



nebosh

LEARNING  
PARTNER

GOLD

1013

PETROTECH SAFETY SOLUTIONS

# NEBOSH IGC

## COURSE HANDBOOK



IRCA



HKV

IELTS



## COURSE HANDBOOK

Petrotech Safety Solutions Pvt Ltd, located in Thiruvananthapuram, is an esteemed accredited course provider and recognized Learning Partner of NEBOSH, United Kingdom.

## NEBOSH

The National Examination Board in Occupational Safety & Health (NEBOSH) stands as a globally renowned organization, offering a comprehensive range of qualifications in Health, Safety, and Environmental Management.

## NEBOSH IGC

The NEBOSH International General Certificate (IGC) is ideally suited for individuals already engaged in the field of Health, Safety, and Environment (HSE). It also provides an excellent foundation for those aspiring to pursue a career in health and safety.

### The Role of Health & Safety Professionals

Health and Safety professionals fulfill a vital role within organizations by:

Significantly reducing workplace injuries and illnesses.

Enhancing the overall well-being of employees.

Safeguarding the environment against the impact of industrial waste.

Demonstrating a steadfast commitment to Occupational Health, Safety, and Environmental Protection, consequently enhancing the organization's reputation and concurrently reducing associated costs.

Should you require any specific information or have further inquiries regarding this course or NEBOSH, please do not hesitate to contact us.



## WELCOME TO PETROTECH SAFETY SOLUTIONS PVT LTD.

Petrotech Safety Solutions is a leading HSEQ Training and consulting organization in Middle East and India with regional head offices in Dubai, UAE and Kerala, India.

As an accredited course provider for Level 6 NEBOSH International Diploma in Occupational Health and Safety for Management Professionals , International General Certificate in Occupational Health and Safety (IGC), we are dedicated to delivering the highest quality course content, materials, and comprehensive support services.

### OUR COMMITMENT:

“Deliver topmost quality Training and consulting services with comprehensive ongoing support to individual delegates and organizations.”

We offer an array of support services, including course counseling to understand the expectations of delegates and guide them to suit the best study programs, an induction process, formative assessments through e- Learning Platforms , Trainee Trainer feedback programs for continual improvements, proactive course-related follow-ups and assisting delegates to equip them for job interviews etc.

### WHY CHOOSE US:

**Proven Track Record:** At Petrotech Safety Solutions Pvt Ltd, we have a consistent track record of providing exceptional educational experiences and support, ensuring the development of knowledge and understanding in relevant subjects.

**Diverse Student Profiles:** Our courses cater to both experienced professionals in the field and freshers without prior job experience. Experienced professionals can deepen their knowledge and advance their careers, while newcomers can gain valuable insights from our experienced and qualified trainers, enabling them to kickstart a career in Occupational Health & Safety.

**Best Course Materials /Resources :** We have agreement with world's leading Safety book publishers such as RRC, RMZ to provide the best course materials for our delegates, our Internal course materials have been developed with stringent quality review and approval processes.

## COMPETENT TRAINERS WITH INDUSTRY EXPERIENCE

Our Trainers and Consultants come with rich work experience of various industries including Oil and Gas, Power, Construction, Communication and Education field. Our Trainers are always available for doubt clearance , mentoring and one to one coaching. Our adult learning theory methods assists delegates to enhance and simulate their knowledge and skills at their work-place and reflect in their professional style.

Course Management through Top Notch Learning Management System Platform: From registration to completion of the course and more, you have access to our LMS platform which is the topnotch in the industry , You can access course materials , assessments , formative assessments at any time at your space , you can view and monitor your course progress and also interact with tutors and fellow students.



## INTRODUCTION TO THE COURSE

The course has been designed to provide broad knowledge for non-specialists in Health and Safety to discharge their duties more effectively and for those who want to pursue a career in Occupational Health & Safety.

IG1 – Theory Paper

IG2 - Practical Assessment

Successful completion of NEBOSH IGC involves:

1. Attending regular classes for IG1 & IG2 in the prescribed date and timings.
2. Referring study materials which will be provided during admission.
3. Attending mock exams.
4. Attending feedback sessions with the trainer.
5. Refer the resources regarding the way of conducting and attending Open Book exams which will be e-mailed /through social media with this welcome pack.

Practical Assessment IG2

The aim of this assessment is to assess your knowledge and understanding that you gained from your studies on Occupational Health & Safety. For this, you need to complete a risk assessment of your workplace or a known workplace of yours.

The following documents will be emailed to you for IG2 risk assessment.

- IG2 NEBOSH Guidance
- IG2 NEBOSH Example
- IG2 Electronic submission form
- IG2 Written submission form

## DELIVERY METHOD / TIME TABLE

The post Covid-19 Pandemic period have seen many changes in the world like work from home, online delivery of courses etc. We are also predominantly delivering NEBOSH IGC course following NEBOSH syllabus through online, live classes, where you can interact with your trainer and fellow students, to discuss and analyse the topics, attend induction and feedback sessions and interact with office staff also for any support needed.

We also have a learning management system called Talent LMS where we can have slide presentations, discussions, group activities, home works etc.

### TIME TABLE

Day 01: – Induction followed by course delivery via zoom and offline.  
Day 02: – IG1 Course delivery  
Day 03: – IG1 Course delivery  
Day 04: – IG1 Course delivery  
Day 05: – IG1 Course delivery  
Day 06: – IG1 Course delivery  
Day 07: – IG1 Course delivery  
Day 08: – IG2 Course delivery  
Day 09: – IG2 Course delivery  
Day 10: – IG2 Course delivery  
Day 11: – IG2 Course delivery  
Day 12: – IG2 Course delivery  
Day 13: – IG2 Course delivery  
Day 14: – IG2 Course delivery



## OUR ORGANISATION



### **Vishnu Gopalakrishnan**

#### Accounts and Admin Manager

He is a commerce graduate with excellent computing skills along with pleasant interpersonal communication qualities. He may be contacted for any information regarding fee structure, various procedure for registration of exams, resits, EAR (enquiry About Results) etc.

Phone no: +91 8129431935

Email: vishnu@petrotechsafety.com



### **Saranya Sibin**

#### Academic Manager

She is a commerce graduate with good administration skills. She handles and manages various course schedules conducted by Petrotech, and is the point of contact with all accreditation bodies. You can contact her for any clarification regarding conduct, delivery of courses and communication with NEBOSH, IOSH, STED Council etc.

Phone no: +91 80750 26372

Email: saranya@petrotechsafety.com



### **Joy Pappachan**

#### Technical Co-ordinator

Joy Pappachan holds a NEBOSH International General Certificate (IGC) and brings over 12 years of extensive experience in occupational safety and health management systems. Throughout his career, he has contributed his expertise to renowned organizations including Saudi Aramco, Qatar Petroleum, SABIC (Saudi Arabia), QAPCO (Qatar), and Equate Petrochemical (Kuwait).

Phone no: +91 99610 84098

Email: joy@petrotechsafety.com



**Jagannath T Nair,**  
B-Tech, MBA, I-Dip Nebosh, Cert IOSH

Lead Tutor

He is a certified member of IOSH, basically a Mechanical Engineer and a Post graduate in Business Administration. He also holds a NEBOSH IDip qualification. He has several years of work experience in different Industry sectors and is delivering different health and Safety courses for the last 8 years and students considers him as a mentor and is a part of our organization almost from the inception. He is also the General Manager of the organization.

Phone no: +91 9447057457



**Santhosh Kumar RKC, CMIOSH, CSP, CRSP**  
Director (Training) and MD

He has long experience in the field of occupational health and safety and was the lead of HSE with many institutions such as Shell etc.

Basically, a Mechanical Engineer with lots of experience along with teaching experience and has been part of delivering several occupational health and safety courses. He guides and directs the organization for the smooth conduct of several courses and is guide for aspiring students for higher education and support.

Email: [santhosh@petrotechsafety.com](mailto:santhosh@petrotechsafety.com)



## ADDITIONAL SUPPORT

We have experienced staff under the leadership of Academic Manager along with course counsellor to ensure support for all learners for solving any of their concerns and queries. Please contact Academic Manager, Ph: +91 80750 26372

Those who are in need of additional support like special needy people (disability etc) will be given any additional support needed. Also we have an experienced team of faculty members to support those who have learning difficulty & provide them with additional learning needs.

Please contact Course Counsellor, +91 9497117541

We will assess your learning needs and offer you best support available. Additional support will be given to those who have learning difficulty.

You may contact lead tutor, +91 9447057457

## Learner Access to Learner Management System ( Talent LMS) and Tutor Support

The learner will have access to the learning management portal and tutor support until he completes the exam, and in case of resit, the student will be given access to the portal and tutor support without additional charges.

## HOME STUDY/PRIVATE STUDY

NEBOSH IGC is a level 3 qualification. So, it needs regular attendance in teaching sessions and private study at home along with attending mock exams.

Your answering will be reviewed by your trainer and can give advice and guidance for further preparation for writing Open Book Exam, many of you may be new to this scenario-based questions and answering.

More details regarding this will be explained to you during induction session.

## COMMUNICATION

Your email address and phone numbers will be collected during the registration process. All the communications regarding course, exam etc will be directed to this email or social media connected to your phone number. Please inform any change in Phone no: / email address to course counsellor, +91 9497117541. Since all the information regarding course, notification from NEBOSH etc will be sent to your email/phone number.

Also note that you enter correct address in the registration form since this is the address to which any communication, your NEBOSH Certificate etc will be sent. Hence any changes in address also will be informed well in advance.

The data collected will not be used for any other purpose other than NEBOSH exam registration and communication with NEBOSH, as per Petrotech's data protection policy.



## NEBOSH INTERNATIONAL GENERAL CERTIFICATE

This certificate is relevant to every workplace and is a crucial qualification for anyone who has health and safety responsibilities. Many reputed organisations employ health and safety professionals with NEBOSH qualifications, as it would ensure to safe guard their business, employees and environment.

The first part of the programme ie, IG1 focuses on 4 elements for which you will be assessed in the OBE.

The topics covered are:

- Element 1: Why we should manage workplace health and safety
- Element 2: How health and safety management system work and what they look like.
- Element 3: Managing risk – Understanding people and processes.
- Element 4: Health and safety monitoring and measuring.

The second part of the course focuses on elements 5 to 11 referred to as IG2. This topic helps you in fulfilling the requirements of your practical assessment for IG2 exam preparation.

The topics covered are:-

- Element 5: Physical Psychological health.
- Element 6: Musculoskeletal health
- Element 7: Chemical and biological agents.
- Element 8: General workplace issues.
- Element 9: Work equipment.
- Element 10: Fire
- Element 11: Electricity

Your risk assessment project needs to be submitted electronically (PDF format).

## OPENBOOK ASSESSMENT

We will be sending the guidance documents for attending NEBOSH OBE through email and social media network.

Links to NEBOSH exam guidance videos will be sent to you through e-mail and social media. Also, details will be explained during the induction session and also by the trainer during exam discussion / feedback sessions.

## NEBOSH ENQUIRY ABOUT RESULTS

Nebosh supports the rights of learners /learning partners to enquire about a result where it does not meet reasonable expectations and to appeal against the outcome of that enquiry. An EAR may be made within 20 working days of the results notification date/as shown in the unit result notification letter. The learner will have to wait for the results of the EAR before registering for re-sit.

### TYPE 1 EAR- CLERICAL CHECK

All parts of a script have been marked, that the addition of marks for each section/question is correct, that the correct mark for each answer has been transferred to the script cover and that correct mark has been transferred to Nebosh database. If any discrepancy is found, Nebosh will arrange for correction

### TYPE 2 EAR

REMARK AND CLERICAL CHECK- If mark changes following a TYPE 2 EAR, a revised URN will be issued to the learner. A type 2 EAR does not guarantee that a mark will be adjusted upwards after the EAR, sometimes be adjusted downwards or remain unchanged.

Individual EAR requests can be made by the learners by accessing the Nebosh website and filling up the online form and payment can be done using credit card.

Learning partner can also request for EAR on the candidate's behalf. If the EAR results in an upward regarding of a unit (e.g. from refer to pass) a revised URN will be issued and any relevant re registration fee will be reimbursed. If you are not satisfied with the results of the EAR, you can appeal. It must be accompanied by evidence, otherwise will be rejected.

### EAR fees

EAR1( clerical check)-17 GBP

EAR2( Remark)- 112 GBP





**SANTHOSH KUMAR**  
MANAGING DIRECTOR



**JAGANNATH T NAIR**  
GENERAL MANAGER



**SARANYA SIBIN**  
ACADEMIC MANAGER



**JOY PAPPACHAN**  
TECHNICAL TRAINER



**GIREESH SURESH**  
SENIOR QHSE SPECIALIST TRAINER



**P BALAKRISHNAN NAIR**  
SAFETY CONSULTANT AND COACH



**EMMANUEL FERNANDEZ**  
CMIOH TRAINER



**SAJEEESH**  
TRAINER



**ANOOP PRAKASH NAIR**  
TRAINER

## NEBOSH POLICIES AND PROCEDURES

Please find the link below to know information about NEBOSH Policies and Procedures.  
<https://www.nebosh.org.uk/policies-and-procedures/>

## NEBOSH LEARNER TERMS AND CONDITIONS

Please follow the link to know the terms and conditions.  
<https://www.nebosh.org.uk/policies-and-procedures/learner-terms-and-conditions/>  
Please click on the link for IGC resources  
<https://www.nebosh.org.uk/qualifications/international-general-certificate/#resources>

## PETROTECH TERMS AND CONDITIONS

As a Learning Partner, we will:

- Outline the aims and objectives of the course with you;
- Ensure that the appropriate number of teaching hours are taught to you for your course;
- Provide suitable study materials to use relevant to your course, at the appropriate times;
- Provide a learning environment conducive to learning;
- Do our best to ensure that course materials conform to the syllabus of the examining body;
- Assess your learning and understanding through questioning techniques and exercises. (Formative assessment)
- Encourage your study by monitoring your progress in study and by giving feedback
- Answer your Questions / doubts within a reasonable period of time. (Within 48 hours)
- Provide you with access to appropriate expertise to support you during your course;
- Lesson Plan for allowing learner's different abilities & styles. Physical support where needed
- Agree suitable contact arrangements and times between yourself and our tutor;
- Remind you if assignments have not been submitted by agreed deadlines;
- Return assessed work to you within agreed times;
- Provide constructive and individual feedback on your progress;
- Deal with any difficulties highlighted promptly and fairly;
- Send you a copy of the complaints procedure on request;
- Operate an equal opportunities policy;
- Allow learner to defer a course/fee that they have paid for to later start date (Allow to sit in a later batch/later exam as per the convenience of the learner);
- Allow learner to have access to the learner management portal and tutor support until the student writes the exam or re-sit the exam.
- Provide course counsellor's availability for any of the questions the learner may have;
- Advice you on how to access NEBOSH / IOSH / Petrotech website, Learning Platform and support materials available.
- Allow learners for extra class session attendance for any of the portions they missed or they wanted to attend again in the subsequent batches.



As a Learner, you should

- Ensure that all fees are paid by the agreed times
- Inform reason if you cannot complete the qualification
- Never share the course materials with any other individual or organizations and publish the course materials in any way of sharing in websites, radio, TV or any other form of publication or dissemination;
- Behave gently and courteously with the staff and co-students;
- Undertake sufficient private study to maintain progress on your learning programme;
- Complete any and all homework or exercises (Formative Assessments) given by the trainer.
- Inform your tutor of any learning difficulties (allow for learner's different abilities and styles) or other relevant issues that may affect your ability to successfully complete the course
- Inform your tutor/ course counsellor if you feel that special consideration should be given to you when the paper is marked
- Inform us of any issues or concerns (complaints) you have, if you are not satisfied with the service provided, you also have the right to contact NEBOSH ,Ofqual, SQA directly.
- Understand that Petrotech's study materials / online class tutorials shall not be copied and shared with anyone which may attract legal actions.
- Shall not collaborate or copy work of others during the examinations
- Understand the commitment required to complete the course successfully ;
- That I have read and understood the terms and conditions.

## REFUND PROCEDURE

**REFUND PROCEDURE:** The following policy will apply to all terminations for any reason, by either party, including delegate decision, course or program cancellation. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the accreditation body (eg: NEBOSH/IOSH/IRCA/BCSP etc) for examination registration. The applicant shall be entitled to a refund of all money paid.
- A delegate (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement but classes have not yet started. In this case all money collected by the institute shall be refunded.
- If the delegate cancels their registration no later than four weeks before the commencement of course date, they shall incur a charge of INR 2000/- as administrative fee.
- For all the international courses, once the registration is done with the accreditation bodies the registration fees are non-refundable. Course fees are partially refundable.

- For some international courses if the delegate is absent to the assessment/examination the delegate has to submit the reason and detailed report to the accreditation body. If the accreditation body approves then the fees paid is partially refundable.

- For delegates who enroll and begin classes but withdraw prior to course completion

(After three business days of signing the contract), the following schedule of tuition earned by the Company applies.

- A student will qualify for a 100% refund of the examination registration fee if they are withdrawn prior to the examination closing date.

Percentage of scheduled time enrolled to total course/program	Total fees to be retained by company
0.01%- 09.9%	30%
10- 29.9%	45%
30-49.9%	75%
50% and over	100%

## 11. CONCERNS, QUERIES, REFUNDS AND COMPLAINTS

You are welcome to share any query or concerns regarding anything related to the course or conduct of the course, during or after the course.

Our policies are explained during the registration process and also during induction process. You may contact Course counsellor for any help regarding the same.

**Course counsellor: +91 9497117541**

Please note that all complaints should be in writing addressed to Course counsellor. We have an investigation procedure which will be conducted on receiving the complaint and written response will be provided to you on completion of investigation. Please address all your complaints to [info@petrotechsafety.com](mailto:info@petrotechsafety.com)