



## Qualification Pack



# Fire Safety Officer

QP Code: SSD/VSQ/Q1101

Version: 1.0

NSQF Level: 5

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## Qualification Pack

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## Qualification Pack

# SSD/VSQ/Q1101: Fire Safety Officer

### Brief Job Description

A Fire Safety Officer is responsible for developing and implementing fire safety policies and procedures, identifying fire hazards, conducting fire risk assessments, training employees and ensuring safety of people and property against fire hazards. The officer is responsible to ensure compliance with fire safety regulations & codes, conduct fire safety inspection, investigate fire incidents, and develop emergency response plans, fire exits and fire drills.

### Personal Attributes

The professional should be mentally and professionally fit to take responsibility for compliances of fire safety standards, rules and meet the fire 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/N1101: Understanding of Fire Accidents](#)
- [2. SSD/VSQ/N1102: Accidents Prevention Methodologies.](#)
- [3. SSD/VSQ/N1103: Fire Prevention, Fire Extinguishing Technique & Fire Extinguishers](#)
- [4. SSD/VSQ/N1104: Fire Safety Equipments, Fire alarms & PPE](#)
- [5. SSD/VSQ/N1105: Emergencies, Rescue, Firefighting & Fire Evacuation Plan](#)
- [6. SSD/VSQ/N1106: Plan & Organize Fire Emergency Protocols](#)
- [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>	Fire Safety Engineering & Management
<b>Country</b>	India



## Qualification Pack

<b>NSQF Level</b>	5
<b>Credits</b>	20
<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 (with Science) with 1 Year of experience OR Completed 3 year UG degree (with Science) with 2 Years of experience OR Completed 3 year diploma after 10th with 3 Years of experience OR 10th grade pass plus 2-year NTC with 4 Years of experience 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>	27/08/2027
<b>NSQC Approval Date</b>	27/08/2024
<b>Version</b>	1.0
<b>Reference code on NQR</b>	QC-05-CO-02969-2024-V1-SSDF
<b>NQR Version</b>	1.0

### Remarks:

NA



## Qualification Pack

# SSD/VSQ/N1101: Understanding of Fire Accidents

## Description

The NOS describes the knowledge & skills required by the professional to identify fire hazard, understand different classes of fire hazard, flammable & combustible solids/liquids, combustible gases, exothermic and endothermic reactions, oxygen percentage in air and other factor. The NOS will help develop systematic approach in identifying causes of fire accidents.

## Scope

The scope covers the following :

- Identify fire hazards at workplace.
- Distinguish between different classes of fire.
- Flammable & combustible materials.
- Develop systematic approach in identifying and correcting probability of fire accidents and measure to minimize probability of fire accident.

## Elements and Performance Criteria

### Identifying Fire Hazards

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

- PC1.** Analyse the terms utilized in fire safety such as solid, liquid, and gaseous flammable substances & combustible materials and electrical fires.
- PC2.** Differentiate between exothermic and endothermic reactions, determine the oxygen percentage in air, and ascertain the flash point and fire point.
- PC3.** Register the various sources that pose fire hazards, including sources that provide fuel for fires and sources that can ignite fires.

### Classes of fire

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

- PC4.** Identify the Fire triangle & different classes of fire.
- PC5.** Identify the common reason for fire accidents and materials & surroundings assisting spread of fire.

### Transmission of fire

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

- PC6.** Decipher transmission of fire, heat transfer by conduction, convection, and radiation.
- PC7.** Analyse the four development stages fire- incipient, growth, fully developed and decay.
- PC8.** Interview witnesses with an impartial professional who has expertise in conducting interviews to ensure that the information gathered remains unbiased.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** Definitions in fire & fire terminologies.
- KU2.** Fire stages, fire triangle, fire classification & common reasons for fire.
- KU3.** Fire spread & control by fuel source, control of ignition source and control of oxygen.
- KU4.** Fire extinguishers: Dry chemical powder, Co2 etc...
- KU5.** Water hydrant system & operation of water hydrant system.
- KU6.** New technological interventions in firefighting.
- KU7.** Types of PPEs like SCBA, Hard hats, Safety shoes etc...
- KU8.** Evacuation route and emergency signages.
- KU9.** Emergency preparedness by trainings and mock drills.

## Generic Skills (GS)

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

- GS1.** Reading & writing in the language of communication.
- GS2.** Effective verbal communication in local language.
- GS3.** Basic mathematics and calculating tools.
- GS4.** Planning, organising & resource optimisation.
- GS5.** Conduct of Professional behavior with co-workers and employees
- GS6.** Administration, decision making & conflict resolution.
- GS7.** Planning & monitoring tools, software operation.
- GS8.** Understanding & adherence of instructions.
- GS9.** Understanding of safety and adherence to safety related protocols.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identifying Fire Hazards</i>	<b>15</b>	<b>15</b>	-	-
<b>PC1.</b> Analyse the terms utilized in fire safety such as solid, liquid, and gaseous flammable substances & combustible materials and electrical fires.	5	5	-	-
<b>PC2.</b> Differentiate between exothermic and endothermic reactions, determine the oxygen percentage in air, and ascertain the flash point and fire point.	5	5	-	-
<b>PC3.</b> Register the various sources that pose fire hazards, including sources that provide fuel for fires and sources that can ignite fires.	5	5	-	-
<i>Classes of fire</i>	<b>20</b>	<b>20</b>	-	-
<b>PC4.</b> Identify the Fire triangle & different classes of fire.	10	10	-	-
<b>PC5.</b> Identify the common reason for fire accidents and materials & surroundings assisting spread of fire.	10	10	-	-
<i>Transmission of fire</i>	<b>15</b>	<b>15</b>	-	-
<b>PC6.</b> Decipher transmission of fire, heat transfer by conduction, convection, and radiation.	5	5	-	-
<b>PC7.</b> Analyse the four development stages fire-incipient, growth, fully developed and decay.	5	5	-	-
<b>PC8.</b> Interview witnesses with an impartial professional who has expertise in conducting interviews to ensure that the information gathered remains unbiased.	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N1101
<b>NOS Name</b>	Understanding of Fire Accidents
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Fire Safety Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Clearance Date</b>	27/08/2024





## Qualification Pack

# SSD/VSQ/N1102: Accidents Prevention Methodologies.

## Description

The NOS describes the knowledge & skills required by the professional to prevent accidents and mishaps at a workplace by implementing accident prevention theories and conduct root cause analysis of an incident. The professional will be able identify different root cause analysis techniques described in NOS based upon requirement of the industry.

## Scope

The scope covers the following :

- Perform Hazard and Operability Analysis (HAZOP).
- Fault Tree analysis & Event Tree Analysis.
- Failure modes and effect Analysis.
- Job Safety Analysis.
- Perform Hazard Identification and Risk Assessment (HIRA).

## Elements and Performance Criteria

### Accident Prevention Theories

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

- PC1.** Recognise basic definitions- incident, accident, Injury, lost time injury, unsafe condition, unsafe Acts, dangerous occurrences, hazards, error, near miss.
- PC2.** Analyse theories of accident causation- “Heinrich’s Domino theory”, “Heinrich 300-29-1 model”, “Ferrell’s Human Factor Model”, “Petersen’s Accident/Incident Model” and Reason’s Swiss Cheese Model”.
- PC3.** Calculate “Frequency rate & Incident rate”. Calculate “Lost time case rate”.
- PC4.** Calculate “DART rate”. Calculate “Severity rate”.

### Accident Prevention Techniques

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

- PC5.** Interpret “Fault tree analysis” and “Event tree analysis”.
- PC6.** Interpret and carryout “HAZOP- Hazard, operability analysis” and “Job safety analysis”.
- PC7.** Interpret “Hazard Identification and risk assessment”.
- PC8.** Analyse the hierarchy of controls, Importance of hierarchy of control & steps in hierarchy of control.
- PC9.** Examine the scene and gather information to establish the origin, cause and circumstances of an incident.
- PC10.** Perform a real-time risk evaluation and grant access to individuals once the area has been deemed secure.

### Theory of Hierarchical needs & Expectancy

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

- PC11.** Analyse Maslow’s theory of Hierarchical Needs, Herzberg’s two-factor theory and McClelland’s theory of needs.



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**PC12.** Analyse Vroom's Theory of Expectancy, McGregor's theory X and theory Y and Alderfer's ERG theory.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Incident related definitions & incident terminologies.
- KU2.** Theories of accident causation i.e., Heinrich, domino, Farrell, Petersen etc...
- KU3.** Frequency rate & lost time case rate.
- KU4.** Dart & severity rate, fault tree & event tree analysis.
- KU5.** HAZOP, HIRA & JSA.
- KU6.** Hierarchy of Control and how it controls hazards at every level.
- KU7.** Motivational theories in health and safety like Maslows, Hertzberg etc...

