



Assessment Guide

Safety Steward

NSQF Level – 4

Sector: Cross Sectoral

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

Qualification Pack Code: SSD/VSQ/Q0101

Version: 1.0



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Qualification Structure

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

Sl. no	Unit No. (NOS)	Title	Assessment method
001	SSD/VSQ/N0101	Occupational Safety in Industries	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding and application of occupational health and safety principles across various industrial settings. The evaluation will focus on the candidate's ability to plan, develop, implement, and monitor safety systems, identify workplace hazards, conduct risk assessments, and comply with relevant statutory and regulatory requirements. The assessment will be based on theory, viva-voice or practical.
002	SSD/VSQ/N0102	Fire Safety and Evacuation Plan	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding in identifying fire hazards at the workplace, recognizing various classes of fire, recommending suitable firefighting methods, and implementing structured evacuation and fire drill procedures. The assessment will be based on theory, viva-voice or practical.
003	SSD/VSQ/N0103	Hazard identification & Risk Assessment	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding, identifying workplace hazards, assess risk levels, and recommending appropriate



			control measures. The assessment will be based on theory, viva- voice or practical.
004	SSD/VSQ/N0104	Plan, Organize and Emergency protocols	The assessment will be made for the competencies required by the trainee on skills, knowledge, and understanding related to planning and organizing work to ensure a safe working environment for workers. The assessment will be based on theory, viva-voice, or practical.
005	SSD/VSQ/N0105	Introduction to Safety Regulations	The assessment will be made for the competencies required by the trainee on skills, knowledge, and understanding of safety-related statutory 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	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 Steward at NSQF Level 4. The role is referred to as 'Safety Steward.'

Brief job description: The Safety Steward is responsible for assisting in the implementation of health and safety policies, ensuring health and safety compliances as per the legislative requirements, identify workplace hazards and suggest actionable controls for mitigating the hazard and advise the management in maintaining safe working conditions in the organization, promote positive safety culture and escalate existing hazards, risks and grievances related to improper or unsafe working conditions in the organisations.

Personal attributes: The professional should be mentally and professionally fit to take responsibility for compliances of health and safety standards, rules and meet the 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 Steward. 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 questions, 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. 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/N0101: Occupational Safety in Industries - Performance/Skill Assessment

The trainee should demonstrate an understanding of workplace health, safety, and environment (HSE) management, including its moral, legal, and financial significance. The assessment will evaluate knowledge of accident cost theory, safety policies, employee and employer responsibilities, and organizational safety roles. Evaluation will be through written tests, viva, practical tasks, and scenario-based exercises to ensure readiness in implementing safety systems at the workplace.

SSD/VSQ/N0102: Fire Safety and Evacuation plan-Performance/Skill Assessment

The trainee should demonstrate understanding of key fire safety terms such as flammable/combustible substances, combustion, flash/fire points, and heat transmission. They must explain the fire triangle, fire classifications, and common fire causes. The trainee should apply fire prevention methods by controlling fuel, ignition, and oxygen sources. They must identify types of extinguishing agents and demonstrate fire extinguisher use using the PASS technique and hydrant operation. The trainee should understand evacuation elements such as fire doors, signage, assembly points, evacuation for differently abled persons, and fire marshal roles.

SSD/VSQ/N0103: Hazard Identification s Risk Assessment- Performance/Skill Assessment

The trainee should identify various hazards, unsafe acts, and types of incidents, and apply the hierarchy of controls in practical scenarios. They must recognize risks related to electricity, fire, height, confined spaces, manual handling, and psychosocial hazards. Trainees should calculate safety metrics like frequency rate, incident rate, severity rate, and DART rate. They must explain key accident causation theories and perform basic hazard identification, risk assessment, job safety analysis, and fault/event tree analysis. Understanding of motivational theories related to safety



behaviour should also be demonstrated.

SSD/VSQ/N0104: Plan, Organize and Emergency protocols - Performance/Skill Assessment

The trainee should demonstrate the ability to plan safety resources, allocate tasks, and coordinate effectively with the team. They must organize and monitor work progress, communicate clearly, and report status accurately. For emergency preparedness, the trainee should set up medical and fire response protocols, identify evacuation routes, and ensure emergency signage and assembly points are in place.

SSD/VSQ/N0105: Introduction to Safety Regulations - Performance/Skill Assessment

The trainee should demonstrate the ability to understand and apply various national and international safety, health, and environmental regulations applicable to industrial, construction, mining, oil, and other workplace settings. The assessment will evaluate the candidate's knowledge of statutory compliance as per the BOCW Act, Factories Act, OSH Code 2020, Environment Protection Act, and ILO guidelines.

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.

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 Performance/Skill Assessments

NOS No.	Title	Performance s Knowledge Assessment	Assessment Marks	Min. Passing marks	Assessment Result (Total
SSD/VSQ/N0101	Occupational Safety in Industries	75	100	50% of individual NOS and 50% overall as per NOS	50% of total NOS weightage \geq Pass 50% of total NOS weightage $<$
SSD/VSQ/N0102	Fire Safety and Evacuation plan	86	100		
SSD/VSQ/N0103	Hazard identification C Risk Assessment	75	100		
SSD/VSQ/N0104	Plan, Organize and	43	100		



	Emergency protocols			weightage	Fail
SSD/VSQ/N0105	Introduction to Safety Regulations	27	100		
DGT/VSQ/N0102	Employability Skills	54	50		
Total		360 Min	550 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 Steward 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 Steward.

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 Steward					
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/N0101: Occupational Safety in Industry	PC-1 Understand the concept of Health, Safety and Environment management at workplace, its importance and the moral, financial and legal reasons for health and safety at workplace.	5	5	-	-
	PC-2 Understand "Accident Cost- Iceberg" theory of direct and indirect cost incurred from an incident.	5	5	-	-
	PC-3 Understand the employer responsibilities in providing safe working conditions and the employee rights C	5	5	-	-



	responsibilities at a workplace, safety culture, its indicators and role of International Labor Organization in health & safety.				
	PC-4 Understand safety Policy, the general statement of intent in a safety policy, its aim, objectives and "SMART" concept of goal setting.	5	5	-	-
	PC-5 Understand the role of management in an organization, role of safety executive, safety supervisor, safety officer, safety engineer, and safety manager.	3	3	-	-
	PC-6 Understand the role of occupier, controller of premise, role & need of contractors in the organization & work permit to contractors, role of safety committee.	4	4	-	-
	PC-7 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.	4	4	-	-



	PC-8 Understand fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA.	4	4	-	-
	PC-9 Understand the requirement of Plan-Do-Check-Act (PDCA) Cycle in safety management system; understand and analyze "Plan" & "Do" stages and "Check" and "Act" stages of PDCA cycle.	5	5	-	-
	PC-10 Understand the need of training, the contents of induction training & competent persons at the workplace, carry out "Toolbox talk" and "Induction training".	5	5	-	-
	PC-11 Learn gas testing using – LEL sensor, O2 sensor, H2S sensor, Co Sensor	5	5	-	-
	Total Marks	50	50	-	-
SSD/VSQ/N0102: Fire safety and Evacuation plan	PC-1 Understand basic definitions- Flammable liquids, Combustible matter/liquids, Combustible gases, combustion, oxygen percentage in air, exothermic and endothermic reactions, flash point and fire point and transmission of heat by conduction, convection, and	5	5	-	-



	radiation.				
	PC-2 Understand the Fire triangle and classification fire. Understand the common reason for fire accidents.	5	5	-	-
	PC-3 Preventing fire and spread by controlling fuel source, ignition source control and oxygen control.	5	5	-	-
	PC-4 Understand different types of extinguishing media-water, foam, dry chemical powder, carbon dioxide.	5	5	-	-
	PC-5. Learn and perform extinguishing of fire using PASS technique & operation of fire hydrants.	5	5	-	-
	PC-6 Understand the use of smoke detectors, fire alarm, emergency lighting, flashing light, sprinklers, and pressure requirements in fire hydrants.	5	5	-	-
	PC-7 Identify new technological interventions in fire safety like water mist system, online hydrant pressure monitoring, wireless fire detection system etc.	5	5	-	-
	PC-8 Understanding use of PPEs in fire safety – Helmet, turnout gear, gloves, boots, SCBA (Self- contained	5	5	-	-



	breathing apparatus) and use of SCBA				
	PC-9 Understand Fire door, emergency directional signages, assembly point, evacuation, evacuation of differently abled, evacuation procedure, role of "Fire Marshals".	5	5	-	-
	PC-10 Carry out fire dills on emergency evacuation and firefighting equipment's.	5	5	-	-
	Total Marks	50	50	-	-
SSD/VSQ/N0103: Hazard Identification and Risk Assessment	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.	2	2	-	-
	PC-2 Understand hazard categories and risks introduced by PPEs.	2	2	-	-
	PC-3. Know the different types of safety signs and signals.	2	2	-	-
	PC-4 Understand the hierarchy of controls in safety.	2	2	-	-
	PC-5 Understanding the steps in the hierarchy of control.	2	2	-	-
	PC-6 Understand different hazard categories & control: Electricity and Fire.	5	5	-	-



	PC-7 Understand different hazard categories & control: Tools, equipment, and machinery.	5	5	-	-
	PC-8 Understand different hazard categories & control: Health and workplace hazard - Work at height, confined space, working in an excavation, lone working, and slips & trips.	5	5	-	-
	PC-9 Understand different hazard categories & control: Movement of workforce, Work related driving and vehicles at workplace.	5	5	-	-
	PC-10 Understand different hazard categories & control: Hazardous substances.	5	5	-	-
	PC-11 Understand different hazard categories & control: Musculoskeletal disorders, manual handling, and load handling equipment.	5	5		
	PC-12 Understand different hazard categories & control: Noise, vibration, radiation, mental ill- health, violence at work, substance abuse at workplace.	5	5		
	PC-13 Understand different hazard categories & control: Lifting and Rigging hazards and	5	5		



	control.				
	Total Marks	50	50	-	-
SSD/VSQ/N0104: Plan, Organize and Emergency protocols	PC-1 Planning of safety resources, schedules, measures, and timelines for readiness as per overall work timelines.	5	5	-	-
	PC-2 Communication to other team members, co- workers, subordinates & superiors, and coordination with other team members.	5	5	-	-
	PC-3 Task identification and allotment to subordinates, supervision, and coordination among the team members for readiness in sync with overall task & timelines.	5	5	-	-
	PC-4 Resource collection, provisioning of resources to team members as per task & timelines	6	6	-	-
	PC-5 Communicate & brief to concerned co- workers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.	6	6	-	-
	PC-6 Supervision & monitoring progress of work, reporting the progress & completion,	6	5	-	-



	Preparation of reports And documents.				
	PC-7 Set up medical emergency measures, in case of accidents/incidents at the workplace.	6	6	-	-
	PC-8 Set up fire emergency measures as per plans in case of any fire accidents at the workplace.	6	6		
	PC-9 Set up emergency assembly area, evacuation plan, sign boards and guidance.	5	6		
	Total Marks	50	50	-	-
SSD/VSQ/N0105: Introduction to Safety Regulations	PC-1 Apply regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996.	4	4	-	-
	PC-2 Apply regulatory obligations pertaining to safety, health C environment compliance as per Factories Act, 1948.	4	4	-	-
	PC-3 Apply regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA)	4	4	-	-



	compliance requirements.				
	PC-4 Apply regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS.	3	3	-	-
	PC-5 Apply regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines.	4	4	-	-
	PC-6 Apply regulatory obligations pertaining to Mines Vocational Training Rules – DGMS.	4	4	-	-
	PC-7 Apply regulatory obligations pertaining to Electricity Act 2010 & 2003.	3	3	-	-
	PC-8 Apply regulatory obligations pertaining to National Building Code (NBC) – 2016.	3	3	-	-
	PC-9 Apply regulatory obligations pertaining to National Fire Protection Association regulations.	4	4	-	-
	PC-10 Apply regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884.	3	3	-	-
	PC-11 Apply regulatory	3	3	-	-



	obligations pertaining to Gas Cylinders Rule 2016.				
	PC-12 Apply regulatory obligations pertaining to The Boilers Act 1923.	2	2	-	-
	PC-13 Apply regulatory obligations pertaining to Workmen Compensation Act 1923 C Employee State Insurance Act 1948 and related compliance.	3	3	-	-
	PC-14 Apply regulatory obligations pertaining to Motor vehicle Act 1988.	3	3	-	-
	PC-15 Apply regulatory obligations pertaining to First Aid at workplaces and training on first aid.	3	3	-	-
	Total Marks	50	50	-	-
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	0.5	0.5	-	-



	ethics such as honesty, integrity, caring and respecting others, etc.				
	PC- 4 Follow environmentally sustainable practices	0.5	0.5	-	-
	PC- 5 Recognize the significance of 21st Century Skills for employment	1	2	-	-
	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	1	2	-	-
	PC- 7 Use basic English for everyday conversation in different contexts, in person and over the telephone	0.5	1	-	-
	PC- 8 Read and understand routine information, notes, instructions, mails, letters etc. written in English	1	1	-	-
	PC- 9 Write short messages, notes, letters, e-mails etc. in English	1	1	-	-
	PC- 10 Understand between job the and	0.5	1	-	-



career					
PC- 11 Prepare a career development plan with short- and long-term goals, based on aptitude	0.5	1	-	-	
PC- 12 Follow verbal and non-verbal communication etiquette and active listening techniques in various settings	1	1	-	-	
PC- 13 Work collaboratively with others in a team	1	1	-	-	
PC- 14 Communicate and behave appropriately with all genders and PwD	0.5	1	-	-	
PC- 15 Escalate any issues related to sexual harassment at workplace according to POSH Act	0.5	1	-	-	
PC- 16 Select financial institutions, products and services as per requirement	0.5	0.5	-	-	
PC- 17 Carry out offline and online financial transactions, safely and securely	0.5	1	-	-	
PC- 18 Identify common components of salary and compute income, expenses, taxes, investments etc.	0.5	1	-	-	
PC- 19 Identify relevant rights and laws and use legal aids to fight against legal exploitation	0.5	0.5	-	-	



	PC- 20 Operate digital devices and carry out basic internet operations securely and safely	1	2	-	-
	PC- 21 Use e- mail and social media platforms and virtual collaboration tools to work effectively	1	1	-	-
	PC- 22 Use basic features of word processor, spreadsheets, and presentations	1	1	-	-
	PC- 23 Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	0.5	1	-	-
	PC- 24 Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	1	1	-	-
	PC- 25 Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	0.5	1	-	-
	PC- 26 Identify different types of customers	-	0.5	-	-
	PC- 27 Identify and respond to customer requests and needs in a professional manner.	0.5	1	-	-
	PC- 28 Follow appropriate grooming & hygiene	0.5	0.5	-	-



standards				
PC- 29 Create a professional Curriculum vitae (Résumé)	0.5	0.5	-	-
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	-	-
PC- 31 Apply to identified job openings using offline /online methods as per requirement	0.5	0.5	-	-
PC- 32 Answer questions politely, with clarity and confidence, during recruitment and selection	0.5	0.5	-	-
PC- 33 Identify apprenticeship opportunities and register for it as per guidelines and requirement	-	0.5	-	-
Total Marks	20	30	-	-
Grand Total	270	280	-	-



Tools, materials, and consumable list

List of Tools and

Equipment Batch Size: 30

S. No.	Tool / Equipment Name	Specification	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	5
18	CO2 Fire extinguisher	Nos	5



19	Dry Chemical Powder Fire extinguisher	Nos	5
20	Fire hydrant system	Nos	1
21	Multiple gas detector	Nos	1
22	TDS Meter	Nos	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Black/White board
2. Marker
3. Projector
4. Computer with relevant software



Assessment Method/Tools

SSD/VSQ/N0101: Occupational Safety in Industries

A. Practical questions

Total Marks:50

While patrolling the warehouse area, you witness a worker slipping on an oil spill and injuring his arm. As the Safety Steward on duty, perform a role play to demonstrate how to prepare an incident report.

Steps

1. Collect Incident Details: Record date, time, exact location, people involved, and a brief description of what happened.
2. Interview Witnesses: Speak with any nearby workers or supervisors to gather additional facts and viewpoints.
3. Identify Root Cause: Determine immediate and underlying causes (e.g., oil spill not cleaned, lack of signage).
4. Document the Incident Report: Fill out the standard report form including injury details, cause, witnesses, actions taken, and photographs if available.
5. Submit and Escalate: Submit the report to the supervisor and safety officer and escalate to the management / committee if required.


B. Multiple choice questions






(50 marks)

01	Which of the following is an example of an indirect cost in accident cost theory? (10 Marks)			
	<input type="checkbox"/>	A. Workers' compensation payout	<input type="checkbox"/>	B. Emergency room bill
	<input type="checkbox"/>	C. Investigation team wages	<input type="checkbox"/>	D. Replacement parts
02	A company's safety policy states: "Reduce yearly lost-time injuries by 20% through improved hazard training and controls". This is an example of: (10 Marks)			
	<input type="checkbox"/>	A. Aim	<input type="checkbox"/>	B. Objective
	<input type="checkbox"/>	C. Statement of intent	<input type="checkbox"/>	D. SMART goal indicator
03	In a large plant, safety audits are delayed, incident reports are incomplete, and safety meetings are skipped. The person primarily accountable for ensuring these systems run effectively is the _____. (10 Marks)			
	<input type="checkbox"/>	A. Safety Engineer	<input type="checkbox"/>	B. Safety Supervisor
	<input type="checkbox"/>	C. Safety Executive	<input type="checkbox"/>	D. Safety Auditor




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04	You are assessing a chemical plant and need to estimate the risk of various failure events based on frequency and consequence. Which method should you use? (5 Marks)			
	<input type="checkbox"/>	A. FERA	<input type="checkbox"/>	B. QRA
	<input type="checkbox"/>	C. SIL	<input type="checkbox"/>	D. ERP
05	A company identifies fire hazards and implements fire drills and extinguisher training. Later, they review the outcomes and update their emergency procedures. Which PDCA stages are involved? (5 Marks)			
	<input type="checkbox"/>	A. Plan, Do, Check, Act	<input type="checkbox"/>	B. Only Plan and Act
	<input type="checkbox"/>	C. Only Do and Check	<input type="checkbox"/>	D. Plan and Ignore
06	What does the displayed LEL reading indicate? (10 Marks) 			
	<input type="checkbox"/>	A. The area is safe — continue working	<input type="checkbox"/>	B. Warning level — begin evacuation immediately
	<input type="checkbox"/>	C. Gas concentration is negligible	<input type="checkbox"/>	D. Gas level has reached 40% of the lower explosive limit
SSD/VSQ/N0102: Fire Safety and Evacuation plan				
A. Practical questions				(50 Marks)
A mock fire drill has been scheduled at a warehouse. Perform a role play demonstrating how will you ensure employees to evacuate safely, use correct PPE, and follow emergency procedures. Steps <ol style="list-style-type: none"> Brief all workers on the drill and issue necessary PPE such as helmets, safety shoes, gloves, and reflective jackets. Activate the fire alarm and initiate evacuation while observing if workers respond promptly and proceed to designated exits. Guide teams to the emergency assembly point ensuring no one re-enters the premises and all work areas are fully evacuated. Check attendance using the muster roll and report any missing personnel to fire marshals immediately. Debrief the team after the drill, record observations including delays or PPE issues, and share feedback for future improvement. 				
B. Multiple choice questions				(50 marks)

07	The three essential elements in the fire triangle are ____, ____, and ____. (10 Marks)			
	<input type="checkbox"/>	A. Oxygen, Fuel, Heat	<input type="checkbox"/>	B. Oxygen, Fuel, Water
	<input type="checkbox"/>	C. Heat, Smoke, Pressure	<input type="checkbox"/>	D. Fuel, Heat, Flame
08	Why is it important to aim at the base of the fire while using a fire extinguisher? (10 Marks)			
	<input type="checkbox"/>	A. Because flames are more visible	<input type="checkbox"/>	B. Because smoke rises upwards
	<input type="checkbox"/>	C. Because the fuel source is at the base	<input type="checkbox"/>	D. To avoid damaging the ceiling
09	Based on the image, which extinguisher should be used for an electrical fire? (10 Marks)			
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
10	Identify the signage given and what does it represent? (10 Marks)			
				
	<input type="checkbox"/>	A. To mark the location of the restroom	<input type="checkbox"/>	B. Direction to emergency exit
	<input type="checkbox"/>	C. Assembly point	<input type="checkbox"/>	D. Fire equipment storage
11	During a fire drill, one team member uses the elevator to exit. What went wrong? (5 Marks)			



	<input type="checkbox"/>	A. They followed correct procedure	<input type="checkbox"/>	B. Elevators are faster than stairs
	<input type="checkbox"/>	C. Elevators should not be used in fire	<input type="checkbox"/>	D. Drill was not mandatory
12	During a power outage, a building experiences a fire emergency. Which system becomes critical for safe evacuation?			
	<input type="checkbox"/>	A. Fire hydrants	<input type="checkbox"/>	B. Emergency lighting
	<input type="checkbox"/>	C. Sprinklers	<input type="checkbox"/>	D. Smoke detectors
SSD/VSQ/N0103: Hazard Identification and Risk Assessment				
A. Practical questions				(50 Marks)
At a construction site, workers are exposed to excessive dust during cutting and grinding operations. Perform a role play demonstrating how will you implement the hierarchy of control to reduce this hazard effectively.				
Steps				
<ol style="list-style-type: none"> 1. Identify the hazard source by observing the task and confirming dust generation during cutting operations. 2. Apply elimination or substitution by checking if pre-cut materials can be used or if a less dusty material is available. 3. Implement engineering controls such as installing local exhaust ventilation or wet cutting systems to suppress dust. 4. Introduce administrative controls like rotating workers, restricting time spent in the high-exposure zone, and scheduling dust-generating tasks during off-peak hours. 5. Provide appropriate PPE such as N95 respirators and ensure workers are trained in their proper use and maintenance. 				
B. Multiple choice questions				(50 marks)
13	A chemical plant handles a toxic solvent. Workers wear respirators and gloves. To improve control, what's the next best step (s) above PPE? (5 Marks)			
	<input type="checkbox"/>	A. Eliminate → remove solvent from process	<input type="checkbox"/>	B. Substitution → switch to safer solvent
	<input type="checkbox"/>	C. Engineering → install local exhaust ventilation	<input type="checkbox"/>	D. A or B, then & if substitution isn't feasible
14	A fire starts due to overheating of wires in a control panel. Which controls should be prioritized to prevent recurrence? (5 Marks)			
	<input type="checkbox"/>	A. PPE and fire alarm	<input type="checkbox"/>	B. Insulated cabling and load monitoring

	<input type="checkbox"/>	C. Fire extinguisher and signage	<input type="checkbox"/>	D. Toolbox talk and evacuation
15	An _____ refers to an unplanned, undesired event that may or may not result in injury or damage. (10 Marks)			
	<input type="checkbox"/>	A. Incident	<input type="checkbox"/>	B. Unsafe act
	<input type="checkbox"/>	C. Fatality	<input type="checkbox"/>	D. Hazard
16	What is the purpose of using tag lines in rigging operations?			
	<input type="checkbox"/>	A. To lift heavier loads using extra force	<input type="checkbox"/>	B. To secure the crane to the floor
	<input type="checkbox"/>	C. To guide and control the movement of suspended loads	<input type="checkbox"/>	D. To check sling angles during lifting
17	What does this image indicate about the substance? (10 Marks) 			
	<input type="checkbox"/>	A. It is environmentally hazardous	<input type="checkbox"/>	B. It causes acute toxicity even in small amounts
	<input type="checkbox"/>	C. It is a fire hazard	<input type="checkbox"/>	D. It is corrosive to metals
18	Why should reversing alarms be installed on workplace vehicles? (10 Marks)			
	<input type="checkbox"/>	A. To comply with environmental regulations	<input type="checkbox"/>	B. To reduce maintenance costs
	<input type="checkbox"/>	C. To inform management about location	<input type="checkbox"/>	D. To warn nearby personnel of vehicle movement



SSD/VSQ/N0104: Plan, Organize and Emergency protocols

A. Practical questions

Total Marks:50

A sudden fire breaks out on the third floor of an under-construction commercial building due to an electrical short circuit. Perform a role play to establish emergency protocols to reduce harm and operational loss during incidents like fire, structural collapse, or gas leaks.

Steps


1. Identify potential emergencies specific to the site (fire, fall, electrical shock, gas leak) and map high-risk zones.
2. Prepare an emergency response plan that includes evacuation routes, assembly points, contact lists, and response roles.
3. Install emergency equipment like fire extinguishers, first-aid kits, sirens, emergency lights, and communication tools at strategic locations.
4. Conduct training and mock drills for all staff, including how to raise alarms, use extinguishers, guide evacuations, and assist injured persons.
5. Review and update protocols regularly based on drill outcomes, incident reports, and site condition changes to ensure continuous improvement.

B. Multiple choice questions

(50 marks)

19	Two workers are assigned the same task, causing confusion and delays. (5 Marks)			
	<input type="checkbox"/>	A. Quality control	<input type="checkbox"/>	B. Proper task allocation
	<input type="checkbox"/>	C. Workload balance	<input type="checkbox"/>	D. Time tracking
20	Why is coordination among team members critical during project execution? (10 Marks)			
	<input type="checkbox"/>	A. To meet individual goals faster	<input type="checkbox"/>	B. To reduce the need for supervision
	<input type="checkbox"/>	C. To ensure smooth workflow and timely task completion	<input type="checkbox"/>	D. To simplify administrative approvals
21	If a subordinate is unclear about their task, what should you do first? (10 Marks)			
	<input type="checkbox"/>	A. Ignore and let them figure it out	<input type="checkbox"/>	B. Escalate the issue immediately
	<input type="checkbox"/>	C. Provide clear guidance and clarify doubts	<input type="checkbox"/>	D. Reassign the task without informing them
22	Which of the following is most critical during resource collection? (10 Marks)			
	<input type="checkbox"/>	A. Accurate estimation of required materials	<input type="checkbox"/>	B. Ignoring storage conditions



	<input type="checkbox"/>	C. Ignoring storage conditions	<input type="checkbox"/>	D. Gossip among team members
23	An employee collapses due to chemical inhalation. There is no trained first aider or oxygen supply nearby. What critical gap does this situation reveal? (5 Marks)			
	<input type="checkbox"/>	A. Inadequate PPE supply	<input type="checkbox"/>	B. Lack of emergency evacuation plan
	<input type="checkbox"/>	C. Absence of medical emergency measures	<input type="checkbox"/>	D. Improper floor signage
24	<p>What does this symbol represent in a workplace safety context? (10 Marks)</p> 			
	<input type="checkbox"/>	A. Direction to emergency exit	<input type="checkbox"/>	B. First aid station
	<input type="checkbox"/>	C. Security check-in point	<input type="checkbox"/>	D. Emergency assembly area

SSD/VSQ/N0105: Introduction to Safety Regulations

A. Practical questions

Total Marks:50

You are assigned as the Safety Steward at a commercial building site. During a daily check, you find that fire extinguishers are missing in one section, temporary wiring is loosely hanging, and emergency exit signage is not visible. Perform a role play or practical demonstration to show how to implement fire, electrical, and life safety requirements.

Steps

1. Inspect all work zones and identify high-risk areas related to fire hazards, loose electrical connections, blocked exits, and lack of signage.
2. Arrange for immediate placement of appropriate fire extinguishers, ensure they are easily accessible and labeled correctly as per type and use.
3. Coordinate with the electrician to secure hanging wires, verify proper earthing, and ensure no overloading of sockets or use of damaged cables.
4. Clear all emergency exits of obstructions and install clearly visible and illuminated exit signage, especially in enclosed or low-light areas.
5. Conduct a quick toolbox talk to inform workers about emergency procedures, location of fire extinguishers, and reporting unsafe conditions.

B. Multiple choice questions

(50 marks)

25	According to OSHA and OSH Code, what is the main objective of such signage? (10Marks)			
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	<input type="checkbox"/>	A. PPE must be worn before entering the area	<input type="checkbox"/>	B. PPE can be removed for comfort
	<input type="checkbox"/>	C. Safety training in progress	<input type="checkbox"/>	D. Suggesting uniform options
26	_____ is a highly volatile petroleum product that requires special PESO handling and licensing. (10 Marks)			
	<input type="checkbox"/>	A. LPG	<input type="checkbox"/>	B. Furnace oil
	<input type="checkbox"/>	C. Kerosene	<input type="checkbox"/>	D. Diesel
27	An injured employee receives no medical care or wage support. The factory is registered under ESI. (5 Marks)			
	<input type="checkbox"/>	A. Gratuity not paid	<input type="checkbox"/>	B. ESI benefits not provided
	<input type="checkbox"/>	C. Form submission delay	<input type="checkbox"/>	D. Medical leave form missing
28	In a factory, new workers are unaware of first aid procedures during orientation. (5 Marks)			
	<input type="checkbox"/>	A. Poor documentation	<input type="checkbox"/>	B. No emergency drills
	<input type="checkbox"/>	C. Lack of first aid induction training	<input type="checkbox"/>	D. Incomplete safety briefing
29	What is the minimum interval for periodic testing of industrial gas cylinders as per Gas Cylinders Rules, 2016? (10 Marks)			
	<input type="checkbox"/>	A. Every 2 years	<input type="checkbox"/>	B. Every 5 years
	<input type="checkbox"/>	C. Every 10 years	<input type="checkbox"/>	D. Only when damaged
30	The duration of initial training for new workers under DGMS Vocational Training Rules is (10 Marks)			
	<input type="checkbox"/>	A. 2 working days	<input type="checkbox"/>	B. 6 working days
	<input type="checkbox"/>	C. 12 working days	<input type="checkbox"/>	D. 30 working days



DGT/VSQ/N0102: Employability Skills

A. Practical questions

Total Marks:30

You are part of a team working on a construction project. A disagreement arises between two workers over task responsibility.

Steps

1. Approach the individuals calmly and listen to both sides without interrupting.
2. Use polite language such as "I understand your point" or "Let's find a solution together."
3. Maintain appropriate body language, make eye contact, nod, and avoid aggressive gestures.
4. Express your thoughts clearly and respectfully, focusing on the issue, not the person.
5. Summarize the discussion and encourage teamwork with phrases like "Let's work as a team to complete this task smoothly."

B. Multiple choice questions

(20 marks)

31	Which of the following is an example of non-verbal communication? (5 Marks)			
	<input type="checkbox"/>	A. Speaking on the phone	<input type="checkbox"/>	B. Reading instructions aloud
	<input type="checkbox"/>	C. Sending an email	<input type="checkbox"/>	D. Nodding in agreement
32	A safety supervisor starting a PPE (Personal Protective Equipment) supply business is an example of a/an _____ entrepreneur. (5 Marks)			
	<input type="checkbox"/>	A. Social	<input type="checkbox"/>	B. Trading
	<input type="checkbox"/>	C. Industrial	<input type="checkbox"/>	D. Industrial
33	What is the main benefit of participating in an apprenticeship program? (5 Marks)			
	<input type="checkbox"/>	A. Hands-on industry experience and skill certification	<input type="checkbox"/>	B. Less work than regular employees
	<input type="checkbox"/>	C. Direct job without learning	<input type="checkbox"/>	D. Flexible dress code
34	Sexual harassment complaints at the workplace should be reported to the _____ Committee as per POSH Act. (5 Marks)			
	<input type="checkbox"/>	A. Welfare	<input type="checkbox"/>	B. Grievance
	<input type="checkbox"/>	C. Internal Complaints	<input type="checkbox"/>	D. Disciplinary



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 Steward.

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 Steward												
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/N0101	23%	50	50	0								
SSD/VSQ/N0102	23%	50	50	0								
SSD/VSQ/N0103	24%	50	50	0								
SSD/VSQ/N0104	12%	50	50	0								
SSD/VSQ/N0105	6%	50	50	0								
DGT/VSQ/N0102	12%	30	20	0								
Total Marks	100	280	270	0								
		550										
Minimum pass % to qualify	50%	50% of individual NOS and 50% overall as per NOS weightage			Pass/Fail							
Assessors Name:					Signature:							
Assessing Body Representative Name:					Signature:							
Assessment Agency:					Signature:							