

QUALIFICATION FILE

Industrial Safety Associate – Oil & Gas

☒ Short Term Training (STT) ☐ Long Term Training (LTT)

☐ Apprenticeship

☐ Upskilling ☐ Dual /Flexi Qualification ☐ For TOA

☒ General Skill ☐ Multi Skill (MS) ☐ Cross Sectorial (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 4.5

Submitted By:

Hydrocarbon Sector Skill Council

Chief Executive Officer

OIDB Bhawan, Block G+3, 2nd Floor,

Plot No.2, Vikas Marg, Sector – 73,

Noida, Uttar Pradesh -201301

Contact Details: +91 9871115360;

Email id: ceo@hsscindia.in

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Section 1: Basic Details

1. Qualification Name	Industrial Safety Associate – Oil & Gas											
2. Sector/s	Hydrocarbon											
3. Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification:	Qualification Name of existing/previous version:										
4. a. OEM Name b. Qualification Name (Wherever applicable)												
5. National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	QG-4.5-HY-03628-2025-V1-HSSCI & V-1.0	6. NCrF/NSQF Level: 4.5										
7. Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate											
8. Brief Description of the Qualification	Individual at this job is responsible for undertaking appropriate safety and health measures in the industry, including infection control through understanding of human physiological systems, maintaining ergonomic principles; identification of occupational & environmental hazards; developing skills regarding posture assessment, subjective quantification of body part discomfort, analysis of accidents; ensuring precautionary measures to prevent transmission of pathogens; supporting medical professionals in assessing patient health status; performing patient care related procedures and first aid for all levels of injury/illness including those injuries sustained at various workplaces. The person is responsible for operating various medical equipment and workplace condition evaluation software. The role of Industrial Safety & Health Assistant is to work closely with senior management, fulfilling responsibilities of ensuring safety and health at the workplace in an integrated matter.											
9. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12th Pass</td> <td>1.5 years of relevant experience</td> </tr> <tr> <td>2</td> <td>Previous NSQF Level 4</td> <td>1.5 years of relevant experience</td> </tr> </tbody> </table> b. Age: 18			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	12 th Pass	1.5 years of relevant experience	2	Previous NSQF Level 4	1.5 years of relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	12 th Pass	1.5 years of relevant experience										
2	Previous NSQF Level 4	1.5 years of relevant experience										
10 Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	16	11. Common Cost Norm Category – Category (I)										
12 Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA											

13 Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	☒ Offline ☐ Online ☐ Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>126</td> <td>264</td> <td>60</td> <td></td> <td>480</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	126	264	60		480	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)															
Classroom (offline)	126	264	60		480															
Online																				
14 Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO 2015/2149.85																			
15 Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	<i>Health & Safety Supervisor</i>																			
16 Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																			
17 Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No																			
18 Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If “Yes”, specify applicable type of Disability:																			
19 How Participation of Women will be Encouraged	This job is gender neutral and focus during training should be on enrolment of women in each batch. SSC will encourage the TP and other training bodies to enrol women candidates.																			
20 Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	☐ Yes ☒ No																			
21 Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No																			
22 Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Mr. SK Bose Email: ceo@hsscindia.in Contact No.: +91 9871115360 Website: www.hsscindia.in																			
23 Final Approval Date by NSQC: 18-02-2025	24. Validity Duration: Three Years from the date of Approval	25. Next Review Date: 17-02-2028																		

Section 2: Module Summary**NOS/s of Qualifications***(In exceptional cases these could be described as components)***Mandatory NOS/s:**

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Pr oj.	Viv a	Total	Weight age (%) (if applicable)
1.	Module 1: Introduction to Hydrocarbon sector and the job role of Industrial Safety Associate.	HYC/N3610 1.0	Bridge /Core	4.5	1.5	03:00	Nil	00:00	00:00	45						
2.	Module 2: Identification of occupational and environmental hazards in industry, risk factors for accident and injury		Core			12:00	30:00	00:00	00:00		20	30	0	0	50	10
3.	Module 3: Maintain ergonomic principles in the industry to improve efficiency and productivity	HYC/N3611 1.0	Core	4.5	2	15:00	30:00	15:00	00:00	60	15	25	0	0	40	15
4.	Module 4: Follow infection prevention and control measures in industry	HYC/N3612 1.0	Core	4.5	2	15:00	30:00	15:00	00:00	60	15	30	0	0	45	15
5.	Module 5: Support the medical professionals in measurement of vital signs and general examination of patient	HYC/N3613 1.0	Core	4.5	2	15:00	30:00	15:00	00:00	60	15	25	0	0	40	15
6.	Module 6: Perform cardiopulmonary resuscitation (CPR) and first aid for trauma and medical emergency	HYC/N3614 1.0	Core	4.5	2	15:00	30:00	15:00	00:00	60	15	25	0	0	40	15

