Model Curriculum

Qualification Name: Safety Auditor

Qualification Code: SSD/Q0105 (SIDH : SSD/VSQ/Q0105)

Qualification Version: 1.0

NSQF Level: 5

Model Curriculum Version: 1.0

Safety Skill Development Foundation

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Training Parameters

Sectors	Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemicals & Petrochemicals, and others.
Sub-Sector	-
Occupation	Occupational Safety Health & Environment (OSHE) Engineering & Management
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2141.2600 Occupational Health and Safety Specialist.
Minimum Educational Qualification and Experience	Completed 4-year UG in science with 3-year experience in relevant field OR Completed 3-year diploma program in relevant field after 10th class with 4.5-year experience in relevant field OR Completed 2-year NTC in relevant field after 10th class with 5.5-year experience in relevant field OR Previous qualification of NSQF level 4.5 in relevant field with 1.5 years of relevant experience OR Previous qualification of NSQF level 4 in relevant field with 3 years of relevant experience
Pre-Requisite License or Training	Nil
Minimum Job Entry Age	18 years
Last Reviewed On	31-01-2024
Next Review Date	31-01-2027
Version	1.0
NSQC Approval Date	31-01-2024
Model Curriculum Creation Date	31-01-2024
Model Curriculum Valid Up to Date	31-01-2027
Model Curriculum Version	1.0
Minimum Duration of the Course	720 Hours
Maximum Duration of the Course	720 Hours

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

After completing the program, the participant will be able to: -

- Perform Health & Safety audit with systematic approach as per IS14489.
- Prepare a Health & Safety audit document.
- Understand the safety audit process in an organization.
- Define scope of the audit.
- Understand risk assessment of a workplace.
- Know & understand the good practices in preparation of audit documents.
- Understand proper communication channels in an organization.
- Collect audit prerequisite documents.
- Plan and organize pre, post and follow up safety audit meetings.
- Advise & implement good practices as a part audit suggestion.
- Meet regulatory requirements in Health & Safety as per various acts and regulations
- Role of management in an organization, role of safety Inspector, safety officer, safety engineer, and safety manager.
- Fundamentals of process safety, OSHA standards QRA, LOPA, SIL, FERA, EERA.
- Role of occupier, controller of premise, role & need of contractors in the organization & work permit to contractors, role of safety committee.
- 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.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
SSD/N0113, v1.0: Concept of Safety Audit, Need, Scope and Methodologies of safety audit.	**72:00 Hours**	**28:00 Hours**	**20:00 Hours**	**00:00 Hours**	**120:00 Hours**

Module 1: Introduction to Training Program, Overview, assessments, role of Safety Auditor, employment opportunities in Industries	04:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	04:00 Hours
Module 2: Understand concept of safety audit, its approach, stages, scope, audit procedure, PDCA cycle and audit cycles to conduct safety audit at workplace.	68:00 Hours	28:00 Hours	20:00 Hours	00:00 Hours	116:00 Hours
SSD/N0130, v1.0 : Hazard Identification, Categories and Control	**72:00 Hours**	**28:00 Hours**	**20:00 Hours**	**00:00 Hours**	**120:00 Hours**
Module 3: Identify hazards at workplace, severity of hazards, risk rating, protection overview and improved methodologies	72:00 Hours	28:00 Hours	20:00 Hours	00:00 Hours	120:00 Hours
SSD/N0114, v1.0: Risk Score Evaluation of Hazards.	**72:00 Hours**	**8:00 Hours**	**40:00 Hours**	**00:00 Hours**	**120:00 Hours**
Module 4: Calculate risk score & ratings of a hazard with help of 5x5 risk matrix in view of the likelihood and severity of the hazard.	72:00 Hours	8:00 Hours	40:00 Hours	00:00 Hours	120:00 Hours
SSD/N0115, v1.0: Safety Audit Report Preparation	**72:00 Hours**	**18:00 Hours**	**30:00 Hours**	**00:00 Hours**	**120:00 Hours**

