Assessment Guide

Safety Auditor

NSQF Level – 5

Sector: Cross Sectoral

Occupation: Occupational Safety Health & Environment (OSHE) Engineering & Management

Qualification Pack Code: SSD/VSQ/Q0105

Version: 1.0

Table of Contents

Qualification Structure 3
Guidance for assessors 5
Assessments 14
Practical Observation Checklist 14
Tools, materials, and consumable list 29
Assessment Method/Tools 31
Assessment Evidence Form 43
Assessment summary 44
Assessment Summary Sheet 45

Qualification Structure

To achieve full certification as Safety Auditor, trainees must complete all seven units (NOS) and pass assessments. The assessments will comprise of theory & practical tests.

Sl. no	Unit No. (NOS)	Title	Assessment method
001	SSD/VSQ/N0113	Concept of Safety Audit, Need, Scope and Methodologies of safety audit	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of safety audit concepts, including its purpose, need, scope, types, and methodologies. The assessment will be based on theory, viva-voice or practical.
002	SSD/VSQ/N0130	Hazard identification, categories, and control	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of hazard identification, classification, and control techniques in the workplace. The assessment will be based on theory, viva-voice or practical.
003	SSD/VSQ/N0114	Risk Score Evaluation of Hazards	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of evaluating workplace hazards using risk scoring methods. The assessment will be based on theory, viva- voice or practical.
004	SSD/VSQ/N0115	Safety Audit Report Preparation	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of preparing comprehensive and compliant safety audit reports. The assessment will be based on theory, viva- voice or practical.

005	SSD/VSQ/N0131	Statutes & Legislative requirements in Health & Safety	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of regulations and regulatory compliance requirements as per the laws governed by the Government of India. The assessment will be based on theory, viva- voice or practical.
006	SSD/VSQ/N0116	Plan, Organize & Monitor	The assessment will be made for the competencies required by the trainee on skills, knowledge, and understanding of planning, organizing, and monitoring tasks effectively to achieve quality outcomes in a timely and efficient manner. The assessment will be based on theory, viva-voice, or practical.
009	DGT/VSQ/N0102	Employability Skills	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding required by the professionals to generic skill in getting employment, financial dealing, digital literacy and communication with employer or customer. The assessment will be based on theory, viva- voice or practical.

Guidance for assessors

This qualification provides the performance criteria, skills and knowledge required to perform for the job role of Safety Auditor at NSQF Level 5. The role is referred to as 'Safety Auditor.'

Brief job description: Safety Auditor is responsible for scrutiny of an organization safety process to identify gaps, loopholes, and inefficiencies in safety processes. The job holder prioritizes safety issues that can cause harm to a person health and safety suggests measures to control them. He/she is also responsible to identify gaps in compliance of safety regulations and suggest methodologies to improve the safety compliance and processes.

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

Introduction to assessments:

The assessment will be made based on the competencies required by the trainees to perform the job role of Safety Auditor. The assessment will be based on understanding, practical demonstration and on the job training as defined in the performance criteria & practical skill defined in the qualification pack of the job role. The trainees will be required to complete a number of assignments to show their skills & understanding of the subject through theory, demonstration and practical performances.

Grading and pass percentage

1. The assessment consists of two categories:
    a. Practical Assessment – to assess the practical performance skills.
    b. Theory Assessment – to assess knowledge & understanding of the domain.
2. The weightage of the assessment will be:
    a. Practical Assessment – 50%
    b. Theory Assessment – 50%
3. 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.
4. 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.

5. 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.
6. 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.
7. 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 individual gets less than 50% and 35% or more in the NOS and overall, 50% or more; individual will be considered "pass" with grade "C" only 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".
    g. Any candidate can ask for re-assessment in any of the NOSs or all the NOSs to improve his/her performance within three months from the date of publication of the results and after payment of the assessment fee. But if any candidate wants re-assessment after three months from the date of publication of results, he/she will have to appear in all the NOSs applicable for the qualification.

2.1 Performance/Skill Assessments

The performance/skill assessment will be conducted through demonstration/practical.

SSD/VSQ/N0113: Concept of Safety Audit, Need, Scope and Methodologies of Safety Audit – Performance/Skill Assessment

Trainees should demonstrate knowledge of audit planning, notification procedures, opening meetings, and the four stages of the audit process, including fieldwork, management response collection, report drafting, and conducting a closing meeting. Practical skills should include identifying internal and external audit scopes, differentiating between first, second-and third-party audits, and recognizing the purpose of compliance, program, and management system audits.

SSD/VSQ/N0130: Hazard identification, categories, and control–Performance/Skill Assessment

The trainee should demonstrate a fundamental understanding of key safety terms such as hazards, unsafe acts, incidents, accidents, near misses, and injury classifications. They must identify hazard categories and explain risks related to PPE, and recognize various safety signs and signals. The trainee should understand and apply the hierarchy of controls, explain each level's importance, and describe the steps involved.

SSD/VSQ/ N0114: Risk Score Evaluation of Hazards– Performance/Skill Assessment

The trainee should demonstrate a fundamental understanding of risk concepts, the objectives of risk assessment, the use of the 5x5 risk matrix, and how to interpret risk ratings. They must explain HIRA (Hazard Identification and Risk Assessment), including its legal requirements, and assess hazards based on likelihood and severity. The trainee should identify individuals exposed to hazards, analyze how hazards may lead to incidents, and perform a complete risk assessment using a risk matrix. They must recommend corrective actions based on the hierarchy of controls.

SSD/VSQ/N0115: –Safety Audit Report Preparation-Performance/Skill Assessment

The trainee should demonstrate knowledge of the difference between a health and safety inspection and a safety audit, along with the scope and relevance of a safety audit within a safety management system. They should identify and explain key elements of an audit report such as title, addressee, scope, reference documents, responsibilities, and final opinion as per standard formats.