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Pr oj.	Viva	Total	Weight age (%) (if applicable)
7.	Module 7: Undertake activities related to computer, tablet, software, internet usage	HYC/N3615 1.0	Core	4.5	1.5	15:00	30:00	00:00	00:00	45	15	25	0	0	40	15
8.	Module 8: Working effectively in a team	HYC/N9301 3.0	Non Core	4.5	1.5	15:00	30:00	00:00	00:00	45	20	30	0	0	50	5
9.	Module 9: Maintain Health and Safety Procedure	HYC/N9302 3.0	Non Core	4.5	1.5	15:00	30:00	00:00	00:00	45	24	46	0	0	70	5
10.	Module 10: Employability Skills	DGT/VSQ/ N0102	Non Core	4.5	2	15:00	45:00	00:00	00:00	60	20	30	0	0	50	5
Duration (in Hours) / Total Marks					16	135:00	285:00	60:00	00:00	480	159	264	0	0	425	100

Assessment - Minimum Qualifying PercentagePlease specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduation (after 12 th) Medical with 2-years of relevant industry experience and 1 year of training experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduation (after 12 th) Medical with 3-years of relevant industry experience and 2 year of training experience
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduation (after 12 th) Medical with 2-years of relevant industry experience and 1 year of training experience
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduation after 12 th) Medical with 3-years of relevant industry experience and 1 year of training experience
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduation (after 12 th) Medical with 2-years of relevant industry experience and 2 year of training experience
4.	Assessment Mode (Specify the assessment mode)	Both – Online and Offline
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 10 (Due to limited number of Industries available in Oil & Gas Sector; endorsed by MoPNG through Letter)
5.	Estimated nos. of persons to be trained and employed: The estimated number of individuals to be trained and employed as Industrial Safety Associate varies based on industry demand, sector size, and regulatory requirements. For major corporations with multiple plants, the requirement may be 50–300 safety assistants annually, especially in high-risk sectors.
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: The Ministry of Petroleum & Natural Gas (MoPNG) which is the Line Ministry for Hydrocarbon Sector has been requested to accord the concurrence If “No”, why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors
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2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure: List of tools and equipment relevant for qualification
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure: Detailed Assessment Criteria
4.	Annexure: Assessment Strategy (Mandatory)	Annexure: Assessment Strategy
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is “Blended Learning”)	Annexure: Offline Learning Mode
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	Annexure: NA
7.	Annexure: Acronym and Glossary (Optional)	Annexure: Acronym and Glossary
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Supporting Document: Model Curriculum
9.	Supporting Document: Career Progression (Mandatory - Public view)	Supporting Document: Career Progression – Occupational Map
10.	Supporting Document: Occupational Map (Mandatory)	Supporting Document: Occupational Map
11.	Supporting Document: Assessment SOP (Mandatory)	Supporting Document: Assessment SOP
12.	Any other document you wish to submit:	Any other document you wish to submit: NA

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/ NSQF Level
Professional Theoretical Knowledge/Process	An Industrial Safety Associate involves understanding occupational safety regulations, risk assessment methods, hazard identification, and control measures. Familiarity with safety management systems, workplace ergonomics, and emergency response planning is also essential. This role requires knowledge of relevant safety standards (like OSHA) and the ability to apply safety principles to prevent workplace accidents and ensure compliance with health and safety laws.	The activities for this Qualification are the Job that requires well developed skill, with clear choice of procedures in familiar context. • Possesses specialized knowledge of procedures employed in both routine and non-routine contexts • Possesses specialized operational knowledge and understanding of the work • Has complete knowledge of concept of time required for delivery; and Quality for a range of issues • Has complete knowledge of concept of time required for delivery; and Quality for a range of issues. • Has knowledge of collecting and interpreting the available information, drawing conclusions & communicating the same.	4.5

