks											
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)						
1.	N/A																					
Duration (in Hours) / Total Marks																						

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 35% (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 5 years' experience Completed UG in any discipline / Diploma in relevant field with 8 years' experience Completed ITI/12TH with 15 years' experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 5 years' experience Completed UG in any discipline / Diploma in relevant field with 8 years' experience

3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes,” details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 5 years’ experience Completed UG in any discipline / Diploma in relevant field with 8 years’ experience Completed ITI/12TH with 15 years’ experience
2.	Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 2 years’ experience Completed UG in any discipline / Diploma in relevant field with 3 years’ experience Completed ITI/12TH with 8 years’ experience
3.	Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 5 years’ experience Completed UG in any discipline / Diploma in relevant field with 8 years’ experience
4.	Assessment Mode (Specify the assessment mode)	Offline / Online
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): No
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 34,700
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: “No”

Section 6: Annexure & Supporting Documents Checklist

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrF/NSQF level justification based on NCrF level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Yes
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Yes
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	No
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	Yes
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Yes
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Yes
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Yes
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Yes
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Yes
12.	Any other document you wish to submit:	No

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	The job holder requires a good understanding and theoretical & practical skills in hazard identification, risk assessments, safety requirements and statutory requirements. The works have a large number of varying factors	The job requires a good understanding and theoretical & practical skills in wide-ranging subjects to perform the task of safety auditor. He also requires many regulations and context with a wide range of variables and may not be routine in nature.	5

	and situations & conditions may not be routine or repetitive.		
Professional and Technical Skills/ Expertise/ Professional Knowledge	<p>Job holder is required to audit & ensure compliance for safety & health requirements as per required standards, procedures, regulations, and details. The job holder should have very wide ranging factual & theoretical knowledge of hazards, risks, safety norms, various steps involved, the requirement of various elements to carry out audits for safety on followings.</p> <ul style="list-style-type: none"> • Hazards & risk assessment and hazard identification and risk evaluation. • Knowledge of various Statutes & Legislative requirements in Health & Safety. • Assessments of safety compliances provided, being followed and requirements. • Analysis and Audit report preparation including recommendations for risk mitigations. <p>Planning and organizing and communication with management of the organization.</p>	<p>The job holder should have factual & theoretical knowledge on wide ranging aspects of safety requirements, rules, and regulations to carry out audits and bring the deficiencies & recommendations. The Auditor needs the broad knowledge of theory, processes, and deep concepts in following aspects: -</p> <ul style="list-style-type: none"> • Hazards & risk assessment and hazard identification and risk evaluation. • Statutes & Legislative requirements in Health & Safety like BOCW Act 1996, Factory Act 1948, OSH Code 2020 • Analysis and Audit report preparation including recommendations for risk mitigations. • Communication to management. 	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<p>The job holder is expected to have cognitive & practical skills on wide ranging subjects to ensure safety audit, generate solutions to specific problems related to health & safety regulation.</p>	<p>The outcomes expected from the job holder requires good cognitive & practical skills on wide ranging subjects to audit and generate</p>	5

	<p>He should be able to bring safety gaps and methods to mitigate the risks & hazards under different conditions & varying parameters.</p>	<p>solutions to specific problems related to health & safety. It also needs to exhibit proactive cooperation and collaboration with other members of the organization.</p> <ul style="list-style-type: none"> ● Effective communication, initiative, flexibility, and an ability to induce collaboration. ● Exhibits integrity, interpersonal understanding, and self-confidence. ● Utilizes a systematic approach to apply knowledge in proactive guidance and problem solving. ● Brings gaps in compliance of measures on wide ranging aspects related to health & safety. <p>Suggest & ensure practical solutions to specific problems being faced.</p>	
<p>Broad Learning Outcomes/Core Skill</p>	<p>The job holder is expected to analyze the reasons using varying parameters, use mathematical tools to find gaps and other details to suggest solutions. He is also expected to have core skills to demonstrate team work, time management, effective guidance, and communication to ensure audit as per set standard practices, rules, and procedures.</p>	<p>The job holder is expected to have good knowledge of logical and mathematical understanding to analyze, prepare and present the audit report in the correct perspective. He also needs to have a very good understanding of social, political, statutory, and general needs & requirements. He also needs good knowledge of followings:-</p>	<p>5</p>

		<ul style="list-style-type: none"> • Effective guidance, communication, and presentation. • Compliance to standard practices & procedures. • Ensure measures process compliance in time & before work starts. <p>Correct & Constructive suggestions for improvement to all stakeholders.</p>	
Responsibility	<p>The Job holder carries out an audit and is directly and fully responsible to carry out the safety audit, bring out gaps, non-compliance issues and suggest measures, actions, procedures to plug the safety & health gaps.</p> <p>He is also responsible for the subordinates under him for communication, report preparation and submission</p> <p>Responsibility for continual learning and development of self.</p>	<p>The Job holder is directly & fully responsible for his work in carrying out audits for safety & health, report preparation and suggestions/recommendations.</p>	5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment
Batch Size: 30

No	Tools/Equipment Name	Specifications	Quantity for specified batch size
1	Safety goggles	Nos	15
2	Full face shield	Nos	10
3	Leather gloves	Nos	9

4	Puncture resistant gloves	Nos	9
5	Chemical resistant gloves	Nos	9
6	Electrically insulated latex gloves	Nos	9
7	Safety helmets/hard hats	Nos	15
8	Ear plugs	Nos	15
9	Ear muffs	Nos	15
10	Safety shoes	Nos	15
11	Safety gumboots	Nos	15
12	High visibility jackets	Nos	15
13	N95 masks	Nos	15
12	Double filter half face mask	Nos	5
13	Double filter full face mask	Nos	5
14	SCBA – Self-contained breathing apparatus	Nos	1
15	Safety harness	Nos	15
16	Lanyard	Nos	15
17	Fall arrestor	Nos	15
18	CO2 Fire extinguisher	Nos	25
19	Dry Chemical Powder Fire extinguisher	Nos	25
20	Fire hydrant system	Nos	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Blackboard/White board
2. Marker
3. Projector

4. Laptop with relevant software

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Irrigation Department Government of UP	Er. Manoj Kumar Arya	Junior Engineer	Aligarh, Uttar Pradesh	9412818118	-	-
2	Shaheed Bhagat Singh College, University of Delhi	Dr. Chandrakanta	Former Faculty	Delhi University, New Delhi	-	chandrakantajnu@gmail.com	-
3	Surya Contractors	Mr. Rajendra Kumar	Billing Engineer (Civil)	Amritsar, Punjab	8802661569	-	-
4	Accurate Institute of Management and Technology	Dr. S L Rajput	Associate Professor	Greater Noida, Uttar Pradesh	807626549	-	-
5	Pratham education foundation	Mr. Ashutosh Sharma Mr. Raman Singh	Program Associate (Civil)	Noida, Uttar Pradesh	7982315949 7827582148	-	-

6	CPWD, New Delhi	Mr. Bharat Singh Chauhan	Junior Engineer (Civil)	O/A Assistant Engineer, 4/N, CPWD Shahjahan road, New Delhi	-	-	-
7	UPPCL, Lucknow	Ms. Sandhya Mishra	Junior Engineer (Civil)	UPPCL, Left Bank Gomti Barrage, Gomti Nagar, Lucknow, UP	-	-	-
8	Deepam Contractors Pvt. Ltd.	Mr. R. B. Singh	Director	H-156 Beta 2, Greater Noida, UP- 203010	7503920973	deepamcontractor@gmail.com	-
9	IIT Guwahati	Dr. Sparsh Johari	Assistant Professor	Indian Institute of Technology, Guwahati	7827060976	sparshjohari@iitg.ac.in	-
10	Ciria India Limited	Mr. Akash Nirvan	Head EHSS	C-116, 2 ND & 3 RD Floor, Sector-2, Noida- 201301, UP	8800377994	Akash.nirvan@morganplc.com	-
11	IIT Roorkee	Mr. Amarjeet	Research Scholar (Dept. of Civil Engg)	Indian Institute of Technology Roorkee, Uttarakhand	7839116059	-	-
12	N.R., Indian Railways	Bishun Dayal Verma	SSE	Carriage workshop, Alam Bagh, Lucknow- Uttar Pradesh	8707481190 9794830451	-	-

13	Larsen & Toubro Limited	Mr. Rahul Sinha	Assistant Construction Manager	NCRTC RRTS Project, Meerut, Uttar Pradesh	-	Rahul.sinha1@Intecc.com	-
14	Ask EHS engineering & consultants Pvt ltd	Mahesh S Lanjekar	Business Head	Surat, Gujarat	9227695202	Mahesh.lanjekar@askehspmc.com	-
15	Symplico	Ms. Lata Rawat	Manager	Surat, Gujarat	9484825000	-	-
16	Pooja Enterprises	Mr. Karan Aggarwal	General Manager	Surat, Gujarat	9725348874	-	-
17	Structural Specialties & Projects Pvt Ltd	Mr. Sawant	-	801, Odyssey, Road No. 9, Wagle Estate, Thane (West), Thane, Maharashtra 400604	022 2580 1080	-	-
18	Jobby Industrial Services Pvt Ltd	Mr. B Naik	-	UNIT NO. 25 & 26, NAHUR UDYOG CO-OP SOCIETY LTD. PANDIT M. M. MALVIYA MARG, MULUND (W), MUMBAI Mumbai City MH 400080 IN	02221675100	-	-
19	Enercore Power Builders	Mr. S Paramasiram	-	351 / 270, 1st Floor, MKN Road, Alandur,	(949) 732-4400	-	-

				Chennai, Tamil Nadu 600016			
20	Munn Engineers & Developers Pvt Ltd	-	-	Ward No. 3, House No: 26, Nadikhandisahi, Phulbani, IGndhamal, Odisha-762001	-	-	-
21	Micron Electricals	Syed Akbar Ahmed Zaidi Mr. Mohan Rangala	Safety Head EHS Engineer	No.86/E-1,2nd Cross,3rd Main Road, Industrial Suburb,2nd Stage Yeshwanthpur, BANGALORE – 560 022	9885092841 9515470663	qhseakbar@gmail.com rangalamohanrao@gmail.com	-
22	Tata Project	SK Mohammad Ali Akbar	Safety Officer	Mumbai, Maharashtra, India	9040597712	-	-
23	Reliance Industries Limited	Ravi Ballabh	GM, S&OR-Const. Safety		9725007688	Ravi.ballabh@ril.com	-
24	Signify Innovation India Limited	Pradeep Singh Parhar	Manager Health & Safety	9 th floor, Building 9B, DLF cyber city, Gurugram-Haryana	9814721820	Pradeep.parhar@signify.com	-
25	ASK EHS	Harshit Parikh	Business Development Overseas (HSE	Surat, Gujarat	6359922897	harshitparikh@askehspmc.com	-

			Recruitment & Projects)				
26	JSW	Veerendra Kumar	Safety Consultant			Veerendra.kumar@jsw.in	-
27	Carrier India Limited	Md. Mukaram	Safety Head			md.mukaram@carrier.com	-
28	Kalpataru Group	Lalit Tiwari	President-EHS & Group chief sustainability officer			lalitkumar.tiwari@kalpataru.com	-
29	United Fire & Safety Services	Sandeep Mehta	Owner	GIDC, Industrial estate, makarpura, Vadodara-390010	6358827798	Usafe.fire@gmail.com	-
30	L&T Limited	Manish Gupta	HSE Head	L&T Energy-Hydrocarbon (HSE), Hazira			

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024	500	500	50	50		
2025	1000	1000	100	100		
2026	1000	1000	100	100	-	-

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented: This is a new qualification.

Content availability for previous versions of qualifications: This is a new qualification.

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: Hindi and English

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio

1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	Presentations, Reference material, Audio/Video module, e-books, 2-way video platform, Case study.	0% : 100%
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	Presentations, Reference material, Audio/Video module, e-books, 2-way video platform.	0% : 100%
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	Presentations, Audio/Video module, e-books	50% : 50%
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Simulation, Animation, Audio/Video module	80% : 20%
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Presentations, Reference material, Audio/Video module, e-books, MCQ based test.	50% : 50%
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Presentations, Reference material, Audio/Video module, e-books, laptop/mobile	0% : 100%
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	On the work site, simulation.	100% : 0%

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SSD/N0113, v1.0: Concept of Safety Audit, Need, Scope and Methodologies of safety audit.	PC-1 Understand concept of safety audit, audit objective and safety audit requirement.	6	4	-	-
	PC-2 Understand the importance of audits and the concept of “window dressing” and the responsibilities of an auditor.	6	4	-	-
	PC-3 Understand audit technique- vouching, confirmation, reconciliation, testing, analysis, scanning, inquiry, verification posting, flow chart, observations.	6	4	-	-
	PC-4 Understand safety audit methodologies, its planning, notification, and opening meeting for safety audit.	5	3	-	-
	PC-5 Understand the pre audit preparations, first, second, third & fourth stages of the safety audit.	5	3	-	-
	PC-6 Understand field work, getting management's response and report drafting for safety audit.	5	3	-	-
	PC-7 Understand closing meeting, final audit distribution and follow-up for safety audit.	3	3	-	-

	PC-8 Understand the scope of internal and external audit, reasons & advantages.	3	2	-	-
	PC-9 Understand first-party, second-party and third-party audits.	3	2	-	-
	PC-10 Find the scope of the compliance audit, program audit & management system audit.	3	2	-	-
	PC-11 Find the scope of audit for a task, program, activity, project & machinery.	3	2	-	-
	PC-12 Understand the safety management system and the requirement of Plan-Do-Check-Act (PDCA) cycle in safety management system.	5	3	-	-
	PC-13 Understand and analyze “Plan” & “Do” stages of PDCA cycle.	4	2	-	-
	PC-14 Understand and analyze “Check” and “Act” stages of PDCA cycle.	3	3	-	-
	Total Marks	60	40		
SSD/N0130, v1.0: Hazard Identification, Categories and Control.	PC-1 Understand the basic definitions: Hazards, unsafe conditions & acts, incidents & accidents; fatal, non-fatal, near miss incidents & accidents; lost time injury & first aid injury.	6	4	-	-
	PC-2 Understand hazard categories and risks introduced by PPEs.	4	2	-	-
	PC-3 Know the different types of safety signs and signals.	2	2	-	-
	PC-4 Understand the hierarchy of controls in safety.	4	3	-	-
	PC-5 Understanding Importance of each hierarchy of control.	4	3	-	-
	PC-6 Understanding the steps in the hierarchy of control.	4	2	-	-
	PC-7 Understand different hazard categories & control: Electricity and Fire.	5	3	-	-
	PC-8 Understand different hazard categories & control: Tools, equipment, and machinery.	5	3	-	-
	PC-9 Understand different hazard categories & control: Health and workplace hazard - Work at height, confined space, working in an excavation, lone working, and slips & trips.	5	3	-	-
	PC-10 Understand different hazard categories & control: Movement of workforce, Work related driving and vehicles at workplace.	5	3	-	-
	PC-11 Understand different hazard categories & control: Hazardous substances.	5	3	-	-
	PC-12 Understand different hazard categories & control: Musculoskeletal disorders, manual handling, and load handling equipment.	4	3	-	-
	PC-13 Understand different hazard categories & control: Noise, vibration, radiation, mental ill- health, violence at work, substance abuse at workplace.	4	3	-	-

	PC-14 Understand different hazard categories & control: Lifting and Rigging hazards and control.	3	3	-	-
	Total Marks	60	40	-	-
SSD/N0114, v1.0: Risk Score Evaluation of Hazards.	PC-1 Understand ‘Risks”, objectives of risk assessment, 5x5 risk matrix and risk ratings.	4	2	30	-
	PC-2 Understand HIRA and its statutory requirements.	4	2		-
	PC-3 Understand Likelihood & severity of hazard.	4	2		-
	PC-4 identifies the persons vulnerable to the hazard.	3	2		-
	PC-5 Analyze as “How the hazard can lead to an accident or endanger a person’s life”, likelihood, and severity of the hazard.	3	2		-
	PC-6 Carry out risk assessment and prepare risk matrix.	3	2		-
	PC-7 Suggest corrective action in HIRA by following hierarchy of control.	3	2		-
	PC-8 Understand the role of management in an organization, role of safety supervisor, safety executive, safety officer, safety engineer, and safety manager	3	2		-
	PC-9 Understand fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA	3	2		
	PC-10 Understand the role of occupier, controller of premise, role & need of contractors in the organization & work permit to contractors, role of safety committee	3	2		
	PC-11 Understand the selection prerequisites of a contractor, management of contractors, review meetings, safety committee meetings, method statements, accident reporting, training programs, statutory inspections, permit to work, gaps in contractor safety implementation of contractor safety.	3	2		
	PC-12 Risk assessment analysis on HIRA (practical on 5 different scenarios)	6	6		
	NOS Total Marks	42	28		30
SSD/N0115, v1.0 : Safety Audit Report Preparation	PC-1 Understand the inspection & Health & Safety Audit report, difference between safety audit and inspection.	5	3	20	-
	PC-2 Understand the scope of Health & Safety Audit & Management System	5	3		
	PC-3 Understand the audit elements- Title, Addressee, Introduction, Scope, Identification of documents audited, management responsibilities, auditors’ responsibility, reference to audit standards, Opinion, Signature, Auditor’s address, Date of report.	2	2		

	PC-4 Read & understand the “Statement of Intent” in the safety policy, “Safety Culture” in an organization and identify the positive Safety Culture indicators in an organization.	6	4		-
	PC-5 Learn information gathering from “Legal compliance, absence and sickness data, Risk Assessments, SOP, Monitoring records, External & Internal communication medium, Maintenance records, Accident and Incident records, Health and Surveillance records, Safety committee minutes of meetings, Training records, Statutory Inspections, Previous audit reports”.	6	4		-
	PC-6 Understanding the IS 14489: 1998 – Code of practice on occupational safety and health audit.	6	4		-
	PC-7 Learn to prepare “Safety Policy”, “Standard Operating Procedures”, Agenda, “Minutes of Meetings” and “Safe Systems of Work”.	4	3		-
	PC-8 Conduct and record interviews for audits.	4	3		-
	PC-9 Gather data & information from compliance data, absence and sickness data, SOP, monitoring records, external & internal communication, maintenance records, accident and incident records, health and surveillance records, safety committee minutes of meetings, inspection reports, previous audit reports and others records.	5	3		-
	PC-10 Prepare the audit report as per IS 14489- 1998 (Project).	5	3		-
	NOS Total Marks	48	32	20	-
SSD/N0131, v1.0: Statutes & Legislative requirements in Health & Safety.	PC-1 Apply regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996.	5	3	-	-
	PC-2 Apply regulatory obligations pertaining to safety, health & environment compliance as per Factories Act, 1948.	4	2	-	-
	PC-3 Apply regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA) compliance requirements.	2	2	-	-
	PC-4 Apply regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS.	4	3	-	-
	PC-5 Apply regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines	4	3	-	-
	PC-6 Apply regulatory obligations pertaining to Mines Vocational Training Rules – DGMS	4	2	-	-
	PC-7 Apply regulatory obligations pertaining to Electricity Act 2010 & 2003	4	3	-	-

	PC-8 Apply regulatory obligations pertaining to National Building Code (NBC) – 2016	4	3	-	-
	PC-9 Apply regulatory obligations pertaining to National Fire Protection Association regulations.	4	3	-	-
	PC-10 Apply regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884.	5	3	-	-
	PC-11 Apply regulatory obligations pertaining to Gas Cylinders Rule 2016	4	3	-	-
	PC-12 Apply regulatory obligations pertaining to The Boilers Act 1923	4	3	-	-
	PC-13 Apply regulatory obligations pertaining to Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance.	4	3	-	-
	PC-14 Apply regulatory obligations pertaining to Motor vehicle Act 1988	4	2	-	-
	PC-15 Apply regulatory obligations pertaining to First Aid at workplaces and training on first aid.	4	2	-	-
	NOS Total Marks	60	40	-	-
SSD/N0116, v1.0: Plan, Organize & Monitor	PC-1 Plan the resources, schedules, and timelines as per work timelines given by superiors.	12	8	-	-
	PC-2 Understand hierarchy of the organization and communicate to concerned co-workers & superiors.	6	4	-	-
	PC-3 Task the subordinates as per task & timelines	6	4	-	-
	PC-4 Resource collection and provisioning.	6	4	-	-
	PC-5 Communicating to concerned co-workers & superiors.	6	4	-	-
	PC-6 Briefing to subordinates about the schedule, sequence, timing & resources to subordinates.	6	4	-	-
	PC-7 Monitoring progress of work, management of resources, guidance to subordinates.	6	4	-	-
	PC-8 Reporting to superiors and keeping the other teams informed.	6	4	-	-
	PC-9 Documentations & compliances and report submission.	6	4	-	-
	NOS Total Marks	60	40	-	-
DGT/VSQ/N0102: Employability Skills	PC- 1 Identify employability skills required for jobs in various industries	0.5	0.5	-	-
	PC- 2 Identify and explore learning and employability portals	0.5	0.5	-	-
	PC- 3 Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	0.5	0.5	-	-
	PC- 4 Follow environmentally sustainable practices	0.5	0.5	-	-
	PC- 5 Recognize the significance of 21st Century Skills for employment	0.5	0.5	-	-