Module 5: Understand the concept of audit and inspection in an organization and prepare an audit report. Gather valuable information required before and after audit.	72:00 Hours	18:00 Hours	30:00 Hours	00:00 Hours	120:00 Hours
SSD/N0131, v1.0: Statutes & Legislative requirements in Health & Safety.	**72:00 Hours**	**48:00 Hours**	**00:00 Hours**	**00:00 Hours**	**120:00 Hours**
Module 6: Learn regulations & regulatory compliance requirements as per the laws governed by the Government of India. Identify the shortcomings as per the recommendation of the regulatory body for a particular task or activity.	72:00 Hours	48:00 Hours	00:00 Hours	00:00 Hours	120:00 Hours
SSD/N0116, v1.0: Plan, Organize & Monitor	**36:00 Hours**	**14:00 Hours**	**10:00 Hours**	**00:00 Hours**	**60:00 Hours**
Module 7: Planning, organizing, and monitoring of their work to provide the expected outcomes efficiently & ensuring quality of the work.	36:00 Hours	14:00 Hours	10:00 Hours	00:00 Hours	60:00 Hours
DGT/VSQ/N0102: Employability Skills	**36:00 Hours**	**24:00 Hours**	**00:00 Hours**	**00:00 Hours**	**60:00 Hours**

Module 8: Understand scope in employment, financial dealing, digital literacy and communication with employer or customer	36:00 Hours	24:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours
Total Duration	**432:00 Hours**	**168:00 Hours**	**120:00 Hours**	**00:00 Hours**	**720:00 Hours**

Module Details

Module 1: Introduction to Training Program, Overview, assessments, role of Safety Auditor, employment opportunities in Industries.

Mapped to SSD/N0113, v 1.0

Terminal Outcomes:

- Discuss role of safety auditor & sectors & industries.
- Employment opportunities, career development & International opportunities.
- Course approach, duration, training & assessment processes.

Duration: *04:00*	**Duration**: *00:00*
Theory–Key Learning Outcomes	**Practical–Key Learning Outcomes**
• Role & responsibilities of Safety auditor. • Iceberg theory of safety • Career progression in the occupation. • Industries for Employment & international opportunities for employment. • Training approach & methodology. • Assessment process & Certification. • The assistance provided by AB/TP/LMIS in employment.	
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Nil	

Module 2: Understand concept of safety audit, its approach, stages, scope, audit procedure, PDCA cycle and audit cycles to conduct safety audit at workplace.

Mapped to SSD/N0113, v 1.0

Terminal Outcomes:

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

Duration: 68 Hours	**Duration: 28 Hours**
Theory–Key Learning Outcomes	**Practical–Key Learning Outcomes**
• Introduction to auditing, Concept of safety audit, auditing objective and safety audit requirement in health and management system. • Role and importance of audits. Introduction to the concept of "window dressing" and responsibilities of auditor in health and safety audits. • Auditing techniques and importance of the steps involved in auditing from auditors' perspective i.e. vouching, confirmation, reconciliation, testing, analysis, scanning, inquiry, verification posting, flow chart & observations. • Safety audit methodologies and understanding a detailed overview in each step involved in its planning, notification, and opening meeting for safety audit, the pre audit preparations, during audit requirements, recommendations, management review, closing meeting and monitoring. • Introduction to internal and external audits. Importance of IA & EA. The scope of internal and external audit, reasons & advantages of conducting such audits. • Understand the role parties involved in audits during first-party, second-party and third-party audits. • Introduction to other process audits and understand the scope of the compliance audit, program audit & management system audit.	• Concepts to perform audit with schematic approach. • Audit techniques & methods. • Identify audit in different audit stages. • Know continuous improvement cycles in the system

• Introduction of the safety management system, understanding the key elements in the safety management system with the help of the PDCA cycle.	
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Safety goggles, Full face shield, Leather gloves, Puncture resistant gloves, Chemical resistant gloves, electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system.	

Module 3: Identify hazards at workplace, severity of hazards, risk rating, protection overview and improved methodologies.