		Understands the financial and feasibility aspect of various work/ solutions options.	
Professional and Technical Skills/ Expertise/ Professional Knowledge	An Industrial Safety Associate include proficiency in conducting safety inspections, audits, and risk assessments. The ability to analyze and interpret safety data, develop and implement safety programs, and ensure compliance with safety regulations is crucial. Technical skills in using safety monitoring equipment, understanding chemical safety data sheets (SDS), and familiarity with personal protective equipment (PPE) are essential. Additionally, strong communication skills to effectively train employees on safety protocols and collaborate with management to address safety concerns are important for this role.	The individual Can apply the required knowledge for successfully implementing or applying techniques/processes in a specific field/ job role. - The individual should have the ability to understand, and wherever relevant apply a range of knowledge, skills and understanding. - Possesses the required operational skills for the work/ job. Skill to deliver job/work with the required precision and in the estimated timelines. - Capabilities of carrying out a choice of processes and procedures within the range of familiar /unfamiliar contexts. - The user/individual on the job needs to know the types of fire extinguishers and their suitable uses, characteristics and Handling tools under safety aspect	4.5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	An Industrial Safety Associate involve adaptability, problem-solving, and a proactive mindset. These skills include the ability to quickly learn and apply safety regulations, demonstrate reliability in maintaining workplace safety standards, and take initiative in identifying and mitigating potential hazards. Entrepreneurial skills such as innovation in safety practices, cost-effective risk management, and the ability to influence and lead safety initiatives are also essential. Additionally, the ability to manage time effectively, work independently, and collaborate within a team contributes to readiness for this role.	The individual demonstrates much broader Employability Skills including understanding of career planning, digital skills, financial and legal literacy. - Advanced literacy and Numeracy skills for accurate workshop/ mathematical calculation and estimations, and understanding of arithmetic and algebraic principles. - Can comfortably use most of the basic digital tools, has clear understanding of Financial and Digital literacy, Aadhaar and Mobile, uses digital payments etc. with proficiency. - Good understanding of Constitutional values & Citizenship, inclusion and Diversity. - Very Good understanding of social political and work environment.	4.5
Broad Learning Outcomes/Core Skill	An Industrial Safety Associate centers on developing the ability to effectively implement and manage workplace safety protocols. This includes gaining comprehensive knowledge of safety regulations, risk assessment techniques, and hazard control measures. The role also requires the ability to apply this knowledge in real-world scenarios, ensuring a safe and compliant work environment. Additionally, the outcome includes cultivating strong communication and leadership skills, enabling the assistant to train others, promote a culture of safety,	The individual will be able to carry out a specialized job/ work/ tasks in a familiar/ unfamiliar, predictable/ unpredictable, routine/ nonroutine, situation of multiple options/ choices. - Focus on range of application of standard and non-standard procedures and somewhat complex operations in production/ services - Complex tasks are performed by himself without much instructions and super and professional environment of working in workplace	4.5

	and contribute to continuous improvement in occupational health and safety practices.	• Apply related occupational safety & general hygiene norms and environmental aspects. • Has information of associated risks with related job roles	
Responsibility	The responsibility of an Industrial Safety Associate is to support the development and implementation of safety programs that ensure a safe working environment. This includes conducting regular safety inspections, identifying potential hazards, and assisting in risk assessments. The role involves ensuring compliance with occupational safety regulations, maintaining accurate safety records, and reporting any incidents or safety concerns. Additionally, the assistant is responsible for educating and training employees on safety protocols, coordinating emergency response drills, and working closely with management to address safety issues and implement corrective actions.	The individual is majorly responsible for work delivery and quality of own work and output as also the subordinates. S/he shares responsibility for the group task which justifies the pegging of the QP at level 4.5	4.5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
	1. Personal Protective Equipment (PPE) - Safety helmet - Safety goggles - Earplugs or earmuffs - Respiratory masks (N95 or specialized filters) - High-visibility safety vests - Cut-resistant gloves and chemical-resistant gloves - Steel-toed safety boots - Flame-resistant clothing or overalls 2. Measurement and Monitoring Devices - Gas detectors (for detecting hazardous gases like CO, methane, etc.) - Noise level meter - Air quality monitor - Temperature and humidity meter - Light meter for illumination levels		

