



**GUIDELINES FOR AFFILIATION WITH FIRE AND SAFETY
FORUM NVQ LEVEL 5 (IN COMPLIANCE WITH
INTERNATIONAL SAFETY TRAINING MODULE)**

1. COURSE TITLE: NVQ L5 Diploma in Health Safety Environment Management

2. QUALIFICATION AND EXPERIENCE FOR ADMISSION

- (a) (i) 10+2 qualification
(ii) Meet the eligibility criteria in Appendix I
- (b) The eligibility must be evaluated by the admission Manager / Education Counselor.

3. COURSE DURATION

The duration of the course shall be as follows:

- (a) 1 Year Course(minimum 3 contact hours per day) – 47 weeks-12 Months
- (b) Part time (minimum 3 contact hours per day) – 24 weeks-6 Months
- (c) Full time (minimum 6 contact hours per day) – 12 weeks-3 Months

4. COURSE CONTENT

The content of the syllabus of the NVQ Level 5 Diploma course for Health Safety Environment Management is mentioned in Appendix II

5. ATTENDANCE

Minimum 95% of attendance shall be required for appearing in the written examination. Those candidates not attaining the minimum percentage of attendance shall not be allowed to appear for the written examination and shall be required to repeat the course.

6. SCHEME OF EXAMINATION

- (a) Project work / Seminar work & Internal Assessment – 50 marks
- (b) Written examination
 - ISLD I - 50 Marks
 - ISLD II - 50 Marks
 - ISLD III - 50 Marks
 - ISLD IV - 50 Marks
 - ISLD V - 50 Marks





The written examinations, are in five sessions, shall be of comprehensive type and of two hours duration. All arrangements for conducting internal assessment and written examination shall be made by the institute concerned including the appointment of controller of examination. The internal assessment and written examination including the work relating to setting the question paper, giving answer keys, and evaluation of answer books of the candidates shall be done by the empanelled examiner only. For this purpose, the FSF as appropriate shall form a panel of examiners.

7. STANDARD OF PASSING

A candidate shall be declared to have passed the course if he secures minimum 45% marks in each of the items of scheme of evaluation (item 6(a), (b)) and an aggregate of 50% or more.

A candidate failing to secure minimum prescribed marks in the written examination can be granted a grace of maximum five marks only.

8. AWARD OF CLASS / GRADE

The candidates passing in the examination as per the scheme given at item no. 6 & 7 above shall be awarded the Grade as below:

- | | |
|--------|---------------|
| (a) A+ | - 90% & above |
| (b) A | - 80% to 89% |
| (c) B+ | - 70% to 79% |
| (d) B | - 60% to 69% |
| (e) C+ | -50% to 59% |
| (f) C | -40% to 49% |

9. RE-EXAMINATION

The candidates for valid reasons after attaining minimum 95% attendance failing to appear written / internal assessment or the failures in internal assessment or written examination shall be required to appear for re-examination within a period of one year from the date of declaration of results of previous examination or the date declared by the institute concerned whichever is earlier.

10. AWARD OF CERTIFICATE

The certificate to the successful candidates shall be awarded by Fire and Safety Forum, as the case may be. The certificate will also carry a photograph of the successful candidate, duly attested by the Chairman Academic Council, Course Director and the National Coordinator.





11. PROCEDURE FOR APPROVAL OF Affiliate INSTITUTE/ ORGANISATION

- (1). The application in quadruplicate in the prescribed format should be sent to the approving authority, i.e., Mission Coordinator, Fire and Safety Forum, affiliation department (Please see Appendix III).
- (2). Approval issued by Fire and Safety Forum shall be valid to the approved region in India
- (3). Approving authority may constitute a committee for visit of the Institution/ Organization for verification.
- (4). (a) So far as the approval by Fire and Safety Forum is concerned, an officer not below the rank of Chartered Member of FSF shall be the Chairman and another member on the Committee from Research Forum shall work as the Member-Secretary.

In addition, the following members may also be included on the Committee:-

- (i) Representative from Trainer Forum
- (ii) Representative from the Corporate Forum
- (iii) A representative from ISO Dept..

Note: The Committee shall consist of not less than three members for the purpose of recommending the training institute/ organization for approval.

(5). A Registered Association of safety and health professionals / educational institutes having minimum 15 members shall also be eligible to apply for approval provided they meet the eligibility criteria in terms of the infrastructure facilities, faculty and expertise for conducting such courses.

(6). for approval from Fire and Safety Forum

The application form in quadruplicate along with the necessary documents in support of the infrastructure facilities, faculty and any other claim made therein shall be accompanied by a Demand Draft of Rs. 75,000/- (\$1100/- international), drawn in favour of Fire and Safety Forum, Cochin

Fee can be paid as DD, Check, cash and online transfer. DD in favor of FSF payable at Cochin,

Bank Details: State Bank of India

(SBI) Acc name: Fire and safety forum,

Acc No: 31647251891

Branch: Kaloor IFSC Code: SBIN 0008621

The arrangements for travel, lodging and boarding of FSF officers and other members shall be required to be made by the applicant institute / organization.