### Generic Skills (GS)

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

- GS1.** Reading & writing in the language of communication.
- GS2.** Effective verbal communication in local language.
- GS3.** Basic mathematics and calculating tools.
- GS4.** Planning, organising & resource optimisation.
- GS5.** Administration, decision making & conflict resolution.
- GS6.** Planning & monitoring tools, software operation.
- GS7.** Understanding & adherence of instructions.
- GS8.** Understanding of safety and adherence to safety related protocols.
- GS9.** Conduct of Professional behavior with co-workers and employees.
- GS10.** Use of personal protective equipments.
- GS11.** Work site rules & security, fire safety protocols, first aid & procedure under emergency conditions.
- GS12.** Organizational hierarchy for availability of tools, equipment & material & its security.



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Accident Prevention Theories</i>	<b>20</b>	<b>20</b>	-	-
<b>PC1.</b> Recognise basic definitions- incident, accident, Injury, lost time injury, unsafe condition, unsafe Acts, dangerous occurrences, hazards, error, near miss.	5	5	-	-
<b>PC2.</b> Analyse theories of accident causation- “Heinrich’s Domino theory”, “Heinrich 300-29-1 model”, “Ferrell’s Human Factor Model”, “Petersen’s Accident/Incident Model” and Reason’s Swiss Cheese Model”.	5	5	-	-
<b>PC3.</b> Calculate “Frequency rate & Incident rate”. Calculate “Lost time case rate”.	5	5	-	-
<b>PC4.</b> Calculate “DART rate”. Calculate “Severity rate”.	5	5	-	-
<i>Accident Prevention Techniques</i>	<b>20</b>	<b>20</b>	-	-
<b>PC5.</b> Interpret “Fault tree analysis” and “Event tree analysis”.	3	3	-	-
<b>PC6.</b> Interpret and carryout “HAZOP- Hazard, operability analysis” and “Job safety analysis”.	3	3	-	-
<b>PC7.</b> Interpret “Hazard Identification and risk assessment”.	3	3	-	-
<b>PC8.</b> Analyse the hierarchy of controls, Importance of hierarchy of control & steps in hierarchy of control.	3	3	-	-
<b>PC9.</b> Examine the scene and gather information to establish the origin, cause and circumstances of an incident.	4	4	-	-
<b>PC10.</b> Perform a real-time risk evaluation and grant access to individuals once the area has been deemed secure.	4	4	-	-
<i>Theory of Hierarchical needs &amp; Expectancy</i>	<b>10</b>	<b>10</b>	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> Analyse Maslow's theory of Hierarchical Needs, Herzberg's two-factor theory and McClelland's theory of needs.	5	5	-	-
<b>PC12.</b> Analyse Vroom's Theory of Expectancy, McGregor's theory X and theory Y and Alderfer's ERG theory.	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N1102
<b>NOS Name</b>	Accidents Prevention Methodologies.
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Fire Safety Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Clearance Date</b>	27/08/2024



## Qualification Pack

# SSD/VSQ/N1103: Fire Prevention, Fire Extinguishing Technique & Fire Extinguishers

## Description

The NOS describes the knowledge & skills required by the professional to understand and identify fire hazard area, take steps for fire prevention, decide suitable fire extinguishing techniques and deployment of fire extinguisher.

## Scope

The scope covers the following :

- Identify fire hazards & take preventive measures against fire hazards.
- Decide fire extinguisher technique to be used.
- Deployment of fire extinguisher and train people to use the fire extinguishers.

## Elements and Performance Criteria

### *Fire Prevention & Fire Safety*

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

- PC1.** Interpret fire safety principles prevention, detection and communication, occupant protection, containment and extinguishment.
- PC2.** Identify fire doors, Automatic Fire Suppression Systems (AFSS) Lightening protections, procedures & SOPs.
- PC3.** Prevent fire spread by controlling fuel source, ignition source control and oxygen control.

### *Fire Extinguishing Technique*

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

- PC4.** Interpret principles on which fire extinguishers works: cooling, smothering, starving or by interrupting the combustion process to extinguish the fire.
- PC5.** Analyse different types of extinguishing media-water, foam, dry chemical powder, carbon dioxide.
- PC6.** Analyse types of fire-fighting equipments, its principle of operation.