	- Radiation detector (if working in radiological environments) 3. Emergency and First Aid Equipment - First aid kit with burn treatment supplies - Fire extinguishers (appropriate for various types of fires: chemical, electrical, etc.) - Eyewash station or portable eyewash bottles - Emergency shower 4. Inspection and Testing Tools - Lockout/tagout (LOTO) kits - Chemical spill kit - Electrical safety testing equipment (e.g., multimeter, grounding tester) - Ladder safety equipment (harnesses, tethers) 5. Documentation and Reporting Tools - Safety checklist forms - Incident report forms - Compliance logbooks - Tablet or mobile device with safety management software - Digital camera for documenting hazards 6. Communication Devices - Two-way radios or walkie-talkies - Mobile phone with emergency contact access - PA system or megaphone (for emergency communication) 7. Training and Signage - Safety posters and signage (fire exits, PPE zones) - Training manuals and safety guidelines - Hazard communication boards		
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Classroom Aids

The aids required to conduct sessions in the classroom are:

- | | |
|--------------------------------------|-----------------------------|
| 1. White / Black board and Projector | 3. Computer/Laptop |
| 2. Digital Presentation | 4. Public Addressing System |

Annexure: Industry Validations Summary*

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	O.I.L	Shri Jayant Barua	CEO		9435348638	jayantbarua@oilindia.in	
2	BPCL	Shri Vishwas Saxena	Dy. General Manager		9669320555	vishwassaxena@bharatpetroleum.in	
3	HPCL	Imtiyaz Arshad	CEO & Secretary		8332864450	iarshad@hpcl.in	
4	IOCL	Apurva Nagmote	DGM (Learning & Skill Development)		8373919522	nagmoteas@indianoil.in	
5	GAIL	Shri M. A. Qureshi	CM (Training)		9179061305	maqureshi@gail.co.in	
6	CPCL	Shri Ayyamuthu A	Assistant Manager (Personnel)		9732492888	ayyamuthu@cpcl.co.in	
7	CHT	Shri Kishore Kumar Bhimwal	Additional Director		9958798282	kishore.bhimwal@cht.gov.in	
8	MRPL	Shri Venkateswarlu Kumbha	Chief Manager (TS)		9035044404	venkat_kumbha@mrpl.co.in	
9	SOM Projects PVT. LTD.	Shri Kuldeep Kumar	Manager			spplusar@gmail.com	
10	EIL	Shri Tathagat Sahoo	SR Manager HR		9702088305	tathagat.sahoo@eil.co.in	

Annexure: Training & Employment Details**Training and Employment Projections: 750**

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024	250	Training is given to develop future workforce. Training will be given to Concern Candidates	150	Training is given to develop future workforce. Training will be given to Concern Candidates	20	Training is given to develop future workforce. Training will be given to Concern Candidates
2025	250	Training is given to develop future workforce. Training will be given to Concern Candidates	150	Training is given to develop future workforce. Training will be given to Concern Candidates	20	Training is given to develop future workforce. Training will be given to Concern Candidates

2026	250	Training is given to develop future workforce. Training will be given to Concern Candidates	150	Training is given to develop future workforce. Training will be given to Concern Candidates	20	Training is given to develop future workforce. Training will be given to Concern Candidates
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Data to be provided year-wise for next 3 years

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Identification of occupational and environmental hazards, risk factors for accident and injury, occupational safety measures	PC1. identify occupational hazards with special emphasis on hazardous chemicals (HAZCHEM code)	2	3	-	-
	PC2. Identify sources of chemical disasters and implement chemical disaster management techniques	2	3	-	-
	PC3. understand medical preparedness and emergency medical responses in disasters	2	3	-	-
	PC4. identify environmental hazards in industry	2	3	-	-
	PC5. understand the adverse impact of various occupational and environmental stressors	2	3	-	-
	PC6. support in implementation of remedial measures	2	3	-	-
	PC7. Identify risk factors for postural stress in industry	2	3	-	-
	PC8. operate relevant software for analysis of working posture and evaluate the risk for developing musculoskeletal symptoms	2	3	-	-
	PC9. assess body part discomfort using standardized method	2	3	-	-
	PC10. use techniques for subjective quantification of perceived exertion and stress	2	3	-	-
	Total Marks	20	30	-	-
Maintain ergonomic principles in the industry to improve efficiency and productivity	PC1. understand the concept of human factors	1	2	-	-
	PC2. provide support in ergonomic assessment of the workplace	1	2	-	-
	PC3. follow ergonomic principles in the workplace	1	2	-	-
	PC4. identify ergonomic risk factors for developing musculoskeletal disorders	2	2	-	-
	PC5. understand various cognitive abilities of the individual and their relationship with efficiency and productivity	1	2	-	-
	PC6. identify the ergonomic hazards associated with manual material handling (MMH)	2	1	-	-
	PC7. support in assessment of physiological workload due to MMH	1	2	-	-
	PC8. conduct awareness session on recommended techniques for performing tasks associated with MMH	1	2	-	-
	PC9. undertake anthropometric measurements	1	2	-	-