APPENDIX-I

Eligibility Criteria for Students

Sl. No.	Criteria	Points	Documents to be submitted
A	Parent is Central Govt. Employee	20	Experience Certificate or Bonafide
B	Parent is Multinational Company Employee	10	Experience Certificate or Bonafide
C	Candidate has experience in Safety	20	Experience Certificate or Bonafide
D	Sibling is a student of Fire & Safety Forum	20	Membership No. from FSF
E	Member of Fire & Safety Forum	20	Membership No. from FSF
F	International Citizen	20	Passport or Original Birth Certificate
G	International Work Experience	20	Experience Certificate or Bonafide
H	Single Parent	20	Affidavit
I	NEBOSH OSHA IOSH NASP Qulification(any one)	20	Certificate
J	MBBS Btech PHD & PG (any one)	10	Certificate
K	Parent has Experience in Safety Industry	10	Experience Certificate or Bonafide
L	Any reference from FSF Members 75% & above marks in FSF Entrance Examination	25	Membership No. from FSF
M	Examination	15	Mark List
N	Parent retired from Army Navy or Airforce	15	Experience Certificate or Bonafide
O	Airforce Navy Army Dependant	10	Experience Certificate or Bonafide

100 and above eligible
50-100 Lottery
Less than 50 Not eligible





APPENDIX-II

SYLLABUS OF THE NVQ L 5 Diploma in Health & Safety Environment Management

Introduction to FSF NVQ L5
HSEMS (14Hrs) scope and need
Hazard Risk Accidents
Accident Analysis, Reporting, investigation
P.R.A & Q.R.A
R.A & J.S.A
Safety Statistics
LTI LTIFR Safe man hours
Project Seminar topics Abstracts submit to coordinator
Chemical Safety
Industrial Noise & Vibration
Machine Guarding
Electrical Safety
Radiation Safety
Work Permits
Confined Space
Excavation
Working @ Heights
Ladder Safety
Scaffold Safety
Demolition Safety Tips
Painting, Cutting & Welding
Hand & Power Tools
Storage of Material
Walking & Working Surfaces
PPE (Construction)
PPE Exclusive
Rigging Safety
Crane Safety
E.M.S
OHS
Ergonomics
First Aid

Practical Assessment
Seminar Submission
Project Submission





Appendix III

APPLICATION FOR APPROVAL OF Affiliated centre of Fire and Safety Forum

Note:

1. Applications are to be submitted in quadruplicate.
2. Approval issued by Mission Coordinator is valid through the applied region in India.
3. If necessary, a committee constituted by approving authority may visit Institution/ Organization for verification.

1.0 GENERAL

1.1 Name and Address

- (a) Name of the Institution/ Organization :
- (b) Postal address :
- (c) Website :
- (d) Email address :
- (e) Fax and Phone Nos. (with STD code in bracket) :
- (f) Date of establishment of the Institution/ Organization :

1.2 Name and designation of the Head of the Institution/
Organization with residential & office telephone numbers
(With STD Codes in bracket) :

1.3 Type of the Institution (Central Govt./ State Govt./
Autonomous/ Private) :

1.4 Please specify whether your office/ training institution/ organization is located in your own building or hired building (in case of hired building pl. attach a copy of the lease agreement) :

2.0 TRAINING DETAILS

2.1 Training Programs to which the Organization seeks affiliation

2.2 Training Experience of the Applicant :

2.3 List of Industrial Premises near your applicant region :





3.0 DETAILS OF TRAINING FACULTY

3.1 Faculty for training

Type of Faculty	Strength
i) Full-Time ii) Part-time iii) Visiting (Please give details such as name, qualification, experience & address in respect of each faculty in separate annexure)	

3.2 Any other activities / services:

4.0 FACILITIES AVAILABLE IN THE INSTITUTION/ ORGANISATION

Facility	Nos.
(i) Conference room/ training room with Area in Sq. Mtrs. (minimum 250 Sq. Mtrs.)	
(ii) Overhead projector/ computer projection system	
(iii) Films, DVDs/VCDs on safety, health and environment, etc. (Please provide the list)	
(iv) Other facilities	

5.0 LIBRARY FACILITIES AVAILABLE

(with respect to safety, health and environment)

Category	Total No. of titles acquired till date	Total no. of volumes acquired during past one year
a) Reference books b) Encyclopedia c) Others (journals, etc.) Please specify.		

6.0 ANY OTHER INFORMATION





7.0 CERTIFICATE

Certified that the information furnished above and in the Annexures attached is true to the best of my knowledge and belief.

Signature of the Head of Institution/
Organization with official seal

Place:

Date:

