



## Qualification Pack



# Safety Auditor

QP Code: SSD/VSQ/Q0105

Version: 1.0

NSQF Level: 5

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### SSD/VSQ/Q0105: Safety Auditor

#### Brief Job Description

Safety Auditor is responsible for scrutiny of an organization safety process to identify gaps, loopholes, and inefficiencies in safety processes. The job holder prioritizes safety issues that can cause harm to a person 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 and processes.

#### Personal Attributes

He/she should be mentally and professionally fit to take responsibility to ensure compliance of health and safety standards at the workplace with his/her integrity, objectivity, independence, knowledge of law, expression, and code of ethics.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [SSD/VSQ/N0113: Concept of Safety Audit, Need, Scope and Methodologies of safety audit.](#)
2. [SSD/VSQ/N0130: Hazard identification, categories, and control.](#)
3. [SSD/VSQ/N0114: Risk Score Evaluation of Hazards.](#)
4. [SSD/VSQ/N0115: Safety Audit Report Preparation](#)
5. [SSD/VSQ/N0131: Statutes and Legislative requirements in Health and Safety.](#)
6. [SSD/VSQ/N0116: Plan, Organize & Monitor.](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemicals & Petrochemicals, and others.
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management



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<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Credits</b>	24
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/2141.2600 : Occupational Health and Safety Specialist.
<b>Minimum Educational Qualification &amp; Experience</b>	Completed 4 year UG program (in science) with 3 Years of experience OR Completed 3 year diploma after 10th (in relevant field) with 3-5 Years of experience (4.5 Years) OR 10th Class + I.T.I with 5-10 Years of experience (5.5 Years) OR Previous relevant Qualification of NSQF Level (4.5) with 1-2 Years of experience (1.5 Years) OR Previous relevant Qualification of NSQF Level (4) with 3 Years of experience
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	Nil
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/01/2027
<b>NSQF Approval Date</b>	31/01/2024
<b>Version</b>	1.0
<b>Reference code on NQR</b>	QC-05-CO-02084-2024-V1-SSDF
<b>NQR Version</b>	1.0

### Remarks:

NA



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# SSD/VSQ/N0113: Concept of Safety Audit, Need, Scope and Methodologies of safety audit.

## Description

The NOS describes the knowledge & skills required by the professional to understand the concept of safety audit, its approach, stages, scope, audit procedure, PDCA cycle and audit cycles to conduct safety audit at the workplace.

## Scope

The scope covers the following :

- Understand & perform audit with schematic approach.
- Identify and understand audit in different audit stages.
- Suggest continuous improvement cycles in the system.

## Elements and Performance Criteria

### *Concept of Safety Audit*

To be competent, the user/individual on the job must be able to:

- PC1.** Understand concept of safety audit, audit objective and safety audit requirement.
- PC2.** Understand the importance of audits and the concept of “window dressing” and the responsibilities of an auditor.
- PC3.** Understand audit technique- vouching, confirmation, reconciliation, testing, analysis, scanning, inquiry, verification posting, flow chart, observations.

### *Safety Audit Process and Stages*

To be competent, the user/individual on the job must be able to:

- PC4.** Understand safety audit methodologies, its planning, notification, and opening meeting for safety audit.
- PC5.** Understand the pre audit preparations, first, second, third & fourth stages of the safety audit.
- PC6.** Understand field work, getting management's response and report drafting for safety audit.
- PC7.** Understand closing meeting, final audit distribution and follow-up for safety audit.

### *Types and Scope of Safety Audit*

To be competent, the user/individual on the job must be able to:

- PC8.** Understand the scope of internal and external audit, reasons & advantages.
- PC9.** Understand first-party, second-party and third-party audits.
- PC10.** Find the scope of the compliance audit, program audit & management system audit.
- PC11.** Find the scope of audit for a task, program, activity, project & machinery.

### *PDCA Cycle for Safety Audit Process*

To be competent, the user/individual on the job must be able to:

- PC12.** Understand the safety management system and the requirement of Plan-Do-Check-Act (PDCA) cycle in safety management system.
- PC13.** Understand and analyze “Plan” & “Do” stages of PDCA cycle.



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**PC14.** Understand and analyze “Check” and “Act” stages of PDCA cycle.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Safety audit purpose, types, methods, processes, and stages.
- KU2.** Risks & hazards at work places.
- KU3.** Safety & health requirements at work places.
- KU4.** Safety & health measures against risks & hazards.
- KU5.** PDCA safety audit cycles.
- KU6.** Government safety legislation, rules, and compliances.
- KU7.** Government agencies in ensuring health & safety measures.
- KU8.** Hierarchy in the organizations & decision making.

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Concept of Safety Audit</i>	<b>18</b>	<b>12</b>	-	-
<b>PC1.</b> Understand concept of safety audit, audit objective and safety audit requirement.	6	4	-	-
<b>PC2.</b> Understand the importance of audits and the concept of “window dressing” and the responsibilities of an auditor.	6	4	-	-
<b>PC3.</b> Understand audit technique- vouching, confirmation, reconciliation, testing, analysis, scanning, inquiry, verification posting, flow chart, observations.	6	4	-	-
<i>Safety Audit Process and Stages</i>	<b>18</b>	<b>12</b>	-	-
<b>PC4.</b> Understand safety audit methodologies, its planning, notification, and opening meeting for safety audit.	5	3	-	-
<b>PC5.</b> Understand the pre audit preparations, first, second, third & fourth stages of the safety audit.	5	3	-	-
<b>PC6.</b> Understand field work, getting management's response and report drafting for safety audit.	5	3	-	-
<b>PC7.</b> Understand closing meeting, final audit distribution and follow-up for safety audit.	3	3	-	-
<i>Types and Scope of Safety Audit</i>	<b>12</b>	<b>8</b>	-	-
<b>PC8.</b> Understand the scope of internal and external audit, reasons & advantages.	3	2	-	-
<b>PC9.</b> Understand first-party, second-party and third-party audits.	3	2	-	-
<b>PC10.</b> Find the scope of the compliance audit, program audit & management system audit.	3	2	-	-
<b>PC11.</b> Find the scope of audit for a task, program, activity, project & machinery.	3	2	-	-
<i>PDCA Cycle for Safety Audit Process</i>	<b>12</b>	<b>8</b>	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> Understand the safety management system and the requirement of Plan-Do-Check-Act (PDCA) cycle in safety management system.	5	3	-	-
<b>PC13.</b> Understand and analyze “Plan” & “Do” stages of PDCA cycle.	4	2	-	-
<b>PC14.</b> Understand and analyze “Check” and “Act” stages of PDCA cycle.	3	3	-	-
<b>NOS Total</b>	<b>60</b>	<b>40</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0113
<b>NOS Name</b>	Concept of Safety Audit, Need, Scope and Methodologies of safety audit.
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

# SSD/VSQ/N0130: Hazard identification, categories, and control.

## Description

The NOS describes the knowledge and skills required by the professional to identify hazards at the workplace, severity of hazards, risk rating, protection overview and improved methodologies.

## Scope

The scope covers the following :

- Identify hazards and categories the hazards
- Implement Hierarchy of control in improvement methodologies.
- Understand hidden risk in improved methodologies.

## Elements and Performance Criteria

### *Basic Hazard Identification*

To be competent, the user/individual on the job must be able to:

- PC1.** Understand the basic definitions: Hazards, unsafe conditions & acts, incidents & accidents; fatal, non-fatal, near miss incidents & accidents; lost time injury & first aid injury.
- PC2.** Understand hazard categories and risks introduced by PPEs.
- PC3.** Know the different types of safety signs and signals.

### *Hierarchy of Control*

To be competent, the user/individual on the job must be able to:

- PC4.** Understand the hierarchy of controls in safety.
- PC5.** Understanding Importance of each hierarchy of control.
- PC6.** Understanding the steps in the hierarchy of control.

### *Basic Hazard categories and control*

To be competent, the user/individual on the job must be able to:

- PC7.** Understand different hazard categories & control: Electricity and Fire.
- PC8.** Understand different hazard categories & control: Tools, equipment, and machinery.
- PC9.** Understand different hazard categories & control: Health and workplace hazard - Work at height, confined space, working in an excavation, lone working, and slips & trips.
- PC10.** Understand different hazard categories & control: Movement of workforce, Work related driving and vehicles at workplace.
- PC11.** Understand different hazard categories & control: Hazardous substances.
- PC12.** Understand different hazard categories & control: Musculoskeletal disorders, manual handling, and load handling equipment.
- PC13.** Understand different hazard categories & control: Noise, vibration, radiation, mental ill-health, violence at work, substance abuse at workplace.
- PC14.** Understand different hazard categories & control: Lifting and Rigging hazards and control.

## Knowledge and Understanding (KU)



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The individual on the job needs to know and understand:

- KU1.** Various risks & hazards at work places.
- KU2.** Safety hierarchy of the organization.
- KU3.** Safety audit purpose types, methods, processes, and stages.
- KU4.** Safety & health measures against risks & hazards.
- KU5.** PDCA safety audit cycles.
- KU6.** Government safety legislation, rules, and compliances.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effective written & verbal communication in the language of communication
- GS2.** Knowledge of basics of computer operations, software, and analyzing tools.
- GS3.** Knowledge of mathematics, calculating & mathematical analysis process.
- GS4.** Planning, organizing & resource optimization.
- GS5.** Administration, decision making & conflict resolution.
- GS6.** Understanding of safety regulations and safety protocols.
- GS7.** Professional behavior with co-workers and employees.
- GS8.** Use of general safety equipment and personal protective equipment.
- GS9.** Workplace rules & security, fire safety protocols & procedure, emergency conditions in safety.
- GS10.** Knowledge of organizational hierarchy for availability of tools, equipment & material & its security.
- GS11.** Ready to learn, understand, find solution & conflict resolution.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Basic Hazard Identification</i>	<b>12</b>	<b>8</b>	-	-
<b>PC1.</b> 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	-	-
<b>PC2.</b> Understand hazard categories and risks introduced by PPEs.	4	2	-	-
<b>PC3.</b> Know the different types of safety signs and signals.	2	2	-	-
<i>Hierarchy of Control</i>	<b>12</b>	<b>8</b>	-	-
<b>PC4.</b> Understand the hierarchy of controls in safety.	4	3	-	-
<b>PC5.</b> Understanding Importance of each hierarchy of control.	4	3	-	-
<b>PC6.</b> Understanding the steps in the hierarchy of control.	4	2	-	-
<i>Basic Hazard categories and control</i>	<b>36</b>	<b>24</b>	-	-
<b>PC7.</b> Understand different hazard categories & control: Electricity and Fire.	5	3	-	-
<b>PC8.</b> Understand different hazard categories & control: Tools, equipment, and machinery.	5	3	-	-
<b>PC9.</b> 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	-	-
<b>PC10.</b> Understand different hazard categories & control: Movement of workforce, Work related driving and vehicles at workplace.	5	3	-	-
<b>PC11.</b> Understand different hazard categories & control: Hazardous substances.	5	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> Understand different hazard categories & control: Musculoskeletal disorders, manual handling, and load handling equipment.	4	3	-	-
<b>PC13.</b> Understand different hazard categories & control: Noise, vibration, radiation, mental ill-health, violence at work, substance abuse at workplace.	4	3	-	-
<b>PC14.</b> Understand different hazard categories & control: Lifting and Rigging hazards and control.	3	3	-	-
<b>NOS Total</b>	<b>60</b>	<b>40</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0130
<b>NOS Name</b>	Hazard identification, categories, and control.
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	6
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

### SSD/VSQ/N0114: Risk Score Evaluation of Hazards.

#### Description

The NOS describes the knowledge & skills required by the professional to calculate risk score & ratings of a hazard with the help of a 5x5 risk matrix in view of the likelihood and severity of the hazard.

#### Scope

The scope covers the following :

- Identify hazard and carry out risk assessment of the hazard.
- Gather information as per existing HIRA (HAZARD IDENTIFICATION & RISK ASSESSMENT).
- Analyze and suggest risk control for different categories of hazards.

#### Elements and Performance Criteria

##### *Risks and objective of risk assessments*

To be competent, the user/individual on the job must be able to:

- PC1.** Understand Risks, objectives of risk assessment, 5\*5 risk matrix and risk ratings.
- PC2.** Understand HIRA and its statutory requirements.
- PC3.** Understand Likelihood and severity of hazard.

##### *Hazard Identification and Risk Assessment (HIRA)*

To be competent, the user/individual on the job must be able to:

- PC4.** Identify the persons vulnerable to the hazard.
- PC5.** Analyze as How the hazard can lead to an accident or endanger a persons life, likelihood, and severity of the hazard.
- PC6.** Carry out risk assessment and prepare risk matrix.
- PC7.** Suggest corrective action in HIRA by following hierarchy of control.

##### *Hierarchy and Process Safety.*

To be competent, the user/individual on the job must be able to:

- PC8.** Understand the role of management in an organization, role of safety supervisor, safety executive, safety officer, safety engineer, and safety manager.
- PC9.** Understand fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA.
- PC10.** Understand the role of occupier, controller of premise, role and need of contractors in the organization and work permit to contractors, role of safety committee.
- PC11.** 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.

##### *Case Study*

To be competent, the user/individual on the job must be able to:

- PC12.** Risk assessment analysis on HIRA, practical on 5 different scenarios



## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Risks & hazards at work places.
- KU2.** Risk objective & risk assessment methods.
- KU3.** Safety audit types, methods, processes, and stages.
- KU4.** Persons at risk in the organization & safety requirements.
- KU5.** Government safety legislation, rules, and compliances.
- KU6.** Government agencies in ensuring health and safety measures.
- KU7.** Hierarchy in the organizations
- KU8.** Risk matrix preparation, risk analysis.

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Risks and objective of risk assessments</i>	<b>12</b>	<b>6</b>	<b>7.5</b>	-
<b>PC1.</b> Understand Risks, objectives of risk assessment, 5*5 risk matrix and risk ratings.	4	2	-	-
<b>PC2.</b> Understand HIRA and its statutory requirements.	4	2	-	-
<b>PC3.</b> Understand Likelihood and severity of hazard.	4	2	-	-
<i>Hazard Identification and Risk Assessment (HIRA)</i>	<b>12</b>	<b>8</b>	<b>7.5</b>	-
<b>PC4.</b> Identify the persons vulnerable to the hazard.	3	2	-	-
<b>PC5.</b> Analyze as How the hazard can lead to an accident or endanger a persons life, likelihood, and severity of the hazard.	3	2	-	-
<b>PC6.</b> Carry out risk assessment and prepare risk matrix.	3	2	-	-
<b>PC7.</b> Suggest corrective action in HIRA by following hierarchy of control.	3	2	-	-
<i>Hierarchy and Process Safety.</i>	<b>12</b>	<b>8</b>	<b>7.5</b>	-
<b>PC8.</b> Understand the role of management in an organization, role of safety supervisor, safety executive, safety officer, safety engineer, and safety manager.	3	2	-	-
<b>PC9.</b> Understand fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA.	3	2	-	-
<b>PC10.</b> Understand the role of occupier, controller of premise, role and need of contractors in the organization and work permit to contractors, role of safety committee.	3	2	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> 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	-	-
<i>Case Study</i>	<b>6</b>	<b>6</b>	<b>7.5</b>	-
<b>PC12.</b> Risk assessment analysis on HIRA, practical on 5 different scenarios	6	6	-	-
<b>NOS Total</b>	<b>42</b>	<b>28</b>	<b>30</b>	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0114
<b>NOS Name</b>	Risk Score Evaluation of Hazards.
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

### SSD/VSQ/N0115: Safety Audit Report Preparation

#### Description

The NOS will help the professional to understand the concept of an audit and inspection in an organization and prepare an audit report. Further it will help the professional in gathering valuable information before and after audit.

#### Scope

The scope covers the following :

- Collect and analyze information for audit.
- Scrutinize documents for audit prerequisites.
- Follow audit procedure as per IS 14489-1998
- Prepare an audit report.

#### Elements and Performance Criteria

##### *Safety Audit inspection scope and audit management.*

To be competent, the user/individual on the job must be able to:

- PC1.** Understand the inspection and Health and Safety Audit report, difference between safety audit and inspection.
- PC2.** Understand the scope of Health and Safety audit and management system.
- PC3.** Understand the audit elements Title, Addressee, Introduction, Scope, Identification of documents audited, management responsibilities, auditors' responsibility, reference to audit standards, Opinion, Signature, Auditors address, Date of report.

##### *Scrutiny of Documents in safety audit.*

To be competent, the user/individual on the job must be able to:

- PC4.** 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.
- PC5.** 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.
- PC6.** Understanding the IS 14489:1998 – Code of practice on occupational safety and health audit.

##### *Safety Audit data collection and report preparation.*

To be competent, the user/individual on the job must be able to:

- PC7.** Learn to prepare Safety Policy, Standard Operating Procedures, Agenda, Minutes of Meetings and Safe Systems of Work
- PC8.** Conduct and record interviews for audits.
- PC9.** Gather data and 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.



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**PC10.** Prepare the audit report as per IS 14489- 1998. (Project)

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Risks & hazards at work places.
- KU2.** Safety & health requirements at work places.
- KU3.** Safety audit purpose, scope, and extent of safety audit.
- KU4.** Safety & health measures against risks & hazards and hierarchy of management.
- KU5.** Government safety legislation, rules, and compliances.
- KU6.** Government agencies in ensuring health & safety measures.
- KU7.** Standard Operating Procedures on safety.
- KU8.** Conduct and record of interviews of staff on safety.

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Safety Audit inspection scope and audit management.</i>	<b>12</b>	<b>8</b>	<b>6</b>	-
<b>PC1.</b> Understand the inspection and Health and Safety Audit report, difference between safety audit and inspection.	5	3	-	-
<b>PC2.</b> Understand the scope of Health and Safety audit and management system.	5	3	-	-
<b>PC3.</b> Understand the audit elements Title, Addressee, Introduction, Scope, Identification of documents audited, management responsibilities, auditors' responsibility, reference to audit standards, Opinion, Signature, Auditors address, Date of report.	2	2	-	-
<i>Scrutiny of Documents in safety audit.</i>	<b>18</b>	<b>12</b>	<b>7</b>	-
<b>PC4.</b> 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	-	-
<b>PC5.</b> 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	-	-
<b>PC6.</b> Understanding the IS 14489:1998 - Code of practice on occupational safety and health audit.	6	4	-	-
<i>Safety Audit data collection and report preparation.</i>	<b>18</b>	<b>12</b>	<b>7</b>	-
<b>PC7.</b> Learn to prepare Safety Policy, Standard Operating Procedures, Agenda, Minutes of Meetings and Safe Systems of Work	4	3	-	-
<b>PC8.</b> Conduct and record interviews for audits.	4	3	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC9.</b> Gather data and 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	-	-
<b>PC10.</b> Prepare the audit report as per IS 14489-1998. (Project)	5	3	-	-
<b>NOS Total</b>	<b>48</b>	<b>32</b>	<b>20</b>	<b>-</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0115
<b>NOS Name</b>	Safety Audit Report Preparation
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

# SSD/VSQ/N0131: Statutes and Legislative requirements in Health and Safety.

## Description

The NOS describes the knowledge and skills of the professionals of regulations and regulatory compliance requirements as per the laws governed by the Government of India. The professional will be able to identify the shortcomings as per the recommendation of the regulatory body for a particular task or activity.

## Scope

The scope covers the following :

- Understand & comply with statutory regulation related to occupation safety, health, and environment of the worksite.

## Elements and Performance Criteria

To be competent, the user/individual on the job must be able to:

- PC1.** Apply regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996.
- PC2.** Apply regulatory obligations pertaining to safety, health & environment compliance as per Factories Act, 1948.
- PC3.** Apply regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA) compliance requirements.
- PC4.** Apply regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS.
- PC5.** Apply regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines
- PC6.** Apply regulatory obligations pertaining to Mines Vocational Training Rules - DGMS
- PC7.** Apply regulatory obligations pertaining to Electricity Act 2010 & 2003
- PC8.** Apply regulatory obligations pertaining to National Building Code (NBC) - 2016
- PC9.** Apply regulatory obligations pertaining to National Fire Protection Association regulations.
- PC10.** Apply regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)- Explosive Act 1884.
- PC11.** Apply regulatory obligations pertaining to Gas Cylinders Rule 2016
- PC12.** Apply regulatory obligations pertaining to The Boilers Act 1923
- PC13.** Apply regulatory obligations pertaining to Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance.
- PC14.** Apply regulatory obligations pertaining to Motor vehicle Act 1988
- PC15.** Apply regulatory obligations pertaining to First Aid at workplaces and training on first aid.

## Knowledge and Understanding (KU)



## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** various risks & hazards at work places.
- KU2.** Safety & health requirements at work places.
- KU3.** Safety audit types, methods, processes, and stages.
- KU4.** Safety & health measures against risks & hazards at work site.
- KU5.** PDCA safety audit cycles.
- KU6.** Government safety legislation, rules, and compliances.
- KU7.** BOCW Act 1996, Factory Act 1948 & OHS Code 2020.
- KU8.** Various Government agencies in ensuring health & safety measures.
- KU9.** Hierarchy in the organizations
- KU10.** Reporting preparation, processing of safety audit.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effective written & verbal communication in the language of communication
- GS2.** Knowledge of basics of computer operations, software, and analyzing tools.
- GS3.** Knowledge of mathematics, calculating & mathematical analysis process.
- GS4.** Planning, organizing & resource optimization.
- GS5.** Administration, decision making & conflict resolution.
- GS6.** Understanding of safety regulations and safety protocols.
- GS7.** Professional behavior with co-workers and employees.
- GS8.** Use of general safety equipment and personal protective equipment.
- GS9.** Workplace rules & security, fire safety protocols & procedure, emergency conditions in safety.
- GS10.** Knowledge of organizational hierarchy for availability of tools, equipment & material & its security.
- GS11.** Ready to learn, understand, find solution & conflict resolution.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	60	40	-	-
<b>PC1.</b> Apply regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996.	5	3	-	-
<b>PC2.</b> Apply regulatory obligations pertaining to safety, health & environment compliance as per Factories Act, 1948.	4	2	-	-
<b>PC3.</b> Apply regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA) compliance requirements.	2	2	-	-
<b>PC4.</b> Apply regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS.	4	3	-	-
<b>PC5.</b> Apply regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines	4	3	-	-
<b>PC6.</b> Apply regulatory obligations pertaining to Mines Vocational Training Rules - DGMS	4	2	-	-
<b>PC7.</b> Apply regulatory obligations pertaining to Electricity Act 2010 & 2003	4	3	-	-
<b>PC8.</b> Apply regulatory obligations pertaining to National Building Code (NBC) - 2016	4	3	-	-
<b>PC9.</b> Apply regulatory obligations pertaining to National Fire Protection Association regulations.	4	3	-	-
<b>PC10.</b> Apply regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884.	5	3	-	-
<b>PC11.</b> Apply regulatory obligations pertaining to Gas Cylinders Rule 2016	4	3	-	-
<b>PC12.</b> Apply regulatory obligations pertaining to The Boilers Act 1923	4	3	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> Apply regulatory obligations pertaining to Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance.	4	3	-	-
<b>PC14.</b> Apply regulatory obligations pertaining to Motor vehicle Act 1988	4	2	-	-
<b>PC15.</b> Apply regulatory obligations pertaining to First Aid at workplaces and training on first aid.	4	2	-	-
<b>NOS Total</b>	<b>60</b>	<b>40</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0131
<b>NOS Name</b>	Statutes and Legislative requirements in Health and Safety.
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

### SSD/VSQ/N0116: Plan, Organize & Monitor.

#### Description

The NOS describes the knowledge & skills required by the professionals about planning, organizing, and monitoring of their work to provide the expected outcomes efficiently & ensuring quality of the work.

#### Scope

The scope covers the following :

- Planning of resources for own work and communication to concerned subordinates, co-workers, and superiors.
- Provide necessary support to subordinates, coordinate with co-workers and liaise with superiors and other teams.
- Monitor progress of work and adjust, manage, or project requirements on time.

#### Elements and Performance Criteria

##### *Planning of Work*

To be competent, the user/individual on the job must be able to:

**PC1.** Plan the resources, schedules, and timelines as per work timelines given by superiors.

**PC2.** Understand hierarchy of the organization and communicate to concerned coworkers and superiors.

**PC3.** Task the subordinates as per task and timelines.

##### *Organizing of Work*

To be competent, the user/individual on the job must be able to:

**PC4.** Resource collection and provisioning.

**PC5.** Communicating to concerned coworkers and superiors.

**PC6.** Briefing to subordinates about the schedule, sequence, timing and resources to subordinates.

##### *Monitoring of Work*

To be competent, the user/individual on the job must be able to:

**PC7.** Monitoring progress of work, management of resources, guidance to subordinates.

**PC8.** Reporting to superiors and keeping the other teams informed.

**PC9.** Documentations and compliances and report submission.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** Task, roles & responsibility of own and subordinates.

**KU2.** Planning timelines of task, sequence, and resources deployment for the task.

**KU3.** Roles & tasks of co-workers & other teams working for the same task.

**KU4.** Instruction, advice, briefing and resource allocation to subordinates.



## Qualification Pack

- KU5.** Communication to co-workers, other teams & superiors for the work.
- KU6.** Organizing tools, equipment, materials & other resources on time as per timelines & tasks.
- KU7.** Providing technical support to his team & subordinates.
- KU8.** Planning & monitoring tools & software and its operation.
- KU9.** Complexities, priorities & severity of the task.
- KU10.** Report preparation & reporting methods as per organizational hierarchy & reports submission.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning of Work</i>	<b>24</b>	<b>16</b>	-	-
<b>PC1.</b> Plan the resources, schedules, and timelines as per work timelines given by superiors.	12	8	-	-
<b>PC2.</b> Understand hierarchy of the organization and communicate to concerned coworkers and superiors.	6	4	-	-
<b>PC3.</b> Task the subordinates as per task and timelines.	6	4	-	-
<i>Organizing of Work</i>	<b>18</b>	<b>12</b>	-	-
<b>PC4.</b> Resource collection and provisioning.	6	4	-	-
<b>PC5.</b> Communicating to concerned coworkers and superiors.	6	4	-	-
<b>PC6.</b> Briefing to subordinates about the schedule, sequence, timing and resources to subordinates.	6	4	-	-
<i>Monitoring of Work</i>	<b>18</b>	<b>12</b>	-	-
<b>PC7.</b> Monitoring progress of work, management of resources, guidance to subordinates.	6	4	-	-
<b>PC8.</b> Reporting to superiors and keeping the other teams informed.	6	4	-	-
<b>PC9.</b> Documentations and compliances and report submission.	6	4	-	-
<b>NOS Total</b>	<b>60</b>	<b>40</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0116
<b>NOS Name</b>	Plan, Organize & Monitor.
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

To be competent, the user/individual on the job must be able to:

- PC3.** 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.
- PC4.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour 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

##### *Basic English Skills*

To be competent, the user/individual on the job must be able to:



## Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.



## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings



## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour 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	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	24/02/2022
<b>Next Review Date</b>	24/02/2025
<b>NSQC Clearance Date</b>	24/02/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. The assessment criteria given in the Qualification Pack Safety Auditor by the SSDF.
2. Assessments can be carried out with pen-paper as well as online.
3. Assessment will be carried by certified assessor and affiliated Assessment Agency only.
4. Each NOS for its Performance Criteria (PC) has been assigned marks proportional to its importance. Proportion of marks for Theory and Practical has been marked NOS wise.
5. Questions on practical & theory will be formed in such a way as to provide outcome on maximum Performance Criteria and in proportional way within the NOS.
6. The assessment for the theory part will be based on written questions (short question, multiple choice & viva, or a combination of them) created/approved by the SSDF.
7. The assessment for the practical part will be based on practical conducted for trainees. In case of remote/on-line assessments, the practical's can be carried through proctors or practical questions formulated based on pictorially represented logical questions (based on pictures of practical & logical steps) created/approved by the SSDF.



## Qualification Pack

8. The passing and grading criteria of each NOS & cumulative for QP will be as follows:-

a. 70% or more than 70% - Grade A

b. 60% or more than 60% but less than 70% - Grade B

c. 50% or more than 50% but less than 60% - Grade C

d. Less than 50% - Grade Fail

e. If an individual gets less than 50% and 35% or more in one NOS and; overall, 50% or more; individual will be considered pass with grade "C" irrespective of overall marks.

f. Individuals getting less than 50% in more than one NOS and getting overall marks 50% or more in QP will be put in grade Fail.

9. Assessment will be for complete QP and the trainees can be given additional chance to appear in re-assessment for improvements, based on decision by SSDF.

10. In case a trainee fails in one or two NOSs, re-assessments in the failing NOSs can be allowed in the next 3 months from the date of publication of results. Otherwise, the failed candidate will have to re-appear in all NOSs.

11. Minimum overall duration of assessment will be six hours.

### Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SSD/VSQ/N0113. Concept of Safety Audit, Need, Scope and Methodologies of safety audit.	60	40	0	0	100	15
SSD/VSQ/N0130. Hazard identification, categories, and control.	60	40	0	0	100	19



## Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SSD/VSQ/N0114.Risk Score Evaluation of Hazards.	42	28	30	-	100	19
SSD/VSQ/N0115.Safety Audit Report Preparation	48	32	20	-	100	15
SSD/VSQ/N0131.Statutes and Legislative requirements in Health and Safety.	60	40	0	0	100	16
SSD/VSQ/N0116.Plan, Organize & Monitor.	60	40	0	0	100	8
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	8
<b>Total</b>	<b>350</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training



## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.



## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) 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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) 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. 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.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.