Mapped to SSD/N0130, v 1.0

Terminal Outcomes:

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

Duration: 72 Hours	**Duration: 28 Hours**
Theory–Key Learning Outcomes	**Practical–Key Learning Outcomes**
• Introduction to hazards and basic terminologies used in hazard identification. • Overview of hazard categories and risks involved in each hazard. • Introduction to the hierarchy of control in safety. Importance of each hierarchy of control. Deep dive into the steps in the hierarchy of control. • Deep dive into different hazard categories & control ex: Electricity, Fire, Tools, equipment and machinery, Health and workplace hazard, Hazardous substances, musculoskeletal disorders, manual handling, and load handling equipment, noise, vibration, radiation, mental	• Identify hazards & categories of hazards. • Implement "Hierarchy of control" in improvement methodologies. • Identify hidden risk in improved methodologies. • Selection of projects.

ill- health, violence at work, substance abuse at workplace, lifting and rigging hazards and control.	
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Safety goggles, Full face shield, Leather gloves, Puncture resistant gloves, Chemical resistant gloves, electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system.	

Module 4: Calculate risk score & ratings of a hazard with help of 5x5 risk matrix in view of the likelihood and severity of the hazard.

Mapped to SSD/N0114, v 1.0

Terminal Outcomes:

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

Duration: 72 Hours	**Duration: 8 Hours**
Theory–Key Learning Outcomes	**Practical–Key Learning Outcomes**
• Introduction terminologies related to 'Risks," understand objectives of risk assessment, Introduction to the 5x5 risk matrix and risk ratings. • Introduction to HIRA and its statutory requirements. • Introduction to terminologies related risk assessment ex: Likelihood & severity. Deep dive into analyzing how likelihood and severity change basis the control implemented. • Identification of the persons vulnerable to the hazard. • Process of evaluating risk score in a risk assessment at a workplace.	• 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. • Identify role of management in an organization, role of safety supervisor, safety executive, safety officer, safety engineer, and safety manager. • Identify fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA. • Identify role of occupier, controller of premise, role & need of contractors in the organization & work permit to contractors, role of safety committee

• Suggest corrective action in HIRA by following hierarchy of control. • Understand the role of management in an organization, role of safety supervisor, safety executive, safety officer, safety engineer, and safety manager. • Understand fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA. • Understand the role of occupier, controller of premise, role & need of contractors in the organization & work permit to contractors, role of safety committee • 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.	• Identify 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.
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Safety goggles, Full face shield, Leather gloves, Puncture resistant gloves, Chemical resistant gloves, electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system.	

Module 5: Understand the concept of audit and inspection in an organization and prepare an audit report. Gather valuable information required before and after audit.

Mapped to SSD/N0115, v 1.0

Terminal Outcomes:

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

Duration: 72 Hours	Duration: 18 Hours
Theory–Key Learning Outcomes	**Practical–Key Learning Outcomes**
• Introduction to audit report contents and format. • Scope of Health & Safety Audit Management System. • Introduction to the audit elements - Title, Addressee, Introduction, Scope, Identification of documents audited, management responsibilities, auditors' responsibility, reference to audit standards, Opinion, Signature, Auditor's address, Date of report. • Introduction to safety policy. Scrutiny of the "Statement of Intent" in the safety policy, identification of "Safety Culture" in an organization. • Information gathering from various documents like: "Legal compliance register, 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" etc. • Introduction to the IS 14489: 1998 – Code of practice on occupational safety and health audit. • Audit report preparation.	• Collect and analyze information for audit. • Scrutiny of documents for audit prerequisites. • Follow Audit procedure as per IS 14489-1998 • Prepare an audit report.
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Safety goggles, Full face shield, Leather gloves , Puncture resistant gloves, Chemical resistant gloves, electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system.	

Module 6: Learn regulations & regulatory compliance requirements as per the laws governed by the Government of India. Identify the shortcomings as per the recommendation of the regulatory body for a particular task or activity.

Mapped to SSD/N0131, v 1.0

Terminal Outcomes:

Comply with regulatory requirements of various acts including OSH Code 2020, BOCW Act 1996 & Factories Act 1948, and the regulations and enforcement decided by the environmental act, 1986, Occupational Safety & Health Administration (OSHA) compliance requirements, ILO Guidelines related to EHS, Oil Industry Safety Directorate (OSID) Guidelines, Mines Vocational Training Rules – DGMS, Electricity Act 2010 & 2003, National Fire Protection Association regulations, NBC 2016, Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884, Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance, and the CPCB.