SSD/VSQ/N0131: Statutes and Legislative requirements in Health and Safety-Performance/Skill Assessment

The trainee should demonstrate the ability to apply legal and regulatory obligations related to health, safety, and environmental compliance across a wide range of statutes and codes. They must show understanding and practical application of the BOCW Act, 1996; Factories Act, 1948; and OSH Code, 2020 along with OSHA compliance. The trainee should apply provisions from the Environment Protection Act, 1986, and align safety practices with ILO guidelines.

SSD/VSQ/N0116: Plan, Organize & Monitor-Performance/Skill Assessment

The trainee should demonstrate the ability to plan resources, schedules, and timelines in alignment with instructions received from superiors. They should understand the organizational hierarchy and communicate effectively with coworkers and supervisors. For organizing work, the candidate should show competency in collecting and provisioning necessary resources, communicating with relevant personnel, and briefing subordinates on the sequence, timing, and allocation of tasks and materials.

DGT/VSQ/N0102: Employability Skills

The trainee should demonstrate key employability skills such as communication, teamwork, digital literacy, and professionalism. They must be able to use internet, e-mails, financial transactions methods and Apps. They should be able to communicate and apply for the jobs online.

The Performance/Skill Assessments

The assessment will be conducted in a simulated working environment. Due to this fact, the assessors must note that the naturally occurring evidence of competence is unavailable or infrequent. Simulation must be undertaken in a Realistic Working Environment which provides an environment that replicates the key characteristics of the workplace in which the skill to be assessed is normally employed.

Scheduling the practical observations is flexible but to retain integrity of the assessment, they should be conducted as closely as possible to the written assessments.

Trainees are not permitted to use the observation checklist to work when completing the practical tasks but may familiarize themselves with it prior to an assessment.

It will be beneficial to take trainees through what is required in the practical assessments and the way in which each part will be graded. Trainees should have an opportunity to familiarize themselves with the way the tasks are graded.

Trainees may refer to their faculty for guidance on parts of the practical assignments only, though they should be aware that, especially for the practical assessments, the amount of guidance and support they are given may be reflected in the feedback and performance.

Knowledge Assessment

Synoptic test is an MCQ (Multiple Choice Question) test to assess the underpinning knowledge. The synoptic MCQ tests are externally set and externally marked.

This test is to be taken by the trainee after completion of all the units under controlled and invigilated conditions as closed-book test under the supervision of an assessor. Trainees can only achieve whole marks; half marks for partially answered questions are not permitted. Selection of two or more options will be marked as wrong.

The answers should be marked by pen only. The test may be conducted by the assessor in the oral mode, if required, considering the lack of reading and comprehending acumen (skills) of trainees. In such cases, the assessor will mention it on top of the MCQ submitted.

Grading criteria for The Performance/Skill Assessments

NOS No.	Title	Performance & Knowledge Assessment	Assessment Marks	Min. Passing marks	Assessment Result (Total
SSD/VSQ/N0113	Concept of Safety Audit, Need, Scope and Methodologies of safety audit.	60	100	50% of individual NOS and 50% overall as per NOS weightage	50% of total NOS weightage ≥ Pass 50% of total NOS weightage < Fail
SSD/VSQ/N0130	Hazard identification, categories, and control	60	100		
SSD/VSQ/N0114	Risk Score Evaluation of Hazards.	39	100		
SSD/VSQ/N0115	Safety Audit Report Preparation	49	100		
SSD/VSQ/N0131	Statutes and Legislative requirements in Health and Safety.	81	100		
SSD/VSQ/N0116	Plan, Organize & Monitor.	30	100		
DGT/VSQ/N0102	Employability Skills	41	50		
Total		**360 Min**	**650 Marks**		

2.2 Viva Assessment

Trainees may be required to take the viva test for their theory or their practical observation test which is an extended part of the practical observation and assessment. The viva assessments are externally set and externally marked.

2.3 Question papers for synoptic test

The question paper of the synoptic test is a confidential document. It will be held under the custody of SSDF/Assessment Agencies. The assessment agencies can be permitted to prepare the question papers and get them approved from SSDF. The centers need to follow the indenting process to obtain the question paper to administer the test.

2.4 Authenticity

Centers are reminded to check for authenticity of work where trainees may be using texts and the internet to complete tasks.

2.5 Feedback

Assessors must provide feedback on every occasion when a skills observation takes place. A proforma for feedback is included in this assessment guide.

2.6 Trainee records of coursework

Trainees should be encouraged to keep their work carefully in a portfolio or scrapbook. This may be an unfamiliar form of record keeping for some, but it is a good discipline which will benefit them when they progress in their learning and training.

2.7 Assessment sheets

The assessment records will be maintained as per the assessment sheet given in this document.

2.8 Codes of practice

Safe working practices, health and safety and codes of practice associated with the industry must always be adhered to.

2.9 Health and safety

The requirement to follow safe working practices is an integral part of all assessments and it is the responsibility of centers to ensure that all relevant health and safety requirements are in place before trainees start practical assessments.

Should a trainee fail to follow health and safety practice and procedures during an assessment, the assessment must be stopped and the trainee be advised of the reasons. In case of doubts, guidance should be sought from the SSDF.

2.10 Verification of assignments

By using marking checklists, verifiers can check that evidence for an assignment is complete and can ensure that allocation of marks has been fair and beyond dispute.

2.11 Internal quality assurance

Approved centers must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications.

Quality assurance includes initial center approval, qualification approval and the Centre's own internal procedures for monitoring quality. Centers are responsible for internal quality assurance and SSDF and Assessment Agency are jointly responsible for external quality assurance.

Full details and guidance on the internal and external quality assurance requirements and procedures are provided by SSDF from time to time.

The Assessment Agencies are required to retain copies of trainees' assessment records and photographic evidence (in presence of trainee performing task) for three years after assessment. They can be asked by SSDF to provide these evidences as proof of assessment.

2.12 Evidence Collection by the Assessor

- The assessor needs to collect a copy of the attendance for the training done. The attendance sheet needs to be signed by the Training Centre Head.
- The Centre head also needs to declare that all the students appearing in the assessments have a minimum attendance of 70% for the training.
- The assessor needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/ State Government.

- The same needs to be mentioned in the attendance sheet. Wherever required, the assessor can authenticate and cross verify trainee's credentials in the enrollment form.
- The assessor needs to punch the trainee's roll number on all the final job pieces of learners. Different sections can have alpha numbering such as if a student's roll number is 123 then the three pieces submitted by that student can be numbered as 123a, 123b and 123c.
- The assessor needs to take a group photograph of all the students along with the assessor standing in the middle and with the Centre name/banner at the back, as evidence.
- The assessor needs to carry a camera to click photographs of the trainees working on the job and give theory exam as evidence with geo tagged, timestamp.
- The assessor also needs to carry a photo ID card.
- In the Assessment Evidence Form (provided after the practical marks sheet), the assessor should place the final photographic evidence in the space provided as evidence, from appropriate angles/sides of the final job piece submitted.

Trainee Guidance

Information for trainees

The assessment requires a trainee to perform a combination of tasks as given below:

The trainee will be required to demonstrate the occupational skills, knowledge, understanding and competencies mentioned in the Qualification Pack.

Before the final assessments

The training partner (TP) will ensure that the trainees are ready for the assessment. The date and time of assessment would be intimated by the SSDF.

The trainee is required to reach the assessment venue at the scheduled date and time. TP is required to circulate/download the information regarding the assessment to the trainee. Failure to reach the assessment venue for the theory or the practical test as per the schedule would be considered absent. In exceptional cases, an assessor can give a maximum of half an hour of concession time for late coming.

The trainee is required to carry their Institutes photo ID card as well as a government issued photo ID card for verification on all days of assessments.

Any misbehavior/unethical practice by a trainee would lead to disqualification of the trainee.

The first assessment will have the theory test followed by practical and may be viva in smaller batches. (20- 30 trainees)

Assessments

Assessments for the job role of Safety Auditor are conducted to gauge and assess the trainees' competencies and professional expertise as well as their skill and knowledge in the specified job role for Safety Auditor.

During the practical task, trainees will be assessed on their workmanship, quality of finished products, time management, etc., based on the performance criteria (PC), knowledge and understanding and their professional and soft skills as specified in the qualification pack. They will be graded for all their assessments based on the approved assessment strategy of the Qualification Pack. The performance criteria checklist as a guide for all qualifications is given in Practical Observation Checklist. Assessment tools and sample set of practical, theory & viva questions for each NOS, assessment evidence, overall summary, and NOS wise summary are also listed.

Practical Observation Checklist

Safety Auditor
1. Learner Name: _____2. Enrolment No: _____3. Centre:_____
Guidance to assessors: 1. The assessor must exhibit the observation checklist to the learners before the commencement of the practical and explain to them how the learners will be observed and graded during the practical assessment. However, the learners are not allowed to use the practical observation checklist during the assessment or task. 2. The assessor must ensure that all the tools listed in the "List of Tools" are made available by the center to every learner being assessed.

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SSD/VSQ/N0113: Concept of Safety Audit, Need, Scope and Methodologies of safety audit.	PC-1 Understand concept of safety audit, audit objective and safety audit requirement.	6	4	-	-
	PC-2 Understand the importance of audits and the concept of “window dressing” and the responsibilities of an auditor.	6	4	-	-
	PC-3 Understand audit technique-vouching, confirmation, reconciliation, testing, analysis, scanning, inquiry, verification posting, flow chart, observations.	6	4	-	-
	PC-4 Understand safety audit methodologies, its planning, notification, and opening meeting for safety audit.	5	3	-	-
	PC-5 Understand the pre-audit preparations, first, second, third & fourth stages of the safety audit.	5	3	-	-
	PC-6 Understand field work, getting management's response and report drafting for safety audit.	5	3	-	-
	PC-7 Understand closing meeting, final audit distribution and follow-up for safety audit.	3	3	-	-
	PC-8 Understand the scope of internal and external audit, reasons	3	2	-	-

	& advantages.				
	PC-9 Understand first-party, second-party and third-party audits.	3	2	-	-
	PC-10 Find the scope of the compliance audit, program audit & management system audit.	3	2	-	-
	PC-11 Find the scope of audit for a task, program, activity, project & machinery.	3	2	-	-
	PC-12 Understand the safety management system and the requirement of Plan-Do-Check-Act (PDCA) cycle in safety management system.	5	3	-	-
	PC-13 Understand and analyze "Plan" & "Do" stages of PDCA cycle.	4	2	-	-
	PC-14 Understand and analyze "Check" and "Act" stages of PDCA cycle.	3	3	-	-
	NOS Total Marks	**60**	**40**	**-**	**-**
SSD/VSQ/N0130: Hazard Identification, Categories and Control.	PC-1 Understand the basic definitions: Hazards, unsafe conditions & acts, incidents & accidents; fatal, non-fatal, near miss incidents & accidents; lost time injury & first aid injury.	6	4	-	-
	PC-2 Understand hazard categories and risks introduced by PPEs.	4	2	-	-
	PC-3 Know the different types of safety signs and signals.	2	2	-	-

	PC-4 Understand the hierarchy of controls in safety.	4	3	-	-
	PC-5 Understanding Importance of each hierarchy of control.	4	3	-	-
	PC-6 Understanding the steps in the hierarchy of control.	4	2	-	-
	PC-7 Understand different hazard categories & control: Electricity and Fire.	5	3	-	-
	PC-8 Understand different hazard categories & control: Tools, equipment, and machinery.	5	3	-	-
	PC-9 Understand different hazard categories & control: Health and workplace hazard - Work at height, confined space, working in an excavation, lone working, and slips & trips.	5	3	-	-
	PC-10 Understand different hazard categories & control: Movement of workforce, Work related driving and vehicles at workplace.	5	3	-	-
	PC-11 Understand different hazard categories & control: Hazardous substances.	5	3	-	-
	PC-12 Understand different hazard categories & control: Musculoskeletal disorders, manual handling, and load handling equipment.	4	3	-	-

	PC-13 Understand different hazard categories & control: Noise, vibration, radiation, mental ill-health, violence at work, substance abuse at workplace.	4	3	-	-
	PC-14 Understand different hazard categories & control: Lifting and Rigging hazards and control.	3	3	-	-
	NOS Total Marks	**60**	**40**	**-**	**-**
SSD/VSQ/N0114: Risk Score Evaluation of Hazards.	PC-1 Understand 'Risks", objectives of risk assessment, 5x5 risk matrix and risk ratings.	4	2	30	-
	PC-2 Understand HIRA and its statutory requirements.	4	2		-
	PC-3 Understand Likelihood & severity of hazard.	4	2		-
	PC-4 identifies the persons vulnerable to the hazard.	3	2		-
	PC-5 Analyze as "How the hazard can lead to an accident or endanger a person's life", likelihood, and severity of the hazard.	3	2		-
	PC-6 Carry out risk assessment and prepare risk matrix.	3	2		-
	PC-7 Suggest corrective action in HIRA by following hierarchy of control.	3	2		-
	PC-8 Understand the role of management in an organization, role of safety supervisor, safety	3	2		-

	executive, safety officer, safety engineer, and safety manager				
	PC-9 Understand fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA	3	2		-
	PC-10 Understand the role of occupier, controller of premise, role & need of contractors in the organization & work permit to contractors, role of safety committee	3	2		-
	PC-11 Understand the selection prerequisites of a contractor, management of contractors, review meetings, safety committee meetings, method statements, accident reporting, training programs, statutory inspections, permit to work, gaps in contractor safety implementation of contractor safety.	3	2		-
	PC-12 Risk assessment analysis on HIRA (practical on 5 different scenarios)	6	6		-
	NOS Total Marks	**42**	**28**	**30**	**-**
SSD/VSQ/N0115: Safety Audit Report Preparation	PC-1 Understand the inspection & Health & Safety Audit report, difference between safety audit and inspection.	5	3	20	-

	PC-2 Understand the scope of Health & Safety Audit & Management System	5	3		-
	PC-3 Understand the audit elements- Title, Addressee, Introduction, Scope, Identification of documents audited, management responsibilities, auditors' responsibility, reference to audit standards, Opinion, Signature, Auditor's address, Date of report.	2	2		-
	PC-4 Read & understand the "Statement of Intent" in the safety policy, "Safety Culture" in an organization and identify the positive Safety Culture indicators in an organization.	6	4		-
	PC-5 Learn information gathering from "Legal compliance, absence and sickness data, Risk Assessments, SOP, Monitoring records, External & Internal communication medium, Maintenance records, Accident and Incident records, Health and Surveillance records, Safety committee minutes of meetings, Training records, Statutory Inspections, Previous audit	6	4		-

	reports".				
	PC-6 Understanding the IS 14489: 1998 – Code of practice on occupational safety and health audit.	6	4		-
	PC-7 Learn to prepare "Safety Policy", "Standard Operating Procedures", Agenda, "Minutes of Meetings" and "Safe Systems of Work".	4	3		-
	PC-8 Conduct and record interviews for audits.	4	3		-
	PC-9 Gather data & information from compliance data, absence and sickness data, SOP, monitoring records, external & internal communication, maintenance records, accident and incident records, health and surveillance records, safety committee minutes of meetings, inspection reports, previous audit reports and others records.	5	3		-
	PC-10 Prepare the audit report as per IS 14489- 1998 (Project).	5	3		-
	NOS Total Marks	**48**	**32**	**20**	**-**

SSD/VSQ/N0131: Statutes & Legislative requirements in Health & Safety	PC-1 Apply regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996.	5	3	-	-
	PC-2 Apply regulatory obligations pertaining to safety, health & environment compliance as per Factories Act, 1948.	4	2	-	-
	PC-3 Apply regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA) compliance requirements.	2	2	-	-
	PC-4 Apply regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS.	4	3	-	-
	PC-5 Apply regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines	4	3	-	-
	PC-6 Apply regulatory obligations pertaining to Mines Vocational Training Rules – DGMS	4	2	-	-
	PC-7 Apply regulatory obligations pertaining to Electricity Act 2010 & 2003	4	3	-	-

	PC-8 Apply regulatory obligations pertaining to National Building Code (NBC) – 2016	4	3	-	-
	PC-9 Apply regulatory obligations pertaining to National Fire Protection Association regulations.	4	3	-	-
	PC-10 Apply regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884.	5	3	-	-
	PC-11 Apply regulatory obligations pertaining to Gas Cylinders Rule 2016	4	3	-	-
	PC-12 Apply regulatory obligations pertaining to The Boilers Act 1923	4	3	-	-
	PC-13 Apply regulatory obligations pertaining to Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance.	4	3	-	-
	PC-14 Apply regulatory obligations pertaining to Motor vehicle Act 1988	4	2	-	-
	PC-15 Apply regulatory obligations pertaining to First Aid at workplaces and training on first aid.	4	2	-	-
	NOS Total Marks	**60**	**40**	**-**	**-**

SSD/VSQ/N0116: Plan, Organize and Monitor	PC-1 Plan the resources, schedules, and timelines as per work timelines given by superiors.	12	8	-	-
	PC-2 Understand hierarchy of the organization and communicate to concerned co-workers & superiors.	6	4	-	-
	PC-3 Task the subordinates as per task & timelines	6	4	-	-
	PC-4 Resource collection and provisioning.	6	4	-	-
	PC-5 Communicating to concerned co-workers & superiors.	6	4	-	-
	PC-6 Briefing to subordinates about the schedule, sequence, timing & resources to subordinates.	6	4	-	-
	PC-7 Monitoring progress of work, management of resources, guidance to subordinates.	6	4	-	-
	PC-8 Reporting to superiors and keeping the other teams informed.	6	4	-	-
	PC-9 Documentations & compliances and report submission.	6	4	-	-
	NOS Total Marks	**60**	**60**	**-**	**-**

DGT/VSQ/N0102: Employability Skills	PC- 1 Identify employability skills required for jobs in various industries	0.5	0.5	-	-
	PC- 2 Identify and explore learning and employability portals	0.5	0.5	-	-
	PC- 3 Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	0.5	0.5	-	-
	PC- 4 Follow environmentally sustainable practices	0.5	0.5	-	-
	PC- 5 Recognize the significance of 21st Century Skills for employment	0.5	0.5	-	-
	PC- 6 Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	0.5	0.5	-	-
	PC- 7 Use basic English for everyday conversation in different contexts, in person and over the telephone	0.5	0.5	-	-

	PC- 8 Read and understand routine information, notes, instructions, mails, letters etc. written in English	0.5	0.5	-	-
	PC- 9 Write short messages, notes, letters, e-mails etc. in English	0.5	0.5	-	-
	PC- 10 Understand the difference between job and career	0.5	0.5	-	-
	PC- 11 Prepare a career development plan with short- and long-term goals, based on aptitude	1	0.5	-	-
	PC- 12 Follow verbal and non-verbal communication etiquette and active listening techniques in various settings	1	0.5	-	-
	PC- 13 Work collaboratively with others in a team	1	0.5	-	-
	PC- 14 Communicate and behave appropriately with all genders and PwD	1	0.5	-	-
	PC- 15 Escalate any issues related to sexual harassment at workplace according to POSH Act	1	0.5	-	-
	PC- 16 Select financial institutions, products, and services as per requirement	1	0.5	-	-
	PC- 17 Carry out offline and online financial transactions, safely and securely	1	0.5	-	-

	PC- 18 Identify common components of salary and compute income, expenses, taxes, investments etc.	1	0.5	-	-
	PC- 19 Identify relevant rights and laws and use legal aids to fight against legal exploitation	1	0.5	-	-
	PC- 20 Operate digital devices and carry out basic internet operations securely and safely	1	0.5	-	-
	PC- 21 Use e- mail and social media platforms and virtual collaboration tools to work effectively	1	0.5	-	-
	PC- 22 Use basic features of word processor, spreadsheets, and presentations	1	0.5	-	-
	PC- 23 Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	2	0.5	-	-
	PC- 24 Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	2	0.5	-	-
	PC- 25 Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	1	0.5	-	-

	PC- 26 Identify different types of customers	1	0.5	-	-
	PC- 27 Identify and respond to customer requests and needs in a professional manner.	1	0.5	-	-
	PC- 28 Follow appropriate hygiene and grooming standards	1	0.5	-	-
	PC- 29 Create a professional Curriculum vitae (Résumé)	1	1	-	-
	PC- 30 Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	1	2	-	-
	PC- 31 Apply to identified job openings using offline /online methods as per requirement	1	1	-	-
	PC- 32 Answer questions politely, with clarity and confidence, during recruitment and selection	1	1	-	-
	PC- 33 Identify apprenticeship opportunities and register for it as per guidelines and requirement	1	1	-	-
	Total Marks	**30**	**20**	**-**	**-**
Grand Total		**360**	**240**	**50**	-

Tools, materials, and consumable list

List of Tools and Equipment

Batch Size: 30

S. No	Tools/Equipment Name	Specifications	Quantity for specified Batch size
1	Safety goggles	Nos	15
2	Full face shield	Nos	10
3	Leather gloves	Nos	9
4	Puncture resistant gloves	Nos	9
5	Chemical resistant gloves	Nos	9
6	Electrically insulated latex gloves	Nos	9
7	Safety helmets/hard hats	Nos	15
8	Ear plugs	Nos	15
9	Ear muffs	Nos	15
10	Safety shoes	Nos	15
11	Safety gumboots	Nos	15
12	High visibility jackets	Nos	15
13	N95 masks	Nos	15
14	Double filter half face mask	Nos	5
15	Double filter full face mask	Nos	5
16	SCBA – Self-contained breathing apparatus	Nos	1
17	Safety harness	Nos	15
18	Lanyard	Nos	15

19	Fall arrestor	Nos	15
20	CO2 Fire extinguisher	Nos	25
21	Dry Chemical Powder Fire extinguisher	Nos	25
22	Fire hydrant system	Nos	1
	Classroom Aids The aids required to conduct sessions in the classroom are: 1. Blackboard/ White board 2. Marker 3. Projector 4. Laptop with relevant software		

Assessment Method/Tools

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

A. Practical Questions **Total Marks:40**

Prepare an Audit Plan for a Safety Audit for a construction site?

B. Multiple Choice Questions (12*5=60 marks)

01	What is a common outcome of a safety audit?			
	☐	A. Increased employee turnover	☐	B. Enhanced customer loyalty
	☐	C. Identification of safety hazards	☐	D. None of the above
02	What is the focus of the analysis technique in audits?			
	☐	A. Conducting physical inspections of assets	☐	B. Gathering qualitative data from employees
	☐	C. Comparing SAFETY data against benchmarks or expectations	☐	D. Creating visual aids for presentations
03	Which of the following is a key outcome of the opening meeting?			
	☐	A. Assignment of audit tasks	☐	B. Finalization of the audit report
	☐	C. Identification of training needs	☐	D. Establishment of communication channels
04	What does the audit fieldwork stage focus on?			
	☐	A. Notifying employees about the audit	☐	B. Presenting findings to management
	☐	C. Gathering information through observations and interviews	☐	D. Following up on previous audits
05	What is a common method for tracking follow-up actions post-audit?			
	☐	A. Using spreadsheets or management software	☐	B. Waiting for employees to report issues

	☐	C. Keeping verbal records	☐	D. Relying on memory
06	What is one reason organizations might opt for internal audits over external audits?			
	☐	A. Requirement for third-party verification	☐	B. Lower cost and greater control
	☐	C. More stringent standards	☐	D. More comprehensive coverage
07	The scope of a machinery audit generally includes			
	☐	A. Employee performance metrics	☐	B. Financial implications
	☐	C. Safety, maintenance, and operational efficiency	☐	D. All of the above
08	What is a benefit of implementing a PDCA cycle in safety management?			
	☐	A. It guarantees the elimination of all workplace hazards	☐	B. It helps in the continuous improvement of safety processes
	☐	C. It replaces the need for regular safety training	☐	D. It reduces the need for safety audits and inspections
09	What does the safety management system primarily aim to achieve?			
	☐	A. Improved employee morale	☐	B. Improved safety performance and culture
	☐	C. Enhanced organizational efficiency	☐	D. Decreased workforce
10	In the “Do” stage, how can organizations ensure effective communication of safety protocols?			
	☐	A. Through email	☐	B. By using social media
	☐	C. By holding regular safety meetings	☐	D. None of the above
11	In a safety audit, findings during the "Check" phase should lead to what action in the "Act" phase?			
	☐	A. Ignoring minor issues	☐	B. Establishing corrective measures
	☐	C. Reassessing the objectives	☐	D. Focusing only on training

12	What is the outcome if an auditor identifies instances of "window dressing"?			
	☐	A. The auditor should ignore these findings	☐	B. The audit is considered successful
	☐	C. The auditor must report these findings and recommend corrective actions	☐	D. No action is needed
SSD/VSQ/N0130: Hazard Identification, Categories, and control				
A. Practical Questions				**Total Marks:40**
Identify the hazard & evaluate the risk involved in work at Height activity-Any 2 Primary hazards				
B. Multiple Choice Questions (12*5=60 marks)				
13	Which of the following best defines a hazard in the context of workplace safety?			
	☐	A. An unsafe act committed by an employee	☐	B. A minor injury requiring first aid treatment
	☐	C. A near miss incident	☐	D. A potential source of harm or danger
14	Which of the following describes an incident?			
	☐	A. A planned event	☐	B. A scheduled maintenance event
	☐	C. Any unplanned event that causes injury or damage	☐	D. All of the above
15	In hierarchy of controls, PPE (Personal Protective Equipment) is _____.			
	☐	A. First Line of defense	☐	B. Last Line of defense
	☐	C. Both A & B	☐	D. None of the above
16	Which control is focused on creating a safer work environment through design?			
	☐	A. Elimination	☐	B. Administrative controls
	☐	C. PPE	☐	D. Engineering controls

17	How can administrative controls improve workplace safety?			
	☐	A. By requiring personal protective equipment	☐	B. By installing physical barrier
	☐	C. By changing how people work and enforcing safe practices	☐	D. By replacing hazardous materials
18	Which of following is electric hazard?			
	☐	A. Electric Shock	☐	B. Burns
	☐	C. Arcing	☐	D. All of the above
19	Which of the following is a safety precaution for using ladders?			
	☐	A. Using a ladder with missing rungs	☐	B. Placing the ladder on unstable surfaces
	☐	C. Overreaching while on the ladder	☐	D. Maintaining three points of contact
20	What is a key factor in preventing workplace violence?			
	☐	A. Ignoring employee concerns	☐	B. Isolating employees
	☐	C. Promoting a positive work environment	☐	D. Enforcing strict policies without communication
21	What does an MSDS provide information about?			
	☐	A. The cost of a chemical	☐	B. Handling, storage, and emergency measures
	☐	C. The marketing strategy for a product	☐	D. All of the above
22	What is the primary goal of Hazard Identification and Risk Assessment (HIRA)?			
	☐	A. To eliminate all hazards in the workplace	☐	B. To assign blame for workplace accidents
	☐	C. To identify potential risks and implement measures to mitigate them	☐	D. To increase productivity by ignoring safety concerns

23	What is an example of an ergonomic hazard?			
	☐	A. Chemical exposure	☐	B. Excessive noise in the workplace
	☐	C. Inadequate lighting	☐	D. Poor workstation design leading to repetitive strain injuries
24	What is a significant mental health risk in the workplace?			
	☐	A. Effective communication	☐	B. Job satisfaction
	☐	C. Physical activity	☐	D. Stress and burnout

SSD/VSQ/N0114: Risk Score evaluation of Hazards

A. Practical Questions **Total Marks:28**

What are the hazards involved in the below picture?

B. Multiple Choice Questions (7*6=42)				
25	How is risk typically calculated in a risk assessment?			
	☐	A. Risk = Severity - Likelihood	☐	B. Risk = Severity / Likelihood
	☐	C. Risk = Likelihood + Severity	☐	D. Risk = Likelihood x Severity
26	What does a risk matrix help organizations determine			
	☐	A. The likelihood and impact of potential risks	☐	B. Risk prioritization
	☐	C. Both A & B	☐	D. None of the above
27	Which of the following describes the correct approach for corrective action in Hazard Identification and Risk Assessment (HIRA) according to the hierarchy of controls?			
	☐	A. Eliminate the hazard, substitute with a safer option, and use personal protective equipment as the last resort	☐	B. Immediately use personal protective equipment and provide training to employees
	☐	C. Install safety signs, increase supervision, and change work procedures	☐	D. Rely solely on administrative controls and avoid engineering solutions
28	What is a key criterion when selecting a contractor?			
	☐	A. Past safety performance	☐	B. Cost of services
	☐	C. Length of experience	☐	D. Proximity to site
29	Process safety management focuses on identifying, evaluating, and controlling hazards associated with processes to prevent accidents and ensure the safety of workers, the environment, and the community. (True/False)			
	☐	A. True	☐	B. False
30	What is the primary purpose of issuing a work permit to contractors?			
	☐	A. To define the specific scope of work and safety requirements for the job	☐	B. To monitor the contractor's performance after the job is completed
	☐	C. To allow contractors to start work without any safety requirements	☐	D. None of the above

31	What is the main role of a safety committee in an organization?			
	☐	A. To write work permits for contractors	☐	B. To ensure that safety policies and procedures are implemented and followed
	☐	C. To manage the company's financial budget for safety equipment	☐	D. To conduct all safety inspections and enforce discipline
SSD/VSQ/N0115: Safety Audit Report Preparation				
A. Practical Questions				**Total Marks:32**
Prepare a check list and safety audit report for any activity with reference to IS 14489 (30 marks)				
B. Multiple Choice Questions (6*6=36)				
32	Which of the following best describes a safety inspection?			
	☐	A. A one-time assessment of an organization's safety program	☐	B. A thorough review of all safety documents and policies
	☐	C. An evaluation of employee training programs	☐	D. A systematic examination of specific areas or equipment for hazards
33	Why is management commitment crucial in a safety policy?			
	☐	A. It is only necessary during audits	☐	B. It complicates safety procedures
	☐	C. It sets the tone for the importance of safety in the organization	☐	D. None of the above
34	IS 14489:1998 promotes the concept of			
	☐	A. Ignoring audit findings	☐	B. Continuous monitoring and improvement
	☐	C. Limiting the scope of audits	☐	D. All of the above
35	Which record type might show the outcomes of employee health assessments?			
	☐	A. Absence and sickness data	☐	B. Compliance data
	☐	C. Maintenance records	☐	D. Health surveillance records
36	Which of the following is essential for the credibility of an audit report?			
	☐	A. Auditor's personal beliefs	☐	B. Length of the report
	☐	C. Transparency and objectivity	☐	D. Complexity of language used

37	What is the primary purpose of a Standard Operating Procedure (SOP) in an organization?			
	☐	A. To provide a step-by-step guide for performing tasks in a consistent and efficient manner	☐	B. To create a list of employee duties and responsibilities
	☐	C. To track employee performance and productivity	☐	D. All of the above

C. Long Question (12 marks)

As the lead auditor, you are tasked with preparing for the pre-audit phase. You need to gather relevant documents and develop a timeline for the audit stages.
Question: What specific documents will you collect in the pre-audit preparations, and how will you outline the objectives for each of the four stages of the safety audit to ensure a structured approach? (NOT MORE THAN 250 WORDS)

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

A. Practical Questions **Total Marks:40**

- What are the legal acts & rules applicable for construction industries?
- What are the legal acts & rules applicable for manufacturing unit?
- What are the legal acts & rules applicable for oil & gas industries?
- What is the purpose of formulating OSH 2020 code?

B. Multiple Choice Questions (10*6=60)

38	By implementing the Mines Vocational Training Rules, the DGMS aims			
	☐	A. to promote a culture of safety	☐	B. to reduce the risk of accidents and injuries
	☐	C. to enhance the overall efficiency	☐	D. All of the above
39	What is the penalty for theft of electricity under the Electricity Act, 2003?			
	☐	A. A warning	☐	B. Suspension of power supply
	☐	C. Fine and imprisonment	☐	D. No penalty
40	key aspects of the Gas Cylinder Rules of 2016 include:			
	☐	A. Licensing and Registration	☐	B. Labelling and Marking
	☐	C. Safety Standards for gas cylinder	☐	D. All of the above

41	What is the primary objective of the Explosives Act 1884 (PESO)?			
	☐	A. To promote the use of fireworks in public celebrations.	☐	B. To restrict the import of petroleum products.
	☐	C. To regulate the safety standards for the manufacture and storage of explosives.	☐	D. To encourage the use of explosives in construction without restrictions
42	Which of the following is a key element in NFPA's approach to fire safety?			
	☐	A. Ignoring building occupancy	☐	B. Emphasizing risk management and prevention
	☐	C. Reducing costs at the expense of safety	☐	D. All of the above
43	key provisions of the Motor Vehicle Act include			
	☐	A. rules regarding vehicle registration and licensing	☐	B. penalties for traffic violations
	☐	C. standards for vehicle safety and emissions	☐	D. All of the above
44	Under the BOCW Act, who is responsible for ensuring safety measures at construction sites?			
	☐	A. The employer and the contractor	☐	B. The workers' unions
	☐	C. Factory Inspector	☐	D. All of the above
45	Under the Factories Act, which of the following is a duty of the occupier?			
	☐	A. Maintaining safety measures	☐	B. Providing recreational facilities
	☐	C. Ensuring health and welfare of workers	☐	D. All of the above
46	What is the primary objective of the Oil Industry Safety Directorate (OSID) Guidelines?			
	☐	A. To regulate environmental emissions for oil and gas companies	☐	B. To promote oil industry profitability
	☐	C. To establish guidelines for employee training programs	☐	D. To ensure the safety and health of workers in the oil and gas industry
47	Which of the following is the primary purpose of ILO Conventions?			
	☐	A. To provide voluntary guidelines for workplace behavior	☐	B. To set international standards for labor rights and conditions

		C. Both A & B		D. None of the above
SSD/VSQ/N0116: Plan, Organize and Monitor.				
A. Practical Questions				**Total Marks:40**
What are the emergency scenarios could happen in a construction site				
B. Multiple Choice Questions (12*5=60)				
48	What is the primary goal of integrating safety measures into project schedules?			
		A. To reduce project duration		B. To ensure safety is prioritized and managed effectively
		C. To increase project risks		D. To ignore safety protocols
49	Which of the following is a common barrier to effective communication?			
		A. Feedback loops		B. Active listening
		C. Language barriers		D. Clear and concise messaging
50	What does "resource levelling" aim to achieve in project scheduling?			
		A. Optimizing resource usage		B. Increasing project costs
		C. Delaying project completion		D. Reducing project scope
51	How does resource allocation differ from resource provisioning in project management?			
		A. Allocation focuses on identifying resource needs, while provisioning focuses on distributing resources.		B. They are the same and can be used interchangeably.
		C. Provisioning focuses on identifying resource needs, while allocation focuses on distributing resources.		D. They both focus on identifying resource needs and distributing resources
52	Which of following is techniques for avoid resource overloading?			
		A. Resource Levelling		B. Linking Tasks
		C. Prioritize Projects		D. All of the above

53	What is the primary goal of briefing co-workers and subordinates?			
		A. To increase task complexity		B. To ensure they understand their roles and responsibilities
		C. To minimize task completion		D. To avoid task execution
54	What is the role of a project manager in guiding subordinates?			
		A. To do all the work themselves		B. To micromanage every task
		C. To limit team autonomy		D. To provide direction, support, and resources needed for success
55	When should documentation be created during a project?			
		A. Only at the end of the project		B. Throughout the entire project lifecycle
		C. Only when issues arise		D. None of the above
56	Which of the following is an indicator of successful resource provisioning?			
		A. Budget overruns		B. Lack of coordination
		C. Timely project completion		D. Increased complaints
57	Monitoring of work involves regularly checking and assessing employee performance, safety practices, and adherence to procedures to ensure that work is being done correctly and safely.			
		A. True		B. False
58	What is the best practice for presenting data in reports?			
		A. Use complex graphs and charts		B. Overload the report with unnecessary information
		C. Use clear visuals and straightforward explanations		D. Avoid using visuals

59	In the context of compliance, what does proper documentation help an organization achieve?			
	☐	A. It ensures transparency and accountability for audits and inspection	☐	B. It allows for the secret tracking of employee activities
	☐	C. It replaces the need for employee training	☐	D. All of the above
DGT/VSQ/N0102: Employability Skills (4*5=20)				
A. Practical Questions				**Total Marks:30**
What are the skills needed for the Safety Auditor				
B. Multiple Choice Questions (4*5=20)				
60	What is the primary purpose of a business plan?			
	☐	A. To reduce customer satisfaction	☐	B. To increase company expenses
	☐	C. To hire more employees	☐	D. To outline goals and strategies for business success
61	What are the key element of ENTREPRENEURSHIP?			
	☐	A. Innovation	☐	B. Organizing skill
	☐	C. Risk-taking	☐	D. All of the above
62	What do you mean by CTC?			
	☐	A. Cost to Company	☐	B. Cost to customer
	☐	C. Both A & B	☐	D. None of the above
63	What is the difference between a job and a career?			
	☐	A. A job is temporary, while a career is long-term	☐	B. A job is part-time, while a career is full-time
	☐	C. A job is low-paying, while a career is high-paying	☐	D. A job is entry-level, while a career is advanced

Assessment Evidence Form

Trainee name: **Trainee roll number:**

Centre name/ Code Date:

This is to confirm that the trainee has handed over the final job to the assessor. (For each task separate sheet can be used).

Assessor to affix photographs of the practical output (end product)

Trainee's signature:

_____

Trainee's name (please print):

_____

Assessor's signature:

_____

Assessor's name (please print):

_____

Centre Head's seal and signature:

_____

Assessment summary

Assessor's comments

.....

.....

.....

This is to confirm that the trainee has undertaken the assessment for the job role of Safety Auditor.

Trainee's signature:

_____

Trainee's name (please print):

_____

Assessor's signature:

_____

Assessor's name (please print):

_____

Centre Head's seal and signature:

_____

Trainee's photo ID (other than the Institute ID):

_____

Assessment completion date:

_____

Assessment Summary Sheet

SAFETY SKILL DEVELOPMENT FOUNDATION

ASSESSMENT SUMMARY SHEET

Qualification Pack – Safety Auditor

Training Provider: **Affiliation No.**					**Batch ID:**				**Training Centre Name & Address:**				
Candidate Detail:					**Roll No.:** **Name:**				**Roll No.:** **Name:**				
Assessment Summary:													
NOS No.	**Weightage of the NOS**	**Allotted (Marks)**			**Marks Obtained**				**Marks Obtained**				
		Skill (Practical)	**Knowledge**		**Skill (Practical)**	**Knowledge**			**Skill (Practical)**	**Knowledge**			
			Theory	**Project**		**Theory**	**Project**	**% per Nos**		**Theory**	**Project**	**% per Nos**	
SSD/VSQ/N0113	15%	40	60	0									
SSD/VSQ/N0130	19%	40	60	0									
SSD/VSQ/N0114	19%	28	42	30									
SSD/VSQ/N0115	15%	32	48	20									
SSD/VSQ/N0131	16%	40	60	0									
SSD/VSQ/N0116	8%	40	60	0									
DGT/VSQ/N0102	8%	30	20	0									
Total Marks	**100**	**250**	**350**	**50**									
		650											
Minimum pass % to qualify	**50%**	50% in each NOS and 50% overall			Pass/Fail								
Assessors Name: **Assessing Body Representative Name:** **Assessment Agency:**					**Signature:** **Signature:** **Signature:**								