PC- 6 Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	0.5	0.5	-	-
PC- 7 Use basic English for everyday conversation in different contexts, in person and over the telephone	0.5	0.5	-	-
PC- 8 Read and understand routine information, notes, instructions, mails, letters etc. written in English	0.5	0.5	-	-
PC- 9 Write short messages, notes, letters, e-mails etc. in English	0.5	0.5	-	-
PC- 10 Understand the difference between job and career	0.5	0.5	-	-
PC- 11 Prepare a career development plan with short- and long-term goals, based on aptitude	1	0.5	-	-
PC- 12 Follow verbal and non-verbal communication etiquette and active listening techniques in various settings	1	0.5	-	-
PC- 13 Work collaboratively with others in a team	1	0.5	-	-
PC- 14 Communicate and behave appropriately with all genders and PwD	1	0.5	-	-
PC- 15 Escalate any issues related to sexual harassment at workplace according to POSH Act	1	0.5	-	-
PC- 16 Select financial institutions, products, and services as per requirement	1	0.5	-	-
PC- 17 Carry out offline and online financial transactions, safely and securely	1	0.5	-	-
PC- 18 Identify common components of salary and compute income, expenses, taxes, investments etc.	1	0.5	-	-
PC- 19 Identify relevant rights and laws and use legal aids to fight against legal exploitation	1	0.5	-	-
PC- 20 Operate digital devices and carry out basic internet operations securely and safely	1	0.5	-	-
PC- 21 Use e- mail and social media platforms and virtual collaboration tools to work effectively	1	0.5	-	-
PC- 22 Use basic features of word processor, spreadsheets, and presentations	1	0.5	-	-
PC- 23 Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	2	0.5	-	-

PC- 24 Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	2	0.5	-	-
PC- 25 Identify sources of funding, anticipate, and mitigate any financial/legal hurdles for the potential business opportunity	1	0.5	-	-
PC- 26 Identify different types of customers	1	0.5	-	-
PC- 27 Identify and respond to customer requests and needs in a professional manner.	1	0.5	-	-
PC- 28 Follow appropriate hygiene and grooming standards	1	0.5	-	-
PC- 29 Create a professional Curriculum vitae (Résumé)	1	1	-	-
PC- 30 Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	1	2	-	-
PC- 31 Apply to identified job openings using offline /online methods as per requirement	1	1	-	-
PC- 32 Answer questions politely, with clarity and confidence, during recruitment and selection	1	1	-	-
PC- 33 Identify apprenticeship opportunities and register for it as per guidelines and requirement	1	1	-	-
Total Marks	30	20	-	-
Grand Total	360	240	50	

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches are assigned to the assessment agencies for conducting the assessment on SIP/Portal or email
- Assessment agencies send the assessment confirmation to VTP/TC looping Awarding Body(AB)
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- AB ensures the assessment process & records

2. Testing Environment:

- Check the assessment location, date, and time

- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the AA/Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor will be ToA certified & trainer will be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Center photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location
- Method for assessment documentation, archiving, and access
- Soft/Hard copies of the documents are stored

On the Job:

1. The candidate works for all modules.
2. The candidate must score 50% in assessment to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills, understanding needs & requirements.
 - Report prepared by trainees during OJT.
4. Assessment of task ensure that the candidate can perform all tasks of the job role required:

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS defines the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities based on their main economic function, product, service, or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

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