Duration: 72 Hours	**Duration: 48 Hours**
Theory–Key Learning Outcomes	**Practical–Key Learning Outcomes**
• Apply the regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996. • Apply the regulatory obligations pertaining to safety, health & environment compliance as per Factories Act, 1948. • Apply the regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA) compliance requirements. • Apply the regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS. • Apply the regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines. • Apply the regulatory obligations pertaining to Mines Vocational Training Rules – DGMS. • Apply the regulatory obligations pertaining to Electricity Act 2010 & 2003. • Apply the regulatory obligations pertaining to National Building Code (NBC) – 2016. • Apply the regulatory obligations pertaining to National Fire Protection Association regulations.	• Implement BOCW act safeguarding the rights and interests of workers in the construction sector in terms of accidental insurance, pension coverage, maternity benefits, child education assistance and Immediate healthcare and financial assistance. • Implement Factories act that protect the health and safety of workers, ensures that adherence to global best practices, provide a fair and decent livelihood for all working-class people, and reduce any social or industrial tensions. • Implement OSH code 2020 that defines working hours, rights of employees, duties of employers, leave policies, directions on working conditions and arrangement of welfare activities. • Implement ILO guidelines that governs principle that workers must be protected from sickness, disease and injury arising from their employment & The Environment (Protection) Act was enacted in 1986 that provides for the protection and improvement of the environment. • Implement Oil Industry Safety Directorate (OSID) Guidelines that focuses on External Safety Audits, Offshore Safety Regulatory Activities, Conducting Training Programme / Workshop,

• Apply the regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884. • Apply the regulatory obligations pertaining to Gas Cylinders Rule 2016 • Apply the regulatory obligations pertaining to The Boilers Act 1923 • Apply the regulatory obligations pertaining to Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance. • Apply the regulatory obligations pertaining to Motor vehicle Act 1988 • Apply the regulatory obligations pertaining to First Aid at workplaces and training on first aid.	and Accident Reporting & Investigation in oil fields. • Comprehend the regulatory obligations pertaining to Mines Vocational Training Rules – DGMS. • Implement Electricity Act 2010 & 2003 consolidate the laws relating to generation, transmission, distribution, trading, and use of electricity. • Implement NBC 2016 contains administrative regulations, development control rules and general building requirements; fire safety requirements; stipulations regarding materials, structural design, and construction. • Implement Fire, electrical, and life safety guidelines and requirements. • Implement Regulations on regulate the manufacture, possession, use, sale, transport, and importation of Explosives. • Implement Insurance policy designed to financially protect employees in the wake of any accidents & social security scheme aimed at providing the requisite medical and financial assistance to employees across the country. • Implement Necessary temporary assistance an injured person needs until professional medical care can be provided.
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Safety goggles, Full face shield, Leather gloves, Puncture resistant gloves, Chemical resistant gloves, electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system.	

Module 7: Planning, organizing, and monitoring of their work to provide the expected outcomes efficiently & ensuring quality of the work.

Mapped to SSD/N0116, v 1.0

Terminal Outcomes:

- 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.

Duration: 36 Hours	**Duration: 14 Hours**
Theory–Key Learning Outcomes	**Practical–Key Learning Outcomes**
• Basic concepts of planning & organizing. • Planning of resources. • Concept of resources requirement optimization. • Scheduling of activities as per time plan. • Communication to co-workers & subordinates. • Reporting process & record maintenance. • Checklist and resource availability as per schedule. • Procurements/acquisitions. • Briefing & tool-box talk. • Monitoring of resources & reporting. • Statutory & quality compliances and record preparation. • Record keeping & displays.	• Planning of resources 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 Safety audit and adjust, manage, or project requirements on time.
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Safety goggles, Full face shield, Leather gloves , Puncture resistant gloves, Chemical resistant gloves, electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system.	

Module 8: Understand scope in employment, financial dealing, digital literacy and communication with employer or customer.

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Describe the traits of individual at workplace.
- Demonstrate apply employability and entrepreneurship skills at workplace.

Duration: *36:00*	**Duration: *24:00***
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the importance of Employability Skills in meeting the job requirements. • Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. • Discuss 21st century skills. • Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations. • Discuss the significance of reporting sexual harassment issues in time • Discuss the significance of using financial products and services safely and securely. • Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws • Explain the importance of managing expenses, income, and savings. • Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely • Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges • Differentiate between types of customers • Explain the significance of identifying customer needs and addressing them • Discuss the significance of maintaining hygiene and dressing appropriately	• Show how to practice different environmentally sustainable practices. • Use appropriate basic English sentences/phrases while speaking. • Demonstrate how to communicate in a well - mannered way with others. • Demonstrate working with others in a team. • Show how to conduct oneself appropriately with all genders and PwD. • Show how to operate digital devices and use the associated applications and features, safely and securely. • Create a biodata. • Use various sources to search and apply for jobs.

• Discuss the significance of dressing up neatly and maintaining hygiene for an interview • Discuss how to search and register for apprenticeship opportunities	
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Laptop/computer, internet, mobile	

On the Job Training Plan: Safety Auditor

Concept of safety audit, need, scope and methodologies of safety audit: 20 hours
Key Learning Outcomes
• Understand the concept of performing an audit with a schematic approach. • Identify and understand audit in different audit stages. • Understand continuous improvement cycles in the system.
Hazard categories, Identification, and control: 20 hours
Key Learning Outcomes
• Identify hazards & categories the hazards. • Implement "Hierarchy of control" in improvement methodologies. • Identify hidden risk in improved methodologies.
Risk score evaluation of hazards: 40 hours
Key Learning Outcomes
• 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.
Safety Audit Report Preparation: 30 hours
Key Learning Outcomes

• Collect and analyze information for audit. • Scrutinize documents for audit prerequisites. • Follow audit procedure as per IS 14489-1998 • Prepare an audit report.
Plan, Organize & Monitor: 10 hours
Key Learning Outcomes
• Planning of resources 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 Safety audit and adjust, manage, or project requirements on time.
Total Duration of OJT – 120 Hours (2.5 weeks)

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
ITI/12th Pass	Any domain	15	Safety Domain	0	-	
Graduate in any discipline / Diploma in Engineering	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering, Mathematics, Physics degree and others.	8	Safety Domain	0	-	
M. Tech/ B. Tech	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering and others.	5	Safety Domain	0	-	

Trainer Certification	
Domain Certification	**Platform Certification**
Certified as Trainer for the QP: "SSD/Q0105 v1.0: Safety Auditor" or higher qualification as per career progression by SSDF. The minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601 v2.0". The minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
ITI/12th Pass	Any domain	15	Safety Domain	0	-	
Graduate in any discipline / Diploma in Engineering	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering, Mathematics, Physics degree and others.	8	Safety Domain	0	-	
M. Tech/ B. Tech	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering and others.	5	Safety Domain	0	-	

Assessor Certification	
Domain Certification	**Platform Certification**
Certified as assessor for the QP: "SSD/Q0105 v1.0 : Safety Auditor" or higher qualification as per career progression. The minimum accepted score is 80%.	Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701 v2.0". The minimum accepted score is 80%.

Assessment Strategy

The assessment will be based on the concept of third-party assessments through certified assessors with empanelled Assessment Agencies of NCVET. The certification of each assessor will be done by SSDF through a process of selection, training, assessment & certification through training of the assessor's program.

The assessments will include both formative & summative. The progressive assessments will be through a trainer during the progress of the training. The summative assessments will be carried by the assessor through assessment agencies.

The assessment process will find whether the candidate or professional is competent or not to perform the job as per expected performance criteria. The assessment plan contains the following information:

a) Assessment elements – Competencies based on performance criteria of each NOS.

b) Methods of assessment – Written test (online/offline), viva and practical/ field exercises.

c) Time of assessment – The assessment will be done both formative and summative (post orientation/training) of candidates.

d) Place i.e., context of the assessment - The assessment will be conducted through theory, viva voice and practical/ field exercises, on simulators and will be both online or offline modes.

e) The criteria for decision making– It will be based on assessment criteria & guidelines as given the qualification pack.

f) Questions – The written questions, viva & practical questions will be set to cover all aspects of performance criteria and would have been validated from experts in the subject matter.

g) Passing criteria & gradings – The passing criteria & gradings will be as per passing criteria given for each NOS and Guidelines for Assessment.

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to Be known and/or understood to accomplish or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training Outcome is specified in terms of knowledge, understanding(theory)and skills (practical application).
OJT(M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT(R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective, or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standard
AB	Awarding Body

AA	Assessment Agency
TP	Training Partner