### *Fire Extinguisher*

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

- PC7.** Perform extinguishing of fire using PASS technique & operation of fire hydrants.
- PC8.** Implement the placement of fire extinguisher at workplace and learn maintenance of fire extinguisher with the help of checklist.

### *Building Fire Safety Regulations*

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

- PC9.** Demarcate fire zone & Restriction on the construction of buildings in each fire zone.
- PC10.** Implement measures such as prohibition of combustible materials, elimination of open fires, utilization of portable fire extinguishers.



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- PC11.** Reduce fire load on concrete, use non-combustible ladders, and construct sheds using fire-retardant materials.
- PC12.** Prepare fire plan based on occupancy type, height, and floor area & install fire resistance requirements.
- PC13.** Install fire fighting equipments & fire detection and alarm systems.
- PC14.** Adhere to Regulations for specific materials & develop Emergency preparedness and evacuation plans.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Definitions in fire & fire terminologies.
- KU2.** Fire stages, fire triangle, fire classification & common reasons for fire.
- KU3.** Fire spread & control by fuel source, control of ignition source and control of oxygen.
- KU4.** Fire extinguishers: Dry chemical powder, Co2 etc...
- KU5.** Water hydrant system & operation of water hydrant system.
- KU6.** New technological interventions in firefighting.
- KU7.** Types of PPEs like SCBA, Hard hats, Safety shoes etc...
- KU8.** Evacuation route and emergency signages.
- KU9.** Emergency preparedness by trainings and mock drills.

## Generic Skills (GS)

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

- GS1.** Reading & writing in the language of communication.
- GS2.** Effective verbal communication in local language.
- GS3.** Basic mathematics and calculating tools.
- GS4.** Planning, organising & resource optimisation.
- GS5.** Conduct of Professional behavior with co-workers and employees.
- GS6.** Administration, decision making & conflict resolution.
- GS7.** Planning & monitoring tools, software operation.
- GS8.** Understanding & adherence of instructions.
- GS9.** Understanding of safety and adherence to safety related protocols.
- GS10.** Use of personal protective equipments.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Fire Prevention &amp; Fire Safety</i>	<b>10</b>	<b>10</b>	<b>3</b>	-
<b>PC1.</b> Interpret fire safety principles prevention, detection and communication, occupant protection, containment and extinguishment.	4	4	-	-
<b>PC2.</b> Identify fire doors, Automatic Fire Suppression Systems (AFSS) Lightning protections, procedures & SOPs.	3	3	-	-
<b>PC3.</b> Prevent fire spread by controlling fuel source, ignition source control and oxygen control.	3	3	-	-
<i>Fire Extinguishing Technique</i>	<b>10</b>	<b>10</b>	<b>3</b>	-
<b>PC4.</b> Interpret principles on which fire extinguishers works: cooling, smothering, starving or by interrupting the combustion process to extinguish the fire.	4	4	-	-
<b>PC5.</b> Analyse different types of extinguishing media-water, foam, dry chemical powder, carbon dioxide.	3	3	-	-
<b>PC6.</b> Analyse types of fire-fighting equipments, its principle of operation.	3	3	-	-
<i>Fire Extinguisher</i>	<b>10</b>	<b>10</b>	<b>4</b>	-
<b>PC7.</b> Perform extinguishing of fire using PASS technique & operation of fire hydrants.	5	5	-	-
<b>PC8.</b> Implement the placement of fire extinguisher at workplace and learn maintenance of fire extinguisher with the help of checklist.	5	5	-	-
<i>Building Fire Safety Regulations</i>	<b>20</b>	<b>20</b>	-	-
<b>PC9.</b> Demarcate fire zone & Restriction on the construction of buildings in each fire zone.	3	3	-	-
<b>PC10.</b> Implement measures such as prohibition of combustible materials, elimination of open fires, utilization of portable fire extinguishers.	3	3	-	-





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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> Reduce fire load on concrete, use non-combustible ladders, and construct sheds using fire-retardant materials.	3	3	-	-
<b>PC12.</b> Prepare fire plan based on occupancy type, height, and floor area & install fire resistance requirements.	3	3	-	-
<b>PC13.</b> Install fire fighting equipments & fire detection and alarm systems.	4	4	-	-
<b>PC14.</b> Adhere to Regulations for specific materials & develop Emergency preparedness and evacuation plans.	4	4	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>10</b>	<b>-</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N1103
<b>NOS Name</b>	Fire Prevention, Fire Extinguishing Technique & Fire Extinguishers
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Fire Safety Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Clearance Date</b>	27/08/2024



## Qualification Pack

# SSD/VSQ/N1104: Fire Safety Equipments, Fire alarms & PPE

## Description

The NOS describes the knowledge & skills required by the professional to understand & identify suitable safety equipments, fire alarms, sprinklers and pressure requirements in fire hydrants, strategic places for deployment, new technologies in fire-fighting and personal protective equipments required in fire-fighting.

## Scope

The scope covers the following :

- Understand fire safety equipment & its suitability.
- Understand use of fire alarms & new technology.
- Learn PPEs used in fire-fighting.

## Elements and Performance Criteria

### *Fire Safety Equipment's & Design*

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

- PC1.** Recognise firefighting system design for water hydrant, sprinklers and pressure requirements in fire hydrants.
- PC2.** Recognise foam system of fire hydrants & design for foam hydrant system.
- PC3.** Prepare smoke detectors, fire alarm, NFPA72, emergency lighting, flashing lights.
- PC4.** Identify fire hoses, fire buckets, fire and welding blankets, flame orb, sand.
- PC5.** Identify requirement of firefighting equipment's as per IS15683.

### *Fire Alarms & New Technology*

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

- PC6.** Analyse optimum use of smoke detectors, fire alarm, emergency lighting, flashing lights, its location and monitoring.
- PC7.** Identify technological interventions in fire safety like water mist system, online hydrant pressure monitoring, wireless fire detection system etc.
- PC8.** Recognise latest technological development in fire-prevention & detection like, Thermal Imaging & Augmented Reality (AR).

### *PPEs in fire-fighting*

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

- PC9.** Identify use of PPEs in fire safety - Helmet, turnout gear, gloves & boots etc.
- PC10.** Identify use of SCBA (Self-contained breathing apparatus), respirators, gas masks.
- PC11.** Use and periodical maintain upkeep of PPEs.
- PC12.** Implement measures such as storing flammable materials in designated areas, using explosion-proof electrical equipment & fire suppression systems.
- PC13.** Ensure proper labelling & handling of hazardous chemicals, ventilation of chemical facilities.

## Knowledge and Understanding (KU)



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The individual on the job needs to know and understand:

- KU1.** Definitions in fire & fire terminologies.
- KU2.** Fire stages, fire triangle, fire classification & common reasons for fire.
- KU3.** Fire spread & control by fuel source, control of ignition source and control of oxygen.
- KU4.** Fire extinguishers: Dry chemical powder, Co2 etc...
- KU5.** Water hydrant system & operation of water hydrant system.
- KU6.** New technological interventions in firefighting.
- KU7.** Types of PPEs like SCBA, Hard hats, Safety shoes etc...
- KU8.** Evacuation route and emergency signages.
- KU9.** Emergency preparedness by trainings and mock drills.

## Generic Skills (GS)

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

- GS1.** Reading & writing in the language of communication.
- GS2.** Effective verbal communication in local language.
- GS3.** Basic mathematics and calculating tools.
- GS4.** Planning, organising & resource optimisation.
- GS5.** Conduct of Professional behavior with co-workers and employees.
- GS6.** Administration, decision making & conflict resolution.
- GS7.** Planning & monitoring tools, software operation.
- GS8.** Understanding & adherence of instructions.
- GS9.** Understanding of safety and adherence to safety related protocols.
- GS10.** Use of personal protective equipments.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Fire Safety Equipment's &amp; Design</i>	<b>20</b>	<b>20</b>	<b>3</b>	-
<b>PC1.</b> Recognise firefighting system design for water hydrant, sprinklers and pressure requirements in fire hydrants.	4	4	-	-
<b>PC2.</b> Recognise foam system of fire hydrants & design for foam hydrant system.	4	4	-	-
<b>PC3.</b> Prepare smoke detectors, fire alarm, NFPA72, emergency lighting, flashing lights.	4	4	-	-
<b>PC4.</b> Identify fire hoses, fire buckets, fire and welding blankets, flame orb, sand.	4	4	-	-
<b>PC5.</b> Identify requirement of firefighting equipment's as per IS15683.	4	4	-	-
<i>Fire Alarms &amp; New Technology</i>	<b>13</b>	<b>13</b>	<b>3</b>	-
<b>PC6.</b> Analyse optimum use of smoke detectors, fire alarm, emergency lighting, flashing lights, its location and monitoring.	5	5	-	-
<b>PC7.</b> Identify technological interventions in fire safety like water mist system, online hydrant pressure monitoring, wireless fire detection system etc.	4	4	-	-
<b>PC8.</b> Recognise latest technological development in fire-prevention & detection like, Thermal Imaging & Augmented Reality (AR).	4	4	-	-
<i>PPEs in fire-fighting</i>	<b>17</b>	<b>17</b>	<b>4</b>	-
<b>PC9.</b> Identify use of PPEs in fire safety - Helmet, turnout gear, gloves & boots etc.	3	3	-	-
<b>PC10.</b> Identify use of SCBA (Self-contained breathing apparatus), respirators, gas masks.	3	3	-	-
<b>PC11.</b> Use and periodical maintain upkeep of PPEs.	3	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> Implement measures such as storing flammable materials in designated areas, using explosion-proof electrical equipment & fire suppression systems.	4	4	-	-
<b>PC13.</b> Ensure proper labelling & handling of hazardous chemicals, ventilation of chemical facilities.	4	4	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>10</b>	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N1104
<b>NOS Name</b>	Fire Safety Equipments, Fire alarms & PPE
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Fire Safety Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Clearance Date</b>	27/08/2024



## Qualification Pack

# SSD/VSQ/N1105: Emergencies, Rescue, Firefighting & Fire Evacuation Plan

## Description

The NOS describes the knowledge & skills of the professionals of to understand fire emergencies, rescue plan, firefighting plans, firefighting drills, safe evacuation plan and evacuation drills in case of fire accident.

## Scope

The scope covers the following :

- Emergencies & Rescue Plan.
- Firefighting Plan.
- Fire Evacuation plan.
- Firefighting & evacuation drills and training.

## Elements and Performance Criteria

### *Emergencies & Rescue Plan*

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

- PC1.** Analyse emergencies and emergency evacuations.
- PC2.** Identify the requirements of escape route as per IS1644.
- PC3.** Plan fire door, emergency directional signages, assembly point, evacuation, evacuation of differently abled, evacuation procedure, role of "Fire Marshals".

### *Firefighting Plan & Drills*

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

- PC4.** Prepare firefighting SOP & drills, equipment deployment, periodical maintenance and mock drills.
- PC5.** Identify local firefighting resources, authority, assistance call from firefighting resources & authorities, communication, assistance to other/neighborhood organisations.
- PC6.** Carry out firefighting drills and firefighting equipments.

### *Fire Evacuation plan & drills*

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

- PC7.** Prepare evacuation & rescue plan and drills, deployment of fire marshals during evacuation & rescue.
- PC8.** Identify responsibility, control & hierarchy in evacuation, evacuation of differently abled, removal of important documents & deployment of fire marshals during evacuation process.
- PC9.** Carry out on emergency evacuation drills, fire exit and assembly areas.

### *Automobile Fire Safety Regulations*

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

- PC10.** Maintain vehicle as per manufacturer's specification, multipurpose fire extinguishers, and ensure easy recognition & accessibility.





## Qualification Pack

**PC11.** Adhere to the codes and regulations regarding automobile fire safety, safe driving and materials transportation.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Definitions in fire & fire terminologies.
- KU2.** Fire stages, fire triangle, fire classification & common reasons for fire.
- KU3.** Fire spread & control by fuel source, control of ignition source and control of oxygen.
- KU4.** Fire extinguishers: Dry chemical powder, Co2 etc...
- KU5.** Water hydrant system & operation of water hydrant system.
- KU6.** New technological interventions in firefighting.
- KU7.** Types of PPEs like SCBA, Hard hats, Safety shoes etc...
- KU8.** Evacuation route and emergency signages.
- KU9.** Emergency preparedness by trainings and mock drills.

### Generic Skills (GS)

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

- GS1.** Reading & writing in the language of communication.
- GS2.** Effective verbal communication in local language.
- GS3.** Basic mathematics and calculating tools.
- GS4.** Planning, organising & resource optimisation.
- GS5.** Conduct of Professional behavior with co-workers and employees.
- GS6.** Administration, decision making & conflict resolution.
- GS7.** Planning & monitoring tools, software operation.
- GS8.** Understanding & adherence of instructions.
- GS9.** Understanding of safety and adherence to safety related protocols.
- GS10.** Use of personal protective equipments.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Emergencies &amp; Rescue Plan</i>	<b>15</b>	<b>15</b>	<b>6</b>	-
<b>PC1.</b> Analyse emergencies and emergency evacuations.	5	5	-	-
<b>PC2.</b> Identify the requirements of escape route as per IS1644.	5	5	-	-
<b>PC3.</b> Plan fire door, emergency directional signages, assembly point, evacuation, evacuation of differently abled, evacuation procedure, role of "Fire Marshals".	5	5	-	-
<i>Firefighting Plan &amp; Drills</i>	<b>10</b>	<b>10</b>	<b>6</b>	-
<b>PC4.</b> Prepare firefighting SOP & drills, equipment deployment, periodical maintenance and mock drills.	4	4	-	-
<b>PC5.</b> Identify local firefighting resources, authority, assistance call from firefighting resources & authorities, communication, assistance to other/neighboring organisations.	3	3	-	-
<b>PC6.</b> Carry out firefighting drills and firefighting equipments.	3	3	-	-
<i>Fire Evacuation plan &amp; drills</i>	<b>15</b>	<b>15</b>	<b>8</b>	-
<b>PC7.</b> Prepare evacuation & rescue plan and drills, deployment of fire marshals during evacuation & rescue.	5	5	-	-
<b>PC8.</b> Identify responsibility, control & hierarchy in evacuation, evacuation of differently abled, removal of important documents & deployment of fire marshals during evacuation process.	5	5	-	-
<b>PC9.</b> Carry out on emergency evacuation drills, fire exit and assembly areas.	5	5	-	-
<i>Automobile Fire Safety Regulations</i>	<b>10</b>	<b>10</b>	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Maintain vehicle as per manufacturer's specification, multipurpose fire extinguishers, and ensure easy recognition & accessibility.	5	5	-	-
<b>PC11.</b> Adhere to the codes and regulations regarding automobile fire safety, safe driving and materials transportation.	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>20</b>	<b>-</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N1105
<b>NOS Name</b>	Emergencies, Rescue, Firefighting & Fire Evacuation Plan
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Fire Safety Engineering & Management
<b>NSQF Level</b>	5
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Clearance Date</b>	27/08/2024



## Qualification Pack

# SSD/VSQ/N1106: Plan & Organize Fire Emergency Protocols

## Description

The NOS describes the knowledge & skills required by the professionals about planning and organizing of their work to provide a safe working environment for workers and set emergency protocols and measure in case of any unforeseen and incidents or accidents to minimise the damages & losses.

## 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, co-ordinate with co-workers and liaise with superiors and monitor.
- Setting up emergency protocols and implement at working places to minimise the loss in case of any incident or accident.

## Elements and Performance Criteria

### Planning of Work

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

- PC1.** Plan safety resources, schedules, measures and timelines for readiness as per overall work timelines.
- PC2.** Interpret hierarchy of the organisation and communication to other team members, co-workers, subordinates & superiors and coordination with other team members.
- PC3.** Identify and allot task to subordinates, supervision and coordination among the team members for readiness in sync with overall task & timelines.

### Organising & monitoring

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

- PC4.** Resource collection, provisioning of resources to team members as per task & timelines.
- PC5.** Communicate & brief to concerned coworkers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.
- PC6.** Supervise & monitor progress of work, reporting the progress & completion, preparation of reports & documents.

### Emergency Protocols

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

- PC7.** Set up medical emergency measures, in case of accidents/incidents at work place.
- PC8.** Set up fire emergency measures as per plans in case of any fire accidents at work place.
- PC9.** Set up emergency assembly area, evacuation plan, sign boards and guidance.

### Case Study

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

- PC10.** Analyse root causes behind major fire accidents happening around India.



## Qualification Pack

**PC11.** Incorporate insights gained from major incidents like avoiding unauthorized construction, utilization of non-combustible materials, adherence to safety regulations, and creation of emergency response strategies.

### 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, advices, briefing and resource allocation to subordinates.
- KU5.** Communication to co-workers, other teams & superiors for the work.
- KU6.** Organising tools, equipment, materials & other resources on time as per timelines & emergency.
- KU7.** Knowledge of local emergency support.
- KU8.** Providing support and guidance to his team & subordinates.
- KU9.** Planning & monitoring tools & software and its operation.
- KU10.** Complexities, priorities & severity of the task.
- KU11.** Report preparation & reporting methods as per organizational hierarchy.

### Generic Skills (GS)

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

- GS1.** Reading & writing in the language of communication.
- GS2.** Effective verbal communication in local language.
- GS3.** Basic mathematics and calculating tools.
- GS4.** Planning, organising & resource optimisation.
- GS5.** Administration, decision making & conflict resolution.
- GS6.** Planning & monitoring tools, software operation.
- GS7.** Understanding & adherence of instructions.
- GS8.** Understanding of safety and adherence to safety related protocols.
- GS9.** Conduct of Professional behavior with co-workers and employees.
- GS10.** Use of personal protective equipments.
- GS11.** Work site rules & security, fire safety protocols, first aid & procedure under emergency conditions.
- GS12.** Housekeeping and disposal of waste materials.
- GS13.** Organizational hierarchy for availability of tools, equipment & material & its security.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning of Work</i>	<b>15</b>	<b>15</b>	<b>3</b>	-
<b>PC1.</b> Plan safety resources, schedules, measures and timelines for readiness as per overall work timelines.	5	5	-	-
<b>PC2.</b> Interpret hierarchy of the organisation and communication to other team members, co-workers, subordinates & superiors and coordination with other team members.	5	5	-	-
<b>PC3.</b> Identify and allot task to subordinates, supervision and coordination among the team members for readiness in sync with overall task & timelines.	5	5	-	-
<i>Organising &amp; monitoring</i>	<b>15</b>	<b>15</b>	<b>2</b>	-
<b>PC4.</b> Resource collection, provisioning of resources to team members as per task & timelines.	5	5	-	-
<b>PC5.</b> Communicate & brief to concerned coworkers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.	5	5	-	-
<b>PC6.</b> Supervise & monitor progress of work, reporting the progress & completion, preparation of reports & documents.	5	5	-	-
<i>Emergency Protocols</i>	<b>10</b>	<b>10</b>	<b>3</b>	-
<b>PC7.</b> Set up medical emergency measures, in case of accidents/incidents at work place.	4	4	-	-
<b>PC8.</b> Set up fire emergency measures as per plans in case of any fire accidents at work place.	3	3	-	-
<b>PC9.</b> Set up emergency assembly area, evacuation plan, sign boards and guidance.	3	3	-	-
<i>Case Study</i>	<b>10</b>	<b>10</b>	<b>2</b>	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Analyse root causes behind major fire accidents happening around India.	5	5	-	-
<b>PC11.</b> Incorporate insights gained from major incidents like avoiding unauthorized construction, utilization of non-combustible materials, adherence to safety regulations, and creation of emergency response strategies.	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>10</b>	<b>-</b>





## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N1106
<b>NOS Name</b>	Plan & Organize Fire Emergency Protocols
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Fire Safety Engineering & Management
<b>NSQF Level</b>	4.5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Clearance Date</b>	27/08/2024



## 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:



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- 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.



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**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>	25/08/2024
<b>Next Review Date</b>	25/08/2027
<b>NSQC Clearance Date</b>	25/08/2024

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. The assessment criteria given in the Qualification Pack Fire Safety Officer 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.)

### Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SSD/VSQ/N1101.Understanding of Fire Accidents	50	50	0	0	100	20
SSD/VSQ/N1102.Accidents Prevention Methodologies.	50	50	0	0	100	10



### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SSD/VSQ/N1103.Fire Prevention, Fire Extinguishing Technique & Fire Extinguishers	50	50	10	0	110	15
SSD/VSQ/N1104.Fire Safety Equipments, Fire alarms & PPE	50	50	10	0	110	15
SSD/VSQ/N1105.Emergencies, Rescue, Firefighting & Fire Evacuation Plan	50	50	20	0	120	20
SSD/VSQ/N1106.Plan & Organize Fire Emergency Protocols	50	50	10	0	110	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>320</b>	<b>330</b>	<b>50</b>	<b>-</b>	<b>700</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>	<p>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.</p>
<b>Organisational Context</b>	<p>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.</p>
<b>Technical Knowledge</b>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<b>Core Skills/ Generic Skills (GS)</b>	<p>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.</p>
<b>Electives</b>	<p>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.</p>
<b>Options</b>	<p>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.</p>