



nebosh

LEARNING
PARTNER

GOLD 1013

PETROTECH SAFETY SOLUTIONS

NEBOSH PSM

COURSE HANDBOOK

2026 FEBRUARY



IRCA



HKV IELTS



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, RMS 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 workplace and reflect in their professional style.

COURSE HANDBOOK

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 HSE CERTIFICATE IN PROCESS SAFETY MANAGEMENT

This Certificate course is most suited for People from all around the world who work in process industries, such as oil and gas refining, chemicals, plastics and pharmaceuticals manufacturing. Given the hazardous nature of these industries, this qualification has been designed to provide managers, supervisors and safety professionals with information about how process safety differs from occupational health and safety. It will equip them with the knowledge to be able to contribute to the effective management of process safety within their organizations.

The NEBOSH HSE Certificate in Process Safety Management is designed to provide a sound breadth of knowledge that will allow you to contribute to the effective management of process safety risks.

MODES OF STUDY:

Taught (face-to-face)
Open, distance, part-time or block release

SYLLABUS SUMMARY

Units	Assessment Methodology	Duration of assessment
Unit PSM1: Process safety management <ul style="list-style-type: none"> • Process safety management • Management process risk • Process safety hazard control • Fire and protection emergency response 	Multiple-choice examination	90 minutes

DURATION

A program of study needs to be based around a minimum of 28 taught hours and approximately 20 hours of private study for an overall total of 48 hours.

We offer part-time/evening batches designed to accommodate the schedules of working professionals, ensuring they can complete the required study hours conveniently.

NATIONAL LEARNING HOURS

Unit prefixes and title/s	Taught Hours	Private Study Hours	Assessment Hours	Total Hours
Unit PSM1: Process safety management	28 hours	20 hours	1.5 hours	49.5 hours

RECOGNITION OF THE PROGRAM:

SCQF Level 7 with 5 credits (Comparable to RQF Level 4)

EXAMINATION AND CLASS START DATES:

Unit	Program Evening/ Weekend Batch Start Dates	Assessment date	Results notification date
Unit PSM1	Wednesday 17 December 2025	Wednesday 28 January 2026	Wednesday 18 February 2026
Unit PSM2	Wednesday 28 January 2026	Wednesday 25 February 2026	Thursday 18 March 2026
Unit PSM3	Wednesday 25 February 2026	Wednesday 25 March 2026	Friday 17 April 2026
Unit PSM4	Wednesday 25 March 2026	Wednesday 22 April 2026	Thursday 14 May 2026
Unit PSM5	Wednesday 22 April 2026	Wednesday 27 May 2026	Wednesday 17 June 2026
Unit PSM6	Wednesday 27 May 2026	Wednesday 24 June 2026	Wednesday 15 July 2026
Unit PSM7	Wednesday 24 June 2026	Wednesday 22 July 2026	Wednesday 12 August 2026
Unit PSM8	Wednesday 22 July 2026	Wednesday 26 August 2026	Thursday 17 September 2026
Unit PSM9	Wednesday 26 August 2026	Wednesday 23 September 2026	Wednesday 14 October 2026
Unit PSM10	Wednesday 23 September 2026	Wednesday 28 October 2026	Wednesday 18 November 2026
Unit PSM11	Wednesday 28 October 2026	Wednesday 25 November 2026	Wednesday 16 December 2026
Unit PSM12	Wednesday 25 November 2026	Wednesday 16 December 2026	Thursday 14 January 2027

DELIVERY METHODS

Virtual Delivery / Online mode (Trainer led programs).

Our state-of-the-art Learning Management System (LMS) allows students to interact seamlessly with trainers and fellow students, facilitating discussions and topic analyses. You can attend formative assessments, receive feedback, and seek any necessary support from our staff.

Our LMS is globally recognized for its excellence, enabling you to interact with peers and instructors at your convenience. You can easily monitor your study progress and achievements directly from your device, ensuring a comprehensive and engaging learning experience.

ASSESSMENT RESULTS

Assessments are marked by NEBOSH. Learners will receive a 'Pass' (60% or higher) or 'Refer' (59% or lower) for their assessments

You will receive results /Qualification parchments within 20 working days of the date of the assessment.

COURSE FEE: INR 50,000/-

The Fee Includes:

- Training sessions
- Cost of Study Materials
- NEBOSH Examination Fees (one-time)
- Online Access to Learning Management System Portal and Resources

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/nebosh-hse-certificate-in-process-safety-management/>

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

General Manager & 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 several 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
Email: jagantnair@petrotechsafety.com



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

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.

DEFERMENT

1. For any reasons, a course is deferred or rescheduled by Petrotech, the student shall be allowed to attend in the subsequent batch
2. For any valid personal reasons a student has to defer his/her studies in the batch enrolled, they shall be allowed to join in any of the subsequent batches

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%

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

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 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.

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.