	PC10. operate various equipment used for measurement of anthropometric parameters	1	2	-	-
	PC11. derive anthropometric indices based on measurements	1	2	-	-
	PC12. develop the concept of ergonomic design of workplace	1	2	-	-
	PC13. assess nutritional status of the individual	1	2	-	-
	Total Marks	15	25	-	-
Follow infection prevention and control measures; safety measures and emergency preparedness in industry	PC1. understand route of transmission of pathogens	1	2	-	-
	PC2. understand the concept of incubation period, infectivity, pathogenicity and virulence	1	2	-	-
	PC3. understand example of various diseases developed due to various types of pathogens	2	2	-	-
	PC4. perform hand washing and hand rubbing as per WHO guidelines	1	2	-	-
	PC5. perform wearing and removing of PPE in an appropriate order	1	2	-	-
	PC6. ensure appropriate disposal, transport and treatment of biomedical waste	1	2	-	-
	PC7. perform safe handling of needle and syringe	1	3	-	-
	PC8. undertake management of needle stick injury	1	2	-	-
	PC9. undertake spillage management	1	2		
	PC10. undertake mass evacuation	1	2		
	PC11. perform triage	1	2		
	PC12. Implement fire safety principles	1	2		
	PC13. support in resuscitation and safe transportation	1	2		
	PC14. use of PPE at the incident site	1	2		
	Total Marks	15	30	-	-
Support medical professionals in measurement of vital parameters and undertaking examination of individual in industry	PC1. assist medical professional in measurement of vital signs and understand their normal range	1	1	-	-
	PC2. identify abnormality in vital parameters and report to appropriate authority	1	2	-	-
	PC3. operate medical devices used to measure vital signs	1	2	-	-
	PC4. support medical professional in general examination	1	2	-	-
	PC5. assess safety of the scene	1	2	-	-
	PC6. employ AVPU scale to check the responsiveness	1	2	-	-
	PC7. able to activate emergency response system	1	2	-	-
	PC8. assess airway, breathing and circulation	1	2	-	-
	PC9. assist medical professional in taking history of the individual	1	2	-	-
	PC10. assist medical professional in various methods associated with physical examination	1	2	-	-
	PC11. assist medical professional in head-to-toe trauma assessment	1	2	-	-
	PC12. identify possible reasons for unconsciousness or altered level of consciousness and support medical professional	2	2		
	PC13. identify possible symptoms for poison ingestion and support medical professional	2	2		
	Total Marks	15	25	-	-
	PC1. recognize signs of cardiac arrest	1	2		

Perform cardiopulmonary resuscitation (CPR) and first aid for trauma and medical emergency	PC2. understand critical concepts of cardiopulmonary resuscitation	1	2		
	PC3. undertake appropriate techniques to administer cardiopulmonary resuscitation in adult and adolescent	1	2		
	PC4. undertake appropriate techniques to administer cardiopulmonary resuscitation in child	1	2		
	PC5. undertake appropriate techniques to administer cardiopulmonary resuscitation in infant	1	2		
	PC6. perform spine immobilization for suspected or detected spinal injury	1	2		
	PC7. handling of automated external defibrillator	1	2		
	PC8. undertake first aid steps for bleeding after trauma	1	2		
	PC9. identify various types of wounds, assist in dressing of wounds	1	1		
	PC10. understand different degrees of burn and perform first aid steps	1	2		
	PC11. Identify signs and symptoms of seizure and undertake primary management	1	2		
	PC12. Identify symptoms of heat exhaustion, heat cramp and heat stroke and administer appropriate first aid	2	2		
	PC13. Identify signs and symptoms of heart attack and stroke and undertake immediate intervention	2	2		
	Total Marks	15	25		
Undertake activities related to computer, tablet, software, internet usage	PC1. operate computer along with associated hardware	2	3		
	PC2. understand basic software related to computer operations	3	4		
	PC3. operate Microsoft Office, including Microsoft Word, Excel & PowerPoint, in an appropriate manner	2	4		
	PC4. operate relevant software to evaluate workplace condition	2	3		
	PC5. operate email and google drive	2	4		
	PC6. understand significance of Google Meet and carry out its application	2	3		
	PC7. use various online communication technology	2	4		
	Total Marks	15	25		
Working effectively in a team	PC1. maintain clear communication with colleagues	2	4	-	-
	PC2. pass on information to colleagues in line with organizational requirements	3	5	-	-
	PC3. provide support to the team members	3	4	-	-
	PC4. respect the colleagues	3	4	-	-
	PC5. fulfil commitments made to colleagues	3	5	-	-
	PC6. inform team members timely, if timelines can't be met	3	4	-	-
	PC7. take the necessary initiatives to resolve the issues while working in team	3	4	-	-
	Total Marks	20	30	-	-
Maintain health, safety and security procedures	PC1. use protective clothing/equipment such as face mask, hand gloves, goggle etc for specific tasks and work conditions	1	4		
	PC2. identify the people responsible for maintaining health and safety in the workplace	2	1		
	PC3. identify possible causes of risk or accident in the workplace	1	3		

	PC4. follow safe working practices while dealing with hazards to ensure the safety of self and others	2	2		
	PC5. lift heavy objects safely using correct procedures	1	3		
	PC6. follow safety signages	4	3		
	PC7. use the various appropriate fire extinguishers on different types of fires correctly	2	2		
	PC8. follow rescue techniques applied during fire hazard	2	2		
	PC9. follow good housekeeping practice in order to prevent fire hazards	2	2		
	PC10. list issues concerning the safety in work place	1	3		
	PC11. inform fire safety department about any near-miss incidents in the work place	2	2		
	PC12. follow the applicable laws, regulations and codes as per safety standard	1	3		
	PC13. prepare written accident / incident report and share with the concerned officer/department	2	2		
	PC14. provide appropriate first aid to victims in emergency situation	1	4		
	PC15. demonstrate basic techniques of bandaging	1	4		
	PC16. respond promptly and appropriately to an accident		3		
	PC17. perform rescue activity during an accident in real or simulated environments	1	4		
	PC18. demonstrate correct method to rescue injured people and others during an emergency				
	Total Marks	24	46		
Employability Skills (60 hours)	PC1. Introduction to Employability Skills	2	0	-	-
	PC2. Constitutional Values – Citizenship	1	1	-	-
	PC3. Becoming a Professional in the 21st Century	1	3	-	-
	PC4. Basic English Skills	2	3	-	-
	PC5. Communication Skills	1	1	-	-
	PC6. Financial and Legal Literacy	2	5	-	-
	PC7. Essential Digital Skills	3	7	-	-
	PC8. Diversity & Inclusion	1	1	-	-
	PC9. Entrepreneurship	3	5	-	-
	PC10. Customer Service	2	2	-	-
	PC11. Getting Ready for Apprenticeship & Jobs	2	2	-	-
	Total Marks	20	30	-	-
Grand Total		159	266	-	-

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIDH or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- HSSC monitors the assessment process & records

2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIDH
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) of Hydrocarbon Sector are verified by the Industry Experts, each performance criteria have its marks for theory based on the level of question i.e., easy, medium and difficult.
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

- Surprise visit to the assessment location
- Random crosschecking with candidate over audio/video call or physical visit
- Random audit of the batch

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

7. **On the Job:**

1. The evidence record of OHT will be done through organized Monitoring Reports
2. During the OJT, every trainee is required to fill the OJT monitoring report which is required to be signed by his/her supervisor and the HR of that company.
3. During assessment, each module will be assessed separately.
4. The candidate must score 60% in each module to successfully complete the OJT.

5. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
6. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure: Acronym and Glossary**Acronym**

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf