



LEARNING
PARTNER

SILVER 1482

PDIMT INTERNATIONAL FIRE AND
INDUSTRIAL SAFETY ENGINEERING

NEBOSH

International General Certificate

Learner's Hand Book

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PDIMT International Fire and Industrial Safety Engineering NEBOSH Learner's Handbook

Welcome Message

A very warm welcome to the **PDIMT**, our goal is to empower learners to become competent professionals who promote safe and healthy workplaces across all industries. Workplace safety is not just a requirement—it is a shared responsibility that protects lives, fosters well-being, and supports sustainable organizational growth.

Throughout this program, our dedicated instructors and support staff will guide and support you in achieving your professional goals. We encourage **open discussions, active participation, and knowledge sharing** to create a rich and engaging learning experience for everyone.

We look forward to witnessing your growth as future leaders in occupational health and safety. Together, we will strive to make workplaces safer, healthier, and more secure for all.

Welcome once again to the **NEBOSH International General Certificate (IGC) Program**—PSM, HSA Let's begin this transformative journey together!

The **NEBOSH International General Certificate (IGC)** is one of the most highly regarded qualifications in occupational health and safety worldwide. It provides the essential knowledge, practical skills, and professional confidence needed to effectively manage health and safety responsibilities across all types of organizations.

This qualification serves as a **foundation for advanced studies** in occupational health and safety and is recognized by leading professional bodies such as:

- **IOSH** – Institution of Occupational Safety and Health
- **IIRSM** – International Institute of Risk and Safety Management

Key Highlights

- **Global Recognition:** NEBOSH IGC-qualified professionals are respected worldwide for their commitment to health and safety, making them highly sought after for HSE roles.
- **Career Foundation:** The NEBOSH IGC is the **first step and a strong foundation** for a lifelong and rewarding career in health and safety.
- **Professional Growth:** This qualification **opens doors to global opportunities**, career advancement, and professional recognition

VISION

To be the leading centre of excellence in safety education and training, fostering a culture of prevention, protection, and preparedness worldwide. To build a world where every worker returns home safe and healthy every day.

MISSION :

Our mission is to enhance workplace safety by providing high-quality education, certification, and consultancy services that uphold international standards and best practices.

We strive to cultivate a proactive safety culture across all industries through continuous learning and innovation.

1. Why PDIMT

- A strategic focus on long-term relationships and results.
- Complete customization of training programs to include all relevant company policies, procedures and key objectives
- Together, we will create an organizational climate which will sustain our efforts
- Team work, Innovation and Continuous improvement
- Will keep things practical and simple.

1.2 At a glance

We asked thousands of leading experts and organizations what workplaces needed in health and safety professionals to ensure the NEBOSH International General Certificate covers the skills they need.

That's why it:

- Focuses on key skills that are essential for the workplace
- Follows the international framework of agreed best practice and ISO standards
- Is flexible to the style of any learner; it can be studied by eLearning, face to face, block or day re-lease
- Study hours, making it possible for fast track learners to complete it in 10 days
- It is offered by Learning Partners around the world

1.3 Benefits for learners

The IGC looks at everyday solutions for general workplace health and safety issues. When you have completed the qualification, you will be able to:

- Justify the need for health and safety improvements;
- Advise on duties for health and safety in the workplace; help your organization to manage contractors;
- Work within a health and safety management system; Positively influence health and safety culture and behavior.
- carry out a general risk assessment (using a 5-step approach) of your workplace;
- Recognize workplace changes and their impacts and understand how to minimize these impacts;
- develop basic safe systems of work that include emergency arrangements and know when to use a permit-to-work system;
- take part in incident investigations; and
- Help your employer check the effectiveness of their health and safety management system through monitoring, auditing and review.
- Develop, promote & communicate an effective health and safety culture in an organization
- Identify the key features of a health & safety policy, the preparations & performance review of a health & safety audit
- Understand the importance of proactive and reactive health and safety monitoring measures
- Identify hazards in the workplace & carry out risk assessments, record findings & review procedures
- Advise on strategies for controlling hazards, reducing risks & applying safe systems of work
- Identify fire hazards & consequential risks, advise on measures to minimize fire risks & develop fire procedures
- Identify ill health effects of physical processes of work & the environment & recommend suitable measures to combat risks
- Explain the processes & procedures for investigating & reporting accidents at work

1.4 Benefits for employers

When you achieve the **NEBOSH International General Certificate (IGC)**, PSM, HSA you become a valuable asset to your employer and organization.

Your knowledge, understanding, and practical skills will enable you to make a **real difference in the workplace** by promoting safer working environments and reducing risks. With your expertise, you will be able to:

- **Protect the health and safety of all workers**, helping to prevent incidents, injuries, and work-related illnesses.



- **Support your employer in complying with legal requirements** and implementing recognized best practices in occupational health and safety.
- **Reduce the financial and operational costs** associated with workplace accidents, ill health, and disruptions.
- **Enhance organizational reputation and employee morale** by fostering a proactive safety culture.

By contributing to a safer and more efficient workplace, you not only safeguard people but also held a more sustainable and successful organization.

2. Program Objectives

The **Occupational Health and Safety Qualification Program** is designed to equip learners with the **knowledge, skills, and tools** required to ensure a safe and healthy work environment.

2.1. Comprehensive Understanding

Gain an in-depth understanding of occupational health and safety principles, regulations, and best practices. Learn to identify workplace hazards and implement effective control measures.

2.2. Skill Development

Develop practical skills in conducting risk assessments, creating safety policies, and implementing control systems to manage occupational risks.

2.3. Legal Compliance

Understand and apply national and international health and safety regulations to ensure organizational compliance with relevant standards.

2.4. Promoting a Safety Culture

Learn how to cultivate and promote a **safety-first culture** in your organization through effective communication, employee engagement, and leadership.

2.5. Emergency Preparedness

Acquire the skills to respond effectively to workplace emergencies and implement appropriate emergency management procedures.

2.6. Continuous Improvement

Develop the ability to review, evaluate, and continuously improve workplace safety systems in response to evolving conditions and emerging risks.

3. Overview of NEBOSH Qualifications

The **National Examination Board in Occupational Safety and Health (NEBOSH)** offers internationally recognized qualifications that enhance professional competence in workplace health and safety management.

3.1. NEBOSH Qualification Structure

3.1.1. Award Level

- **Duration:** A few days to a few weeks
- **Format:** In-person or online
- **Features:** Ideal for beginners seeking basic safety awareness
 - Covers specific or introductory topics
 - Focused on hazard recognition and best practices

3.1.2. Certificate Level

- **Duration:** Several weeks to a few months
- **Format:** In-person or online
- **Features:**
 - Designed for managers, supervisors, and safety officers
 - Covers core health and safety management principles
 - Emphasizes risk assessment and control measures

3.1.3. Diploma Level

- **Duration:** Several months to one year or more
- **Format:** Classroom or blended learning
- **Features:**
 - Advanced qualification for experienced safety professionals
 - Focus on legal compliance, leadership, and strategic management
 - Recognized globally by employers and professional bodies

3.1.4. Additional Notes

1. NEBOSH qualifications cater to various industries such as general safety, construction, oil and gas, and environmental management.
2. Assessments may include written examinations and practical assignments.
3. NEBOSH courses are delivered through accredited Learning Partners worldwide.
4. NEBOSH credentials are highly valued globally and enhance career opportunities.
5. Course content and structure may vary slightly by provider and syllabus updates.

3.1.5 How to answer the questions ?

You could gain more marks by following these best practice steps:

- Read through the scenario and familiarize yourself with the content.
- Read through it again and highlight or underline the key areas within the scenario.

- Read through the questions and highlight the key words in the question. For example: “Discuss the moral argument for implementing safety and health.” The focus is on “discuss” and “moral.” So, you need to ensure your answers are written in full paragraphs, not just bullet points. We recommend writing a minimum of 300 words for each question (approx. for a 10-mark question) to make sure you go into the right amount of depth. Do not use financial or legal arguments in your answers, as you will not get any marks for this.
- The word count for the full paper is 3,000 words with an allowance of 10%. Distribute the word count according to the marks available across all tasks i.e., if an answer is worth more marks, you should allocate a larger word count than the smaller value questions.
- When answering, start with some key words to help structure your answer, e.g. for moral arguments you may use the, “effects of an accident, injury and ill health.”
- Then go back and formulate your discussion, relating it to the key points in the scenario do not quote the scenario word for word.
- Do not copy and paste answers from textbooks or the web. All answers must be in your own words. If you do use any material word for word from your textbooks or the web, then you MUST reference it as the bottom of the paper.

3.1.6 The day of the exam

On the exam day, you will hopefully be fully prepared and ready — that includes downloading the question paper. Don’t forget, you have 24 hours to complete the exam, so use the time wisely.

To avoid plagiarism, make sure you reference any quotes or comments taken directly from your study materials or online sources. You can add references to the end of your paper. We suggest that you keep referencing to a minimum, as the majority of your answers should be in your own words.

Follow all the instructions for uploading and submitting your answers. You can update, your submission at any point until the exam deadline, after which the option will be unavailable.



NEBOSH General Certificate OBE Exam Schedule

Examinations

Confirmation of registration for IG1 digital assessment

Once Learning Partner has registered you to a digital assessment, NEBOSH will send you a Confirmation of Registration email that includes your learner number, and important information relating to your digital assessment. Please ensure that you check your name is spelt correctly and report this to learning partner and NEBOSH if any changes are required. If you have not received this email please remember to check your spam folders.

Login details

Following receipt of your Confirmation of Registration email for your digital assessment, NEBOSH will send you a further email containing your Username and Password for the NEBOSH online examination platform. If you have not received this email please remember to check your spam folders.

Examination dates

IG1 (2018 specification) and GIC1 (2025 specification) - Learners will have 24 hours to access, complete and submit their digital assessment starting from 11am (UK time) on the examination date.

IG1 and GIC1 is available in English, Arabic, French, Portuguese (European), Russian, Spanish (European) and Turkish, however language options will not be available for all sittings.

We have confirmed the following dates for IG1 and GIC1 assessments:

Unit	Examination date	Results notification date
IG1 (English only)	Wednesday 08 April 2026	Friday 19 June 2026
GIC1 (English only)	Wednesday 08 April 2026	Friday 03 July 2026
IG1 (English only)	Wednesday 06 May 2026	Thursday 16 July 2026
GIC1 (English only)	Wednesday 06 May 2026	Thursday 30 July 2026
IG1 (all available languages)	Wednesday 03 June 2026	Wednesday 12 August 2026
GIC1 (all available languages)	Wednesday 03 June 2026	Wednesday 26 August 2026
IG1 (English only)	Wednesday 08 July 2026	Thursday 17 September 2026
GIC1 (English only)	Wednesday 08 July 2026	Thursday 01 October 2026
IG1 (English only) *	Wednesday 05 August 2026	Thursday 15 October 2026
GIC1 (English only)	Wednesday 05 August 2026	Thursday 29 October 2026
GIC1 (all available languages)	Wednesday 09 September 2026	Wednesday 18 November 2026
GIC1 (English only)	Wednesday 07 October 2026	Wednesday 16 December 2026
GIC1 (English only)	Wednesday 04 November 2026	Thursday 21 January 2027
GIC1 (all available languages)	Wednesday 02 December 2026	Thursday 04 March 2027

The final assessment date for IG1 (2018 specification) is 05 August 2026, which is an English language option only.

[Find out more about digital assessments for certificate qualifications.](#)

GIC2 - (2025 specification) This is a practical assessment where learners will complete a risk assessment and develop an action plan for their workplace. Please speak to your Learning Partner for further information and submission dates.

IG2 - (2018 specification) This is a practical assessment where learners will complete a risk assessment and develop an action plan for their workplace. The final assessment date for this unit is 6 August 2026. Please speak to your Learning Partner for further information and submission dates.

You will be able to submit your Practical Assessment up to midnight (UK time) of the submission deadline. If you are submitting your Practical Assessment outside of the UK you will need to make sure you consider any time zone differences.

Unit	Submission deadline	Results notification date
GIC2 (English only)	Wednesday 22 April 2026	Friday 03 July 2026
GIC2 (English only)	Wednesday 20 May 2026	Thursday 30 July 2026
GIC2 (all available languages)	Wednesday 17 June 2026	Wednesday 26 August 2026
GIC2 (English only)	Wednesday 22 July 2026	Thursday 01 October 2026
GIC2 (English only)	Wednesday 19 August 2026	Thursday 29 October 2026
GIC2 (all available languages)	Wednesday 23 September 2026	Wednesday 02 December 2026
GNC/GIC2 (English only)	Wednesday 21 October 2026	Thursday 07 January 2027
GIC2 (English only)	Wednesday 18 November 2026	Thursday 04 February 2027
GIC2 (all available languages)	Wednesday 16 December 2026	Thursday 04 March 2027

4. COURSE OVERVIEW

4.1 How is it assessed?

This modern qualification combines activities, learning and interactive materials to provide you with an interesting and engaging experience. It focuses on key skills that means you can instantly apply the knowledge you gain and add value to your organization.

The two step assessment process, which checks what you *know* and *can do*, consists of:

- An open book examination
- A practical risk assessment

4.2 What is an Open Book Exam (OBE)?

An OBE is an examination that allows candidates to use study materials and research resources, such as the web, to when answering questions.

OBEs are commonly used in colleges and universities, and they are a valid means of assessment. In no way will it diminish the quality or standard of your qualification. The OBE will now be the only formal assessment option for the General Certificate in the future.



The NEBOSH open book exam paper consists of two parts. Part one being a scenario; part two being the questions. Below are some tips on how to answer the scenario- based questions.

You have 24 hours to complete the examination, giving you as much time as you need to complete your answers. What's more, this time does not have to be all in one go; you can spread it over the 24 hours, or you can do it in one sitting. Most students complete the OBE in around 4 hours.

- **Course Title:** NEBOSH International General Certificate (IGC)
- **Course Duration:** 16 Days
- **Mode of Training:** Virtual (Zoom Meetings)
- **Recommended Study Hours:** 64 Hours

5. Course Content

The NEBOSH IGC consists of two units that combine theoretical understanding with practical application.

Syllabus Summary

Unit GIC1: Management of health and safety (Question Paper)

Element	Recommended tuition hours	Recommended self-study hours	Assessment
1 Why we should manage workplace health and safety	3	20	Open book examination (OBE) Unit GIC1: Management of health and safety Elements 1.1, 1.2, 2 and 3 are also assessed by the practical assessment (Unit GIC2)
2 How health and safety management systems work and what they look like	3		
3 Managing risk – understanding people and processes	12		
4 Health and safety monitoring and measuring	6		



Unit GIC2: Risk Assessment (Practical Assessment)

Element		Recommended tuition hours	Recommended self-study hours	Assessment
5	Physical and psychological health	7	20	Practical assessment Unit GIC2: Risk assessment
6	Musculoskeletal health	5		
7	Chemical and biological agents	6		
8	General workplace issues	9		
9	Work equipment	5		
10	Fire	4		
11	Electricity	3		





Learning outcomes and assessment criteria

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Understand how to justify health and safety improvements using moral, financial and legal arguments	1.1-1.2	Discuss the moral, financial and legal reasons for managing health and safety in the workplace Recognise how health and safety is regulated	GIC1, GIC2
Understand when the main duties for health and safety apply to the workplace and the important role that contractors undertake in the workplace and how they should be managed	1.3	Recognise the main health and safety duties of different groups of people at work Describe how contractors should be selected, monitored and managed	GIC1
Work within a health and safety management system, and know what an effective health and safety policy should look like	2.1-2.2	Identify the key components of a health and safety management system (ISO 45001 and ILO-OSH2001) Recognise the benefits and limitations of different types of health and safety management systems Recognise the key components of an effective health and safety policy	GIC1, GIC2
Positively influence health and safety culture and behaviour to improve performance in their organisation	3.1-3.3	Recognise how health and safety culture influences performance Recognise how to improve health and safety culture at work Outline how human factors influence behaviour in a way that can affect health and safety	GIC1, GIC2
Assess general workplace risks	1.1 1.2 3.4 (5-11)	Apply the principles of the risk assessment process and Produce a suitable and sufficient risk assessment	GIC1, GIC2

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Understand the impact of workplace changes and on health and safety and how these can be managed	3.5	Describe how change can have significant health and safety impacts and how to manage those impacts	GIC, GIC2
Develop safe systems of work and emergency procedures, and know how to use them appropriately	3.6-3.8	<p>Outline what to consider when developing and implementing a safe system of work for general work activities</p> <p>Identify the role, function and operation of a permit-to-work system</p> <p>Understand typical emergency procedures (including training and testing), and how to decide what level of first aid is needed in the workplace</p>	GIC, GIC2
Take part in incident investigations	4.1	Recognise why and how incidents should be investigated, recorded and reported	GIC1
Help their employer to monitor the effectiveness of their health and safety management system	4.2-4.4	<p>Recognise how to monitor the effectiveness of management systems</p> <p>Recognise why and how audits are used to evaluate a management system</p> <p>Recognise why regular reviews of health and safety performance are needed and how they are carried out</p>	GIC1
Understand a range of common workplace hazards and their associated risks and recommend suitable control measures.	5-11	<p>Describe hazards present in the workplace and associated risks</p> <p>Outline existing control measures Evaluate existing control measures</p> <p>Explain suitable additional control measures</p>	GIC2

Syllabus content

Use of the term ‘incident’

There are various terms that can be used interchangeably when referring to incidents. This includes accident (generally used when there has been actual harm/ill-health/damage caused) or near miss/close call (generally used when there has been the potential for harm/ill-health/damage to be caused but it did not actually occur in that instance).

NEBOSH has, therefore, adopted the approach taken in the ‘Occupational health and safety management systems’ (ISO 45001) standard in that an incident is: ‘An event that happens in the workplace that causes (or has the potential to cause) harm, injury, ill-health or damage’.

When the term ‘incident’ is used in an assessment, the context of the question and other supporting information will provide context for the term. For example, if a question in a scenario-based assessment is asking about the outcome of an incident, information will be provided in the scenario to give context. This could be something like ‘the worker fell from a ladder and broke their leg’.

The term ‘accident’ may still occur in the syllabus if this is a recognised term or part of a title, eg, Reason’s model of accident causation etc.

Element 1: Why we should manage workplace health and safety	
1.1	<p>Morals and money</p> <ul style="list-style-type: none"> • Moral and societal expectations of good standards of health and safety <ul style="list-style-type: none"> > The right to a safe and healthy working environment (ILO Declaration on Fundamental Principles and Rights at Work) • The financial cost of incidents (insured and uninsured costs, direct and indirect costs).
1.2	<p>Regulating health and safety</p> <ul style="list-style-type: none"> • What enforcement agencies do and what happens if you don’t comply • The part played by international standards (like ISO 45001) • The International Labour Organisation’s (ILO) Convention C155 and Recommendation R164: <ul style="list-style-type: none"> > employers’ responsibilities (C155 Article 16 and R164 recommendation 10) > workers’ responsibilities and rights (C155 Article 19 and R164 recommendation 16) • Where you can find information on national standards.
1.3	<p>Who does what in organisations</p> <ul style="list-style-type: none"> • Roles of directors/managers/supervisors • How top management can demonstrate commitment by: <ul style="list-style-type: none"> > making resources available to design, implement and maintain the occupational health and safety management system

Element 1: Why we should manage workplace health and safety

1.3

- > defining roles and responsibilities
- > appointing senior managers with specific responsibility for health and safety
- > appointing competent people (internal and external, including specialists) to help the organisation meet its health and safety obligations
- > reviewing health and safety performance
- Responsibilities of organisations who share a workplace to work together on health and safety issues (C155 Article 17, R164 Recommendation 11)
- How clients and contractors should work together:
 - > the duties they owe each other ('Safety and health in construction', ILO Code of Practice - Chapter 2)
 - > effective planning and co-ordination of contracted work
 - > pre-selection and management of contractors.

Element 2: How health and safety management systems work and what they look like

2.1 Key components of health and safety management systems

- The structure of a health and safety management system: the 'Plan, Do, Check, Act' model (see ISO 45001 and ILO-OSH2001)
- The benefits and limitations of having formal/certified and informal health and safety management system.

2.2 Key components of a health and safety policy

- The occupational health and safety policy (see clause 5.2 ISO 45001:2018):
 - > role
 - > typical content
 - > proportionate to the needs of the organisation
- Responsibilities – all workers at all levels of an organisation have responsibility for health and safety
- Practical arrangements for making it work:
 - > setting overall objectives and quantifiable targets (specific, measurable, achievable, reasonable, timebound – SMART principles)
 - > the importance of stating the organisation's arrangements for planning and organising, controlling hazards, consultation, communication, monitoring compliance, assessing effectiveness
- Keeping it current: when you might need to review, including passage of time, technological, organisational or legal changes, and results of monitoring.

Element 3: Managing risk - understanding people and processes

3.1 Health and safety culture

- Meaning of the term 'health and safety culture'
- Relationship between health and safety culture and health and safety performance
- Indicators of an organisation's health and safety culture:
 - > incidents, absenteeism, sickness rates, worker turnover, level of compliance with health and safety rules and procedures, complaints about working conditions
- Influence of peers on health and safety culture.

3.2 Improving health and safety culture

- The impact of the following on health and safety culture:
 - > Gaining commitment of management
 - > Leadership involvement in health and safety and appropriate use of disciplinary procedures
 - > Competent workers (including the role of training)
 - > Good communication within the organisation:
 - benefits and limitations of different methods of communication (verbal, written and graphic)
 - use and effectiveness of different types of internal communication
 - co-operation and consultation with the workforce and contractors, including:
 - » benefits of worker participation (including worker feedback)
 - » the role of health and safety committees.

3.3 How human factors influence behaviour positively or negatively

- Organisational factors, including: culture, leadership, resources, work patterns, communications
- Job factors, including: task, workload, environment, display and controls, procedures
- Individual factors, including: competence, skills, personality, attitude and risk perception
- Link between individual, job and organisational factors.

3.4 Assessing risk

- Meaning of hazard, risk, risk profiling and risk assessment
- Risk profiling: What is involved? Who should be involved? The risk profiling process
- Purpose of risk assessment and the 'suitable and sufficient' standard it needs to reach (see HSG65: 'Managing for health and safety')

Element 3: Managing risk - understanding people and processes

- 3.4**
- A general approach to risk assessment:
 - > identify hazards:
 - sources and form of harm; sources of information to consult; use of task analysis, legislation, manufacturers' information, incident data, guidance
 - identify people at risk, including workers, contractors, visitors and public
 - > assess the risk (taking account of what you already do) and decide if you need to do more:
 - likelihood of harm and probable severity
 - possible acute and chronic health effects
 - risk rating
 - > control the risks:
 - principles to consider when controlling risk (section 3.10.1 ILO-OSH 2001 – 'Guidelines on occupational safety and health management systems')
 - practical application of the principles – applying the general hierarchy of control (clause 8.1.2 of ISO 45001)
 - application based on prioritisation of risk
 - use of guidance; sources and examples of legislation
 - applying controls to specified hazards
 - residual risk; acceptable/tolerable risk levels
 - distinction between priorities and timescales
 - > record findings
 - > review the controls
 - Application of risk assessment for specific types of risk and special cases:
 - > examples of when and why they are required, including fire, display screen equipment, manual handling, hazardous substances, noise
 - > why specific risk assessment methods are used for certain risks – to enable proper, systematic consideration of all relevant issues that contribute to the risk
 - > special case applications to young people, expectant and nursing mothers; also consideration of disabled workers and lone workers.

Element 3: Managing risk - understanding people and processes

3.5 Management of change

- Typical types of change faced in the workplace and the possible impact of such change, including: construction works, change of process, change of equipment, change in working practices (cross-reference 5.4)
- Managing the impact of change:
 - > communication and co-operation
 - > risk assessment
 - > appointment of competent people
 - > segregation of work areas
 - > amendment of emergency procedures
 - > welfare provision
- Review of change (during and after).

3.6 Safe systems of work for general work activities

- Why workers should be involved when developing safe systems of work
- Why procedures should be recorded/written down
- The differences between technical, procedural and behavioural controls
- Developing a safe system of work:
 - > analysing tasks, identifying hazards and assessing risks
 - > introducing controls and formulating procedures
 - > instruction and training in how to use the system
- Monitoring the system.

3.7 Permit-to-work systems

- Meaning of a permit-to-work system
- Why permit-to-work systems are used
- How permit-to-work systems work and are used
- When to use a permit-to-work system, including: hot work, work on non-live (isolated) electrical systems, machinery maintenance, confined spaces, work at height.

Element 3: Managing risk - understanding people and processes

3.8 Emergency procedures

- Why emergency procedures need to be developed
- What to include in an emergency procedure
- Why people need training in emergency procedures
- Why emergency procedures need to be tested
- What to consider when deciding on first aid needs in a workplace:
 - > shift patterns
 - > location of site
 - > activities carried out
 - > number of workers
 - > location relative to hospitals/emergency services.

Element 4: Health and safety monitoring and measuring

4.1 Investigating and reporting incidents

- The different levels of investigations: minimal, low, medium and high (see HSG245)
- Basic incident investigation steps:
 - > step one: gathering the information
 - > step two: analysing the information
 - > step three: identifying risk control measures
 - > step four: the action plan and its implementation
- How occupational accidents and diseases are recorded and notified by the organisation (Recording and notification of occupational accidents and diseases, ILO Code of Practice – chapters 4–7)

4.2 Active and reactive monitoring

- The differences between active and reactive monitoring
- Active monitoring methods (including health and safety inspections, sampling and tours) and their usefulness:
 - > differences between the methods; frequency; competence and objectivity of people doing them; use of checklists; allocation of responsibilities and priorities for action
- Reactive monitoring measures (including ill health, incident data, and incident investigations) and their usefulness
- Why lessons need to be learnt from beneficial and adverse events
- The difference between leading and lagging indicators.

Element 4: Health and safety monitoring and measuring

4.3 Health and safety auditing

- Definition of the term 'audit' (clause 3.32, ISO 45001:2018)
- Why health and safety management systems should be audited, including:
 - > negative: identifying failing of a management system
 - > positive: organisational learning and assurance
- Difference between audits and inspections
- Types of audit: product/services, process, system
- Advantages and disadvantages of external and internal audits
- The audit stages:
 - > notification of the audit and timetable for auditing
 - > pre-audit preparations, including competent audit team, time and resources required
 - > information gathering
 - > information analysis
 - > completion of audit report.

4.4 Review of health and safety performance

- Why health and safety performance should be reviewed
- What the review should consider:
 - > level of compliance with relevant legal and organisational requirements
 - > incident data, corrective and preventive actions
 - > summarised results of inspections, tours and sampling
 - > absences and sickness
 - > quality assurance reports
 - > audit results
 - > monitoring data/records/reports
 - > external communications and complaints
 - > results of participation and consultation
 - > whether objectives have been met
 - > actions from previous management reviews
 - > legal/good practice developments
 - > assessing opportunities for improvement and the need for change
- Reporting on health and safety performance
- Feeding review outputs into action and development plans as part of continuous improvement.

Element 5: Physical and psychological health

5.1 Noise

- The physical and psychological effects of exposure to noise
- The meaning of commonly used terms: sound pressure, intensity, frequency, the decibel scale, dB(A) and dB(C)
- When exposure should be assessed; comparison of measurements to exposure limits established by recognised standards
- Basic noise control measures, including: isolation, absorption, insulation, damping and silencing; the purpose, use and limitations of personal hearing protection (types, selection, use, maintenance and attenuation factors)
- Role of health surveillance.

5.2 Vibration

- The effects on the body of exposure to hand–arm vibration and whole-body vibration
- When exposure should be assessed; comparison of measurements to exposure limits established by recognised standards
- Basic vibration control measures, including: alternative methods of working (mechanisation where possible); low-vibration emission tools; selection of suitable equipment; maintenance programmes; limiting the time workers are exposed to vibration (use of rotas, planning work to avoid long periods of exposure); suitable PPE
- Role of health surveillance.

5.3 Radiation

- The types of, and differences between, non-ionising and ionising radiation (including radon) and their health effects
- Typical occupational sources of non-ionising and ionising radiation
- The basic ways of controlling exposures to non-ionising and ionising radiation
- Basic radiation protection strategies, including the role of the competent person in the workplace
- The role of monitoring and health surveillance.

5.4 Mental ill-health

- The frequency and extent of mental ill-health at work
- Common signs of stress, depression, anxiety/panic attacks, post-traumatic stress disorder (PTSD)
- The causes of, and controls for, work-related stress (see the HSE's Management Standards):
 - > demands
 - > control
 - > support
 - > relationships
 - > role
 - > change

Element 5: Physical and psychological health

- | | |
|------------|---|
| 5.4 | <ul style="list-style-type: none">• Home–work interface: commuting, childcare issues, relocation, care of vulnerable relatives• Recognition that most people with mental ill-health can continue to work effectively, with appropriate support where necessary. |
| 5.5 | Violence at work <ul style="list-style-type: none">• Types of violence at work including: physical, psychological, verbal, bullying• Jobs and activities which increase the risk of violence, including: police, fire, medical, social workers, those in customer services, lone workers, those working with people under the influence of drugs and alcohol, those who handle money or valuables• Control measures to reduce risks from violence at work. |
| 5.6 | Substance abuse at work <ul style="list-style-type: none">• Risks to health and safety from substance abuse at work (alcohol, legal/illegal drugs and solvents)• Control measures to reduce risks from substance abuse at work. |

Element 6: Musculoskeletal health

- | | |
|------------|---|
| 6.1 | Work-related upper limb disorders <ul style="list-style-type: none">• Meaning of musculoskeletal disorders and work-related upper limb disorders (WRULDs)• Possible ill-health conditions from poorly designed tasks and workstations• Avoiding/minimising risks from poorly designed tasks and workstations by considering:<ul style="list-style-type: none">> task (including repetitive, strenuous)> environment (including lighting, glare)> equipment (including user requirements, adjustability, matching the workplace to individual needs of workers). |
| 6.2 | Manual handling <ul style="list-style-type: none">• Common types of manual handling injury• Good handling technique for manually lifting loads• Avoiding/minimising manual handling risks by considering the task, the individual, the load and the working environment. |
| 6.3 | Load-handling equipment <ul style="list-style-type: none">• Hazards and controls for common types of load-handling aids and equipment: sack trucks and trolleys; pallet trucks; people-handling aids; fork-lift trucks; lifts; hoists for loads and people; conveyors and cranes• Requirements for lifting operations using mechanically-operated load handling equipment:<ul style="list-style-type: none">> strong, stable and suitable equipment> positioned and installed correctly> visibly marked with safe working load |

Element 6: Musculoskeletal health

- 6.3**
- > lifting operations are planned, supervised and carried out in safe manner by competent persons
 - > special requirements for lifting equipment used for lifting people
 - Periodic inspection and examination/testing of lifting equipment.

Element 7: Chemical and biological agents

7.1 Hazardous substances

- Forms of chemical agent: dusts, fibres, fumes, gases, mists, vapours and liquids
- Forms of biological agents: fungi, bacteria and viruses
- Difference between acute and chronic health effects
- Health hazard classifications: acute toxicity; skin corrosion/irritation; serious eye damage/eye irritation; respiratory or skin sensitisation; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single and repeated exposure); aspiration hazard.

7.2 Assessment of health risks

- Routes of entry of hazardous substances into the body
- The body's defence mechanisms
- What needs to be taken into account when assessing health risks
- Sources of information:
 - > product labels
 - > safety data sheets (who must provide them and information that they must contain)
- Limitations of information used when assessing risks to health
- Role and limitations of hazardous substance monitoring.

7.3 Introduction to occupational exposure limits

- Purpose of occupational exposure limits
- Long-term and short-term limits
- Why time-weighted averages are used
- Limitations of exposure limits
- Comparison of measurements to recognised standards.

7.4 Control measures

- The need to prevent exposure or, where this is not reasonably practicable, adequately control it
- Common measures used to control exposure to hazardous substances ('Ambient factors in the workplace', ILO Code of Practice – chapters 4.3–4.5)
- Additional controls that are needed for substances that can cause cancer, asthma or genetic damage that can be passed from one generation to another.

Element 7: Chemical and biological agents

7.5 Specific agents

- Health risks, controls and likely workplace activities/locations where the following specific agents can be found:
 - > asbestos (excluding removal and disposal)
 - > blood-borne viruses
 - > carbon monoxide
 - > cement
 - > *Legionella*
 - > *Leptospira*
 - > silica
 - > wood dust.

Element 8: General workplace issues

8.1 Health, welfare and work environment

- Health and welfare:
 - > supply of drinking water, washing facilities, sanitary conveniences, accommodation for clothing, rest and eating facilities, seating, ventilation, heating and lighting
- The effects of exposure to extremes of temperature; control measures.

8.2 Working at height

- What affects risk from working at height, including vertical distance, fragile roofs, deterioration of materials, unprotected edges, unstable/poorly maintained access equipment, weather and falling materials
- Hierarchy for selecting equipment for working safely at height:
 - > avoid working at height by, for example, using extendable tools to work from ground level; assembly of components/equipment at ground level
 - > prevent a fall from occurring by using an existing workplace that is known to be safe, such as a solid roof with fixed guardrails; use of suitable equipment such as mobile elevating work platforms (MEWPs), scaffolds; work restraint systems
 - > minimise the distance and/or consequence of a fall, by collective measures such as safety nets and airbags installed close to the level of work, and personal protective measures such as fall-arrest systems
- Main precautions necessary to prevent falls and falling materials, including proper planning and supervision of work, avoiding working in adverse weather conditions
- Emergency rescue
- Provision of training, instruction and other measures

Element 8: General workplace issues

- | | |
|------------|--|
| 8.2 | <ul style="list-style-type: none">• General precautions when using common forms of work equipment to prevent falls, including: ladders, stepladders, scaffolds (independent tied and mobile tower), MEWPs, and guardrails• Prevention of falling materials through safe stacking and storage. |
| 8.3 | <p>Safe working in confined spaces</p> <ul style="list-style-type: none">• Types of confined spaces and why they are dangerous• The main hazards and associated risks with working within a confined space• What should be considered when assessing risks from a confined space• The precautions to be included in a safe system of work for confined spaces. |
| 8.4 | <p>Lone working</p> <ul style="list-style-type: none">• What a lone worker is and typical examples of lone working• Particular hazards of lone working• Control measures for lone working• What should be considered when assessing risks of lone working. |
| 8.5 | <p>Slips and trips</p> <ul style="list-style-type: none">• Common causes of slips and trips, including: uneven or unsuitable surfaces, trailing cables, obstructions in walkways, unsuitable footwear• Main control measures for slips and trips, including: non-slip surfaces, maintenance, housekeeping. |
| 8.6 | <p>Safe movement of people and vehicles in the workplace</p> <ul style="list-style-type: none">• Hazards to pedestrians:<ul style="list-style-type: none">> being struck by moving, flying or falling objects> collisions with moving vehicles> striking against fixed or stationary objects• Hazards from workplace transport operations (vehicle movement, non-movement)• Control measures to manage workplace transport:<ul style="list-style-type: none">> safe site (design and activity)<ul style="list-style-type: none">- suitability of traffic routes (including site access and egress pedestrian-only zones and crossing points)- spillage control- management of vehicle movements- environmental considerations: visibility/lighting, gradients, changes of level, surface conditions (use of non-slip coatings)- segregating pedestrians and vehicles and measures to be taken when segregation is not practicable |

Element 8: General workplace issues

8.6

- protective measures for people and structures (barriers, marking signs, warnings of vehicle approach and reversing)
- site rules (including speed limits)
- > safe vehicles
 - suitable vehicles
 - maintenance/repair of vehicles
 - visibility from vehicles/reversing aids
 - driver protection and restraint systems
- > safe drivers
 - selection and training of drivers
 - banksman (reversing assistant)
 - management systems for assuring driver competence.

8.7 Work-related driving

- Managing work-related driving:
 - > plan
 - assess the risks
 - policy
 - top management commitment
 - roles and responsibilities
 - > do
 - co-operation between departments (where relevant)
 - adequate systems in place, including maintenance strategies
 - communication and consultation with the workforce
 - provision of adequate instruction and training
 - > check
 - monitor performance (ensures the policy is working correctly)
 - ensure all workers report work-related road incidents
 - > act
 - review performance and learn from experience
 - regularly update the policy

Element 8: General workplace issues

- 8.7**
- Work-related driving control measures:
 - > safe driver (competence – checks on level of skill/experience, validity of driving licence; provision of instruction; fitness to drive)
 - > safe vehicle (vehicles fit for purpose for which they are being used; maintained in a safe condition; adequate safety devices; maximum load weight not exceeded; adequate restraints for securing goods)
 - > safe journey (planning of routes; realistic work schedule – enough time to complete the journey safely, allowing for driving breaks; consideration of weather conditions; consideration of legal driving hours where relevant)
 - Hazards associated with the use of electric and hybrid vehicles:
 - > silent operation/pedestrians not being aware of vehicles manoeuvring
 - > availability and location of charging points
 - > electric shock for high voltage components and cabling
 - > retained electrical charge in components even when the vehicle is switched off
 - > unexpected movement of the vehicle or engine components due to the motor's magnetic forces
 - > potential for the release of explosive gases and harmful liquids from damaged batteries.

Element 9: Work equipment

9.1 General requirements

- Providing suitable equipment
- Preventing access to dangerous parts of machinery
- When the use and maintenance of equipment with specific risks needs to be restricted
- Providing information, instruction and training about specific risks to people at risk, including users, maintenance staff and managers
- Why equipment should be maintained and maintenance conducted safely
- Emergency operation controls, stability, lighting, markings and warnings, clear workspace.

9.2 Hand-held tools

- General considerations for selecting hand-held tools (whether powered or manual):
 - > requirements for safe use
 - > condition and fitness for use
 - > suitability for purpose
 - > location to be used in (including flammable atmosphere)
- Hazards of a range of hand-held tools (whether powered or manual) and how these hazards are controlled.

Element 9: Work equipment

9.3 Machinery hazards

- Potential consequences as a result of contact with, or exposure to, mechanical or other hazards (see ISO 12100:2010 (Table B.1))
- Hazards of a range of equipment:
 - > manufacturing/maintenance machinery (including bench-top grinder, pedestal drill)
 - > agricultural/horticultural machinery (including cylinder mower, strimmer/brush cutter, chainsaw)
 - > retail machinery (including compactor)
 - > construction machinery (including cement mixer, bench-mounted circular saw)
 - > use of aerial drones in the workplace.

9.4 Control measures for machinery

- The basic principles of operation, advantages and limitations of the following control methods:
 - > guards: fixed, interlocking and adjustable/self-adjusting
 - > protective devices: two-hand, hold-to-run, sensitive protective equipment (trip devices), emergency stop controls
 - > jigs, holders, push-sticks
 - > information, instruction, training and supervision
 - > personal protective equipment
- Use of the above control methods for the range of equipment listed in 9.3
- Basic requirements for guards and safety devices:
 - > compatibility with process
 - > adequate strength, maintained
 - > allow for maintenance without removal
 - > do not increase risk or restrict view
 - > are not easily bypassed.

Element 10: Fire

10.1 Fire principles

- The fire triangle: sources of ignition; fuel and oxygen in a typical workplace; oxidising materials
- Classification of fires (different local classifications will be accepted)
- Principles of heat transmission and fire spread: convection, conduction, radiation, direct burning
- Common causes and consequences of fires in workplaces.

Element 10: Fire

10.2 Preventing fire and fire spread

- Control measures to minimise the risk of fire starting in a workplace:
 - > eliminate/reduce quantities of flammable and combustible materials used or stored
 - > control ignition sources, including suitable electrical equipment in flammable atmospheres
 - > use of safe systems of work
 - > good housekeeping
- Storage of flammable liquids in workrooms and other locations
- Structural measures to prevent the spread of fire and smoke: properties of common building materials (including fire doors); compartmentation; protection of openings and voids.

10.3 Fire alarms and fire-fighting

- Common fire-detection and alarm systems
- Portable fire-fighting equipment: siting, maintenance and training requirements
- Extinguishing media: water, foam, dry powder, carbon dioxide, wet chemical; advantages and limitations
- Access for fire and rescue services and vehicles.

10.4 Fire evacuation

- Means of escape: travel distances, stairs, passageways, doors, emergency lighting, exit and directional signs, assembly points
- Emergency evacuation procedures
- Role and appointment of fire marshals
- The purpose of fire drills, including roll call
- Provisions for people with disabilities
- Emergency escape routes to be recorded in building plans.

Element 11: Electricity

11.1 Hazards and risks

- Electric shock and its effects on the body; what affects severity: voltage, frequency, duration, resistance, current path; electrical burns (from direct and indirect contact with an electrical source)
- Workplace electrical equipment, including portable: what is likely to lead to incidents or electrical fires (unsuitable equipment; inadequate maintenance; use of defective/poorly maintained electrical equipment; use of electrical equipment in wet environments, overheating of portable equipment when charging)
- Secondary effects, including falls from height
- Work near overhead power lines; contact with underground power cables during excavation work.

Element 11: Electricity

11.2 Control measures

- Protection of conductors
- Strength and capability of equipment
- Advantages and limitations of protective systems: fuses, earthing, isolation of supply, double insulation, residual current devices, reduced and low voltage systems
- Use of competent people
- Use of safe systems of work (no live working unless no other option; isolation; locating buried services; protection against overhead cables)
- Emergency procedures following an electrical incident
- Inspection and maintenance strategies: user checks; formal inspection and tests of the electrical installation and equipment; frequency of inspection and testing; records of inspection and testing; advantages and limitations of portable appliance testing (PAT).



6. Assessment Structure

6.1. Unit GIC1 – Management of Health and Safety

- **Type:** Written examination
- **Duration:** 24 hours
- **Total Marks:** 100
- **Passing Marks:** 45%

6.2. Unit GIC2 – Risk Assessment

- **Type:** Practical risk assessment project
- **Requirement:** Assess at least ten workplace hazards
- **Total Marks:** 100
- **Passing Marks:** 60%
-

6.3. Closing interviews

Following the open book exam is a short closing interview. These interviews are a NEBOSH requirement and confirm that you were the person that took the exam and the work submitted is your own.

The closing interview does not form part of your exam results. You must complete the interview via video call, within 2-3 weeks of completing the exam. You will need access to an internet connected device with a camera (e.g. smartphone, tablet or computer).

The interviewer will ask you to confirm your identity. You will also need to show there is no one else in the room with you and that you do not have access to your study materials. You will be asked a few questions about your exam paper answers again this is only to confirm that you were the person completing the exam. The interview will take a maximum of 15 minutes. A verification interview conducted by NEBOSH to ensure authenticity of submitted work.

NEBOSH Closing Interview

After an Open Book Exam, NEBOSH will conduct a **closing interview**:

- **Duration: 15–30 minutes**
- Conducted by a **qualified NEBOSH interviewer** Purpose: Verify learner identity and confirm that submitted work is original
- If unable to attend, contact NEBOSH/PDIMIT immediately to arrange a **reschedule closing interview**



Note: Both GIC1 and GIC2 units must be passed to achieve the NEBOSH IGC qualification. Course details and structure may vary slightly by provider, and NEBOSH periodically updates its syllabus.

7. Course Objectives

By the end of this program, learners will be able to:

- Demonstrate comprehensive understanding of key health and safety concepts.
- Identify and evaluate workplace hazards and associated risks.
- Apply principles of health and safety management systems.
- Develop and implement effective control measures.
- Conduct incident and accident investigations.
- Contribute to safer and healthier work environments.

8. Eligibility: Who Can Enroll

Benefits for Employers

When you achieve the **NEBOSH International General Certificate (IGC)**, you become a valuable asset to your employer and organization.

Your knowledge, understanding, and practical skills will enable you to make a **real difference in the workplace** by promoting safer working environments and reducing risks. With your expertise, you will be able to:

- **Protect the health and safety of all workers**, helping to prevent incidents, injuries, and work-related illnesses.
- **Support your employer in complying with legal requirements** and implementing recognized best practices in occupational health and safety.
- **Reduce the financial and operational costs** associated with workplace accidents, ill health, and disruptions.
- **Enhance organizational reputation and employee morale** by fostering a proactive safety culture.

By contributing to a safer and more efficient workplace, you not only safeguard people but also help build a more sustainable and successful organization. The NEBOSH IGC is suitable for This qualification is designed for anyone (managers, supervisors and workers) in any type of organization. It's ideal for anyone who needs

a broad understanding of health and safety issues to be able to manage day-to-day risks effectively. Many people take the International General Certificate in Occupational Health and Safety (IGC) as a first step in a career in health and safety. It gives a valuable overview, and is a sound basis for further professional study.

- Managers and supervisors
- Health and safety officers and practitioners
- Individuals responsible for workplace safety
- Anyone aspiring to build a career in occupational health and safety

No prior technical knowledge is required; however, proficiency in English is essential for comprehension and communication.

9. Mark Sheets and Certificates

Upon successful completion of the NEBOSH IGC:

- Learners will receive the **NEBOSH International General Certificate in Occupational Health and Safety**.
- **Result Declaration:** Approximately 45–50 days after the examination.
- **Certificate Dispatch:** 25–30 days after result announcement.

Delivery Details:

- Results and mark sheets are emailed to the registered email address.
- Printed certificates are sent by post to the learner's preferred address.

Postal Policy:

- Within India: No postal charges apply.
- Outside India: Learners must bear 50% of postal fees.

10. Library Resources (for class room training)

PDIMT provides a comprehensive range of library resources to support learners' academic journeys. The library serves as a hub for accessing course-related materials, textbooks, and digital resources.

10.1.1 Textbooks and Course Materials

- The library houses an extensive collection of textbooks and reference materials relevant to the NEBOSH IGC curriculum.
- Learners may borrow required textbooks for the course duration, ensuring access to essential readings without purchasing them.

10.1.2 Study Spaces and Support

- A comfortable, noise proof study area with adequate lighting and air conditioning is available.
- A trained librarian assists learners in locating and accessing materials.

10.2 Access to Study Materials (For Virtual Training)

- For virtual learners, study materials are uploaded to PDIMT's **Google Classroom blended learning platform**.
- Resources include RRC study materials, class presentations (PPTs), handouts, notes, workbooks, and recorded sessions.
- Supplementary study materials (e.g., **ILO Conventions, ISO 45001 Clauses**) are also available to enhance understanding.

11. Assessments

PDIMT employs both **formative** and **summative assessments** to evaluate learner performance and progress.

11.1 Formative Assessment

- **Method:** Conducted during the course to guide learning and improvement.
- **Criteria:** Participation, engagement, and progress toward learning objectives.
- **Examples:** Socratic questioning, scenario-based questions, quizzes, polls, group discussions, and interactive games.

11.2 Summative Assessment

- **Method:** Conducted at the end of the course to measure overall achievement.
- **Criteria:** Knowledge, comprehension, application, analysis, and synthesis.
- **Example:** One **Mock Test** replicating NEBOSH exam conditions.

12. Feedback on Assessments

Tutors provide timely and constructive feedback to help learners understand their strengths and areas for improvement.

Types of Feedback Provided:

1. **Positive Feedback** – Reinforces good performance and motivates continued effort.
2. **Constructive Feedback** – Offers targeted suggestions for improvement.

3. **Descriptive Feedback** – Details performance objectively, focusing on strengths and weaknesses.
4. **Formative Feedback** – Given during learning to guide progress.
5. **Summative Feedback** – Provided at the end of assessments to summarize achievement.
6. **Peer Feedback** – Encourages collaborative learning and alternative perspectives.
7. **Written Feedback** – Detailed comments on submitted work.
8. **Oral Feedback** – Real-time discussion for clarification and learning.
9. **Rubric-Based Feedback** – Structured scoring aligned with predefined criteria.
10. **Motivational Feedback** – Encourages learner confidence and effort.
11. **Correctional Feedback** – Identifies and corrects errors, especially in technical skills.
12. **Progress Tracking** – Tutors monitor and communicate academic development.

Feedback Timelines:

- **Formative Assessments:** Within **48 hours** of submission.
- **Summative Assessments:** Within **72 hours** of submission.

13. Learner Support Services

PDIMT is committed to ensuring an inclusive, supportive environment that enhances both academic and personal success.

13.1 Academic Advising

- **Description:** Guidance on academic planning, course selection, and career development.
- **Contacts: Academic advisors**
 - Sarat Chandra Jena –9938570144
 - Malaya Kumar Lenka – 9777263366
 - Subhasmita Moharana – 9777885242
 - Geetanjali pattasani-9938683364
 - Sradhanjali Sahu-977885242
- **Timing:** 09:00 AM – 05:00 PM (Mon–Sat)

13.2 Tutoring Services



- **Description:** One to one and group academic support by experienced tutors.
- **Tutors:**
 - Mr. Arun Kumar Panigrahi – 8330984188
 - Mr. Md Arsh Alam – 9982866089
- **Support Includes:** Learning assessment, feedback, personalized instruction, and progress tracking.
- **Timing:** 09:00 AM – 05:00 PM (Mon–Sat)

13.3 Counseling Services

- **Description:** Confidential support for emotional and mental well-being.
- **Contacts:** Same as Academic Advisors.
- **Timing:** 09:00 AM – 05:00 PM (Mon–Sat)

13.4 Accessibility Services

- **Description:** Accommodations for learners with disabilities or special needs.
- **Contact:** – same as above.
- **Timing:** 09:00 AM – 05:00 PM (Mon–Sat)

13.5 Online Resources

Description: Access to study materials, class recordings, and assessments via **Google Classroom**

13.6 Administrative Support

- **Description:** Assistance with payments, refunds, assessment registration, and training logistics.
- **Contacts:** Same as Academic Advisors.

13.7 Mental Health Support

- **Description:** Dedicated assistance for learners facing stress or mental health challenges.
- **Contact:** – same as above.

13.8 Technical Support

- **Description:** Assistance with virtual learning tools
- **Contact:**
 - Malaya kumar lenka – 9777263366
 - Geetanjali Patasani-9938683364
 - Sradhanjali Sahu-9777885242



- **Timing:** 09:00 AM – 05:00 PM (Mon–Sat)

13.9 Personal and Virtual Tutoring Support

- **Description:** Optional one to one tutoring sessions for exam preparation and subject clarification.
- **Contacts:**
 - Sarat Chandra Jena – 9938570144
 - Malaya Kumar Lenka – 9777263366
 - Subhasmita Moharana – 9777885242
 - Sradhanjali Sahu-9777885242
- **Timing:** 09:00 AM – 05:00 PM (Mon–Sat)

14. Communication Channels

Learners may communicate with tutors and advisors through the following approved channels:

- **Website Chat:** AI chatbot for general queries, linked to advisors if needed.
- **Email:** For formal communication, scheduling, and assessment queries.
- **WhatsApp Group:** Informal group for sharing updates, class links, and materials.
- **Discussion Forums:** Interactive communication via whatsapp
- **Virtual Meetings:** Conducted through Zoom, Microsoft Teams, or Google Meet.

Learners must maintain a respectful, professional tone in all communications.

15. Technological Requirements

a) Hardware

- Computer or laptop (Windows 10/macOS 10.14 or higher)
- Processor: Intel i3 or equivalent, 8 GB RAM minimum, 128 GB SSD
- Webcam and microphone
- Reliable internet (minimum **100 Mbps** download speed)

b) Software

- Web browsers: Google Chrome, Mozilla Firefox, Microsoft Edge
- Office Suite or Google Docs access
- Video tools: Zoom, Teams, or Google Meet
- PDF reader (e.g., Adobe Reader)

c) Additional Requirements

- Quality headset with microphone
- Webcam cover for privacy



- Backup storage for coursework
- Access to OHS reference materials and standards

16. Code of Conduct and Expectations

a) Behavior and Conduct

- Show **respect** to all staff and peers.
- Maintain **punctuality** and meet submission deadlines.
- Use **professional communication** across all channels.
- Ensure **regular attendance and participation**.
- Collaborate constructively in group activities.
- Adhere to all institutional policies.

b) Professional Integrity

- **Academic Honesty:** Avoid plagiarism; cite sources.
- **Original Work:** Submit authentic, self-produced work.
- **Collaborative Work:** Acknowledge contributions transparently.

c) Participation in the Learning Community

- Engage actively in discussions and activities.
- Respect diversity and inclusivity.
- Provide constructive feedback to peers.
- Maintain required technology and connectivity.
- Seek and offer support when needed.

d) Consequences of Violations

- **Academic Misconduct:** May lead to disciplinary actions per NEBOSH policy.
- **Behavioral Misconduct:** May result in warnings, penalties, or expulsion.

17. Safety and Emergency Procedures

a) Training Center Safety Protocols

1. **Facility Access:** Restricted to registered participants and authorized personnel. ID badge or access card required.
2. **Visitor Policy:** Visitors must sign in at reception and be accompanied by staff.
3. **Fire Safety:** Locate fire exits, extinguishers, and evacuation routes. Fire drills conducted periodically.

4. **Medical Emergencies:** Contact the front desk and trained first-aiders.
5. **Security Personnel:** On-site 24/7 for safety and security concerns.

b) Emergency Procedures

1. **Fire Doors:** Installed to contain fire per OSHA standards.
2. **Evacuation Plan:** Follow the designated emergency evacuation plan for smooth exit.
3. **Fire Exits:** Use nearest exit calmly and quickly during an evacuation.
4. **Assembly Point:** Gather at designated area to ensure everyone's safety.
5. **First Aid:** First-aid boxes are available throughout the facility.

c) Contact Information

- **Reception:** +91 9777885242 pdimtnadmission@gmail.com
- **Fire Emergencies:** 101 (Toll-Free)
- **Police:** 100 (Toll-Free)
- **Head of Learning Partner:** Dr. P.K.Patra – 7684842828
- **Address:** PDIMT International Fire and Industrial Safety Engineering, 2nd Floor, Ruchika Market, Baramunda, Bhubaneswar, Odisha 751003

Additional Notes:

- Emergency contact numbers are displayed prominently.
- Familiarize yourself with fire extinguishers, and exits.
- Participation in fire drills is mandatory.

18. Additional Resources

a) Study Tips

- **Note-Taking:** Use organized and meaningful methods.
- **Active Reading:** Highlight, annotate, and summarize.
- **Mind Mapping:** Visually organize and connect ideas.

b) Time Management

- **Time Blocking:** Allocate study and personal periods.
- **Prioritization:** Focus on tasks by deadlines and importance.
- **Goal Setting:** Set achievable academic and personal goals.

c) Stress Management & Well-Being

- **Techniques:** Mindfulness, meditation, deep breathing.



- **Physical Activity:** Maintain mental and physical health.
- **Counseling:** Access support services if needed.

d) Writing & Research Skills

- **Writing Centers:** Improve structure, style, and citations.
- **Research Skills:** Locate, evaluate, and cite sources effectively.

e) Career Development

- **Career Services:** Resume building, interview prep, internships/jobs.
- **Networking:** Events, workshops, alumni connections.

f) Academic Support Groups

- **Study Groups:** Collaborate with peers for assignments and discussions.
- **Online Forums:** Engage in course-related discussions for support.

19. Frequently Asked Questions (FAQs)

a) Course Information

Available Courses: NEBOSH IGC, NEBOSH Process Safety Management, HSA Managing Risk & Risk Assessment, Manual Handling & Risk Assessment, IOSH Managing Safely, Diploma and Post Diploma in Industrial Safety.

1. **NEBOSH Qualifications Offered:** Certificate, Award, and Diploma levels.
2. **Prerequisites:** Vary by course; NEBOSH IGC has no entry requirements but requires sufficient English proficiency.

b) Application & Enrollment

1. **How to Apply:**
 - Via website → fill enquiry form → Course Advisor guidance
 - Then follow registration and payment process from course advisor.
2. **Enrollment Limit:** No fixed limit, but manage learning time effectively.
3. **Enrollment Deadlines:** Refer to training calendar; late registration may be possible.
4. **Tuition & Fees:** contact Subhasmita Moharana and Malaya Kumar Lenka (+91 9777885242, neboshtesting24@gmail.com).

c) Course Schedule

- Varies monthly; details available on website.
- Duration depends on course curriculum and awarding body.



- NEBOSH IGC includes Unit GIC1 (Management of Health & Safety) and Unit GIC2 (Risk Assessment).

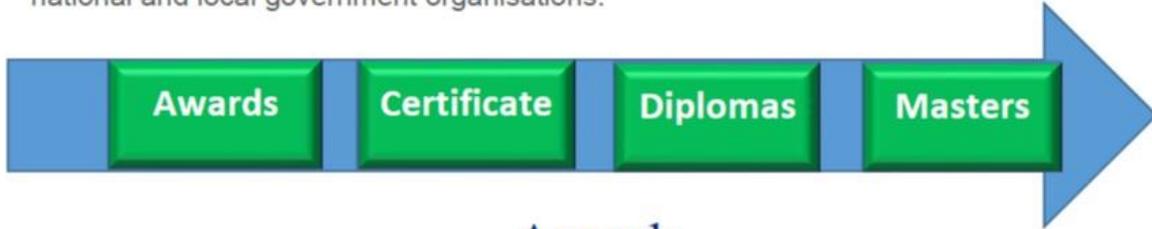
d) Recommended Resources

- Textbook, course notes, case studies, HSE & ILO links
- For detailed syllabus: [NEBOSH IGC Learner Guide](#)



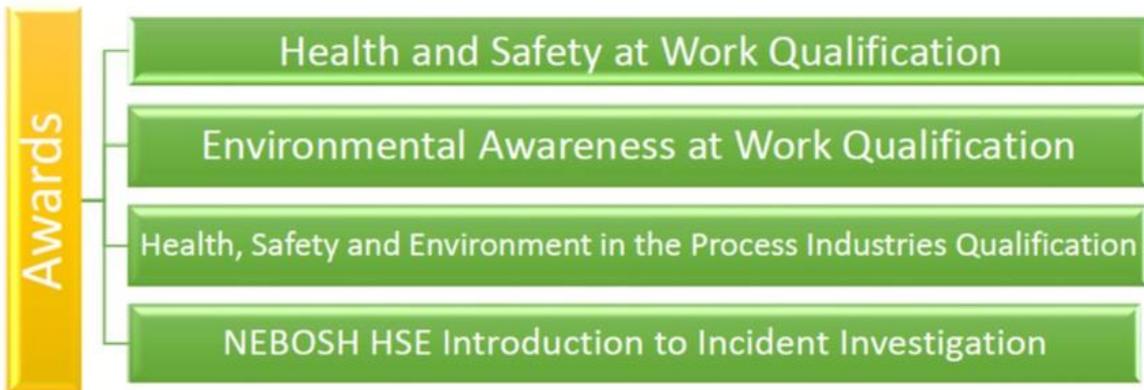
NEBOSH Offering different Qualifications

Over 50,000 people take a NEBOSH qualification every year. Our qualifications are globally recognised and taken by people working in all types of industries, as well as national and local government organisations.



Awards

NEBOSH's Award-level qualifications provide a general understanding of health and safety principles and practice and provide a perfect introduction to other NEBOSH qualifications.



Certificates

NEBOSH's Certificate-level qualifications provide an excellent foundation in health and safety for managers, supervisors and people starting out on a career in health and safety.



Diplomas

NEBOSH's Diplomas are professional qualifications for health, safety and environmental practitioners.



Masters

Learning at Masters-level in partnership with the University of Hull. Open to all NEBOSH Diploma holders who are looking to further their learning in Health, Safety and/or Environmental Management.



NEBOSH -PSM

Benefits for you

The NEBOSH HSE Certificate in process Safety Management is Suitable for Supervisors, newly appointed managers, junior managers, Safety representative and newly qualified health and safety advisors within the process industries. It will provide you with a sound breadth of knowledge and understanding which will enable you to contribute to the management of process safety risks.

You will learn about:-

- Process safety management system establishment
- Asset management and maintenance strategies
- Safe start-up and shutdown of process plant
- Performance standards for safety critical systems and equipment
- Hazards and controls for chemical reactions, bulk storage of dangerous substances , fire and explosion
- Purpose and features of emergency plans.

Benefits for your employer

The Process safety industry is high hazard, so having qualified people to manage activities within the industry will lead to safer workplaces. This will help to prevent loss of life, protect valuable assets and help organisations avoid prosecution, and ultimately loss of reputation.

People who hold the NEBOSH HSE Certificate in process Safety Management have Practical knowledge that brings real value, wherever they operate. This can help employers achieve international standards and can even help win new business.

Notional learning hours

A programme of study needs to be based around a minimum of 28 taught hours and approximately 20hours of private study for overall total of 48 hours. A full-time block release course would be expected to last for a minimum of four working days, and a part-time day release course would be spread over at least four weeks. Please contact your Learning Partner for more information on the structure of their course.



Syllabus Summary

Element		Recommended tuitions hours
1	Process Safety management	4
2	Management Process risk	9
3	Process safety hazard control	10
4	Fire and protection emergency response	5

Minimum unit tuition time 28
Recommended private study time 20

Achieving the qualification

The qualification has one unit assessment a 90minute online multiple-choice assessment .Sample assessment questions are available to download from the NEBOSH website. The qualification is designed to provide a sound breadth of knowledge and understanding that enables qualification holders to contribute the management of process safety risk.

The question paper consists of 40multiple –choice questions; 10 of which are extended scenario questions. Each question is worth one mark and has one correct and three incorrect responses available. The question paper covers the whole syllabus with at least one question per element.All question is compulsory. It is a closed –book assessment, so you will not be able to refer to your course book and notes.

You must achieve a ‘pass’ (60% or higher) in order to be awarded the qualification.

Date of Assessment

Assessments are taken after completion of the course learning. Assessments are held monthly, with the assessment being available for 24hour period. You will be able to start your assessment at any time during this 24hour window, but will have 90 minutes in total to complete your assessment.

More information, including upcoming assessment dates are available on the NEBOSH website.

Registration:

Your Learning Partner will register you for the PSM1unit assessment .Registration can be made at any time pre-course delivery and up 10 working days post-assessment.



Submission of the assessment

You will complete your assessment online, and submit your assessment through an online assessment platform for marking.

Marking

Your assessment is marked by NEBOSH. You will receive a 'pass' (60% or higher) or 'Refer' (59% or lower) for your assessment. Your Learning Partner will provide you with more support in the event of a referral result, and register you for another date to re-sit your assessment.

Results

You will receive your results within 15 working days of sitting the examination. Once you have achieved a Pass., a qualification parchment will be issued. This is normally within 20 working days of confirmation of the successful PSM1 unit.

Re-sitting units

You may re-sit your unit assessment, if you were referred. There is no limit to the number of times you can re-sit a unit.

Career Opportunities

- Valued by global employers and hence boosts your career prospects.
- An ideal course of choice for improved opportunities in oil and gas, refinery, offshore and petroleum & process industries.
- Quickly progress as a professional health and safety practitioner within your organization.

Recognition

- This qualification is the blend of advanced technical "high hazard" expertise of the HSE along with the power of NEBOSH that provides strong vocational OSH qualifications.

Assessment date	Result notification date
Wednesday 22 April 2026	Thursday 14 May 2026
Wednesday 27 May 2026	Wednesday 17 June 2026
Wednesday 24 June 2026	Wednesday 15 July 2026
Wednesday 22 July 2026	Wednesday 12 August 2026
Wednesday 26 August 2026	Thursday 17 September 2026
Wednesday 23 September 2026	Wednesday 14 October 2026
Wednesday 28 October 2026	Wednesday 18 November 2026
Wednesday 25 November 2026	Wednesday 16 December 2026
Wednesday 16 December 2026	Thursday 14 January 2027

NEBOSH-HSA

NEBOSH-HSA who can do?

Anyone wishing to understand the principles of health and safety as part of their job includes

- Team leaders and supervisors
- HR professionals
- Facilities managers
- Safety Professionals
- Those who provide work-based training to young people.

Individuals wishing to

- attain a basic understanding of health and safety practices and principles
- embark career journey in health and safety

Duration of course and mode of study?

- 3-days (18 hours)
- Classroom / Virtual Training

NEBOSH HSA Topics covered

- Element 1: Why and how you manage health and safety
- Element 2: Dealing with common workplace hazards
- Element 3: Stopping incidents and ill-health before they happen
- Element 4: Learning from incidents.

NEBOSH -HSA Assessment

- Practical assessment
- Workplace health and safety review Project Submission
- Qualification Grades
- Pass (75% & above) or Refer (below 75%)



NEBOSH- International General Certificate
Unit GIC1 (Elements 1–4)(Time Table – 8th APRIL 2026(OBE)
CLASS SCHEDULE -22th MARCH TO 7th APRIL - 2026(EVENING BATCH)
CLASS TIME -20.00 to 24.00 IST) Revision 19.00-24.00



Date	20:00-21:10	21:10- 21:20	21:20-22:30	22:30- 22:40	22:40-24:00
22-03-26	Introductions Introduction to course Syllabus and Assessments Element 1: Why We Should Manage Workplace Health and Safety (1.1)		E1: Why We Should Manage Workplace Health and Safety (1.1, 1.2)		E1: Why We Should Manage Workplace Health and Safety (1.2) Review of day and homework setting
23-03-26	Quick recap of previous day lesson E1: Why We Should Manage Workplace Health and Safety (1.3)		Element 2: How Health and Safety Management Systems Work and What They Look Like (2.1)		Element 2: How Health and Safety Management Systems Work and What They Look Like (2.2) Review of day and homework setting
24-03-26	Quick recap of previous day lesson Element 3: Managing Risk – Understanding People and Processes(3.1)	BREAK	Element 3: Managing Risk – Understanding People and Processes(3.2)	BREAK	Element 3: Managing Risk – Understanding People and Processes(3.3) Review of day and homework setting
25-03-26	Quick recap of the previous day lesson Element 3: Managing Risk – Understanding People and Processes(3.4)		Element 3: Managing Risk – Understanding People and Processes (3.5, 3.6)		Element 3: Managing Risk – Understanding People and Processes (3.7) Review of day and homework setting
26-03-26	Quick recap of previous day lesson Element 3: Managing Risk – Understanding People and Processes (3.8)		Element 4: Health and Safety Monitoring and Measuring (4.1)		<ul style="list-style-type: none"> Element 4: Health and Safety Monitoring and Measuring (4.2)
27-03-26	Element 4: Health and Safety Monitoring and Measuring (4.2, 4.3) Review of day and homework setting		Element 4: Health and Safety Monitoring and Measuring (4.3, 4.4)		<ul style="list-style-type: none"> Review of week Exam preparation, revision and exam skills reminders

28-03-26	Mock Exam for GIC1	Mock Exam for GIC1	Mock Exam for GIC1
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Unit GIC2 (Elements 5–11)

Date	19:00-21:10	21:10-21:20	21:20-22:30	22:30-22:40	22:40-24:00
29-03-26	Introduction to GIC2 – Risk Assessment Element 5: Physical and Psychological	B R E A K	Element 5: Physical and Psychological Health	B R E A K	Element 5: Physical and Psychological Health
30-03-26	Health 5.1 Noise		5.2 Vibration, 5.3 Mental ill health, 5.4 Violence at the work		5.5 Substance abuse at workplace Review of the day and home setting
31-03-26	Quick recap of the previous day lesson Element 6 – Musculoskeletal health 6.1 Work-related upper limb disorders (WRULD)		Element 6 – Musculoskeletal health 6.2 Manual handling		Element 6 – Musculoskeletal health 6.3 Load handling equipment Review of the day and homework setting
01-04-26	Quick recap of the previous day lesson Element 7 – Chemical and biological agents 7.1 Hazardous substances		Element 7 – Chemical and biological agents 7.2 Assessment of risk 7.3 Occupational exposure limit		Element 7 – Chemical and biological agents 7.4 Control measures 7.5 Specific agents Review of the day and homework setting
02-04-26	Quick recap of the previous day Element 8 – General workplace issues 8.1 Health, welfare and work environment 8.2 Work at heights		Element 8 – General workplace issues 8.1 Health, welfare and work environment 8.2 Work at heights 8.3 Safe working in confined spaces		Element 8 – General workplace issues 8.5 Slips and trips 8.6 Safe movement of vehicles and people in the workplace 8.7 Work-related driving Review of the ay and home setting
03-04-26	Quick recap of the previous day Element 9 – Work equipment 9.1 General requirements 9.2 Hand-held tools		Element 9 – Work equipment 9.3 Machinery hazards 9.4 Control measures for machinery		Element 10 – Fire 10.1 Fire principles 10.2 Preventing fire and fire spread

04-04-26	Element 10 – Fire 10.3 Fire alarms and fire-fighting 10.4 Fire evacuation		Element 11 – Electricity 11.1 Hazards and risk electricity 11.2 Control measures		Element 11 – Electricity 11.2 Control measures Review of the day and home setting
	Revision classes		Revision classes		Revision classes
05-04-26	GIC1 Formative Assessment discussion n		GIC1 Formative Assessment discussion		GIC1 Formative Assessment discussion n
06-04-26	GIC-1 Revision		GIC-1-Revision		GIC-1 Revision
07-04-26	GIC-2 Revision		GIC-2 Revision		GIC-2 Revision
08-04-25	NEBOSH -IGC OPEN BOOK EXAM				





PDIMT INTERNATIONAL FIRE & INDUSTRIAL SAFETY ENGG.

(AN ISO 9001-2015 Certified Institution)



nebosh
LEARNING
PARTNER
SILVER 1482

REGISTRATION FORM

SL.

SESSION: 20.....

NEBOSH Learner No: _____

Passport Size
Photo

(FILL IN CAPITAL LETTERS)

COURSE NAME: NEBOSH International General Certificate (IGC) in OSH

Registered for: **GIC1** **GIC2**

1. Learner Name (in Block Letters) :

2. Contact No :- E-mail :-

3. Father's Name:

4. Mother's Name:

5. Date of Birth: Sex: Male Female

6. Caste (SC/ST/SEBC/UR): SC Marital status : Married Unmarried

7. Nationality-.....

8. Address details –

Permanent address	Present Address
AT:-	AT:-
PO:-.	PO:-.
PS:.	PS:.
DIST:-.	DIST:-.
STATE:-.	STATE:-.
COUNTRY:-.	COUNTRY:-.
PIN:-.	PIN:-.

9. Educational Qualifications in details:-

Sl No	Exam Passed	Board/ University	Year of Passing
1			
2			
3			
4			
5			

10. Employment information: Full Time Part time Unemployed Learner Other

11. If learner have any medical condition: Yes No

If "yes" brief in detail:

12. English Language : Read Write Speak

Declaration by the Learner.

I declare that the information given above is true and complete to the best of my knowledge & belief. If any information of it is found to be incorrect, my admission shall stand cancelled and I shall be liable to such disciplinary action as may be decided by NEBOSH/PDIMT International Fire & Industrial Safety Engineering. The decision of NEBOSH/PDIMT International Fire & Industrial Safety Engineering there on shall be the final. I shall attain all classes as per NEBOSH/PDIMT guidelines, otherwise I shall be deregistered.

DATE:

Signature of the Learner



PDIMT INTERNATIONAL FIRE & INDUSTRIAL SAFETY ENGG.

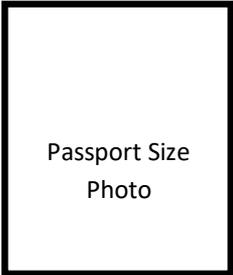
(AN ISO 9001-2015 Certified Institution)

REGISTRATION FORM OF HSA

SL.

SESSION: 20

NEBOSH Learner No: _____ (Office Use Only)



(FILL IN CAPITAL LETTERS)

COURSE NAME: NEBOSH –Health and Safety at Work Award-HSA

1. Learner Name (in Block Letters) :
2. Contact No :- E-mail :-
3. Father's Name:
4. Mother's Name:
5. Date of Birth: Sex: Male Female
6. Caste (SC/ST//UR): Marital status : Married Unmarried
7. Nationality-.....
8. Address details -

Permanent address	Present Address
AT:- .	AT:- .
PO:-.	PO:-.
PS:.	PS:.
DIST:-.	DIST:-.
STATE:-.	STATE:-.
COUNTRY:-.	COUNTRY:-.
PIN:-.	PIN:-.

9. Educational Qualifications in details:-

Sl No	Exam Passed	Board/ University	Year of Passing
1			
2			
3			
4			
5			

10. Employment information: Full Time Part time Unemployed Learner Other

11. If learner have any medical condition: Yes No

If "yes" brief in detail:

12. English Language : Read Write Speak

Declaration by the Learner.

I declare that the information given above is true and complete to the best of my knowledge & belief. If any information of it is found to be incorrect, my admission shall stand cancelled and I shall be liable to such disciplinary action as may be decided by NEBOSH/PDIMT International Fire & Industrial Safety Engineering. The decision of NEBOSH/PDIMT International Fire & Industrial Safety Engineering there on shall be the final. I shall attain all classes as per NEBOSH/PDIMT guidelines, otherwise I shall be deregistered.

DATE:

Signature of the Learner

PDIMT INTERNATIONAL FIRE & INDUSTRIAL SAFETY ENGG.

(AN ISO 9001-2015 Certified Institution)



REGISTRATION FORM OF PSM

SESSION: 20

PASSPORT
SIZE PHOTO

NEBOSH - (PSM) Learner No: _____ (Office Use Only)

(FILL IN CAPITAL LETTERS)

COURSE NAME: NEBOSH-HSE Certificate in process Safety Management (PSM)

1. Learner Name (in Block Letters) :
2. Contact No :- E-mail :-
3. Father's Name:
4. Mother's Name:
5. Date of Birth: Sex: Male Female
6. Caste (SC/ST//UR): Marital status : Married Unmarried
7. Nationality-.....
8. Address details -

Permanent address	Present Address
AT:- .	AT:- .
PO:-.	PO:-.
PS:.	PS:.
DIST:-.	DIST:-.
STATE:-.	STATE:-.
COUNTRY:-.	COUNTRY:-.
PIN:-.	PIN:-.

9. Educational Qualifications in details:-

Sl No	Exam Passed	Board/ University	Year of Passing
1			
2			
3			
4			
5			

10. **Employment information:** Full Time Part time Unemployed Learner Other

11. If learner have any medical condition: Yes No

If "yes" brief in detail:

12. English Language : Read Write Speak

Declaration by the Learner.

I declare that the information given above is true and complete to the best of my knowledge & belief. If any information of it is found to be incorrect, my admission shall stand cancelled and I shall be liable to such disciplinary action as may be decided by NEBOSH/PDIMT International Fire & Industrial Safety Engineering. The decision of NEBOSH/PDIMT International Fire & Industrial Safety Engineering there on shall be the final. I shall attain all classes as per NEBOSH/PDIMT guidelines, otherwise I shall be deregistered.

DATE:

Signature of the Learner



20. PAYMENT TERMS:

At PDIMT, we strive to make the payment process flexible and transparent for all learners. Below are the available options and policies regarding tuition and course fee payments?

1. Accepted Payment Method

We accept the following payment methods for tuition and other applicable fees:

- **UPI (Unified Payments Interface)**
- **Credit/Debit Cards**
- **Electronic Fund Transfers (EFT)**
- **Online transfer through net banking**

2. Payment by Installments

Learners have the option to pay course fees in installments, subject to approval.

- To set up an installment plan, please contact your Course Advisor.
- All payment plans are approved at the discretion of the Head of Learning Partner.
- Installment terms will be communicated formally upon approval.
- All NEBOSH Course fees should be cleared with installment on or before training.

3. Installment Due Dates

Your Confirmation Email from the Course Advisor includes:

- The detailed payment plan
- Installment amounts and due dates

Please review this email carefully to stay updated on your payment schedule

4. Late Payment Penalty

Failure to make payments by the due date may lead to:

- Temporary suspension of your learner account until dues is cleared.
- An administrative charge of ₹1000 + GST for reinstatement.



- PDIMT International Fire and Industrial Safety Engineering reserves right for non-refundable the advance fee paid in case the request for cancellation is received late.
- Prompt payment ensures uninterrupted access to learning resources and classes.

5. Request for Payment Extension

If you are facing financial difficulties and require an extension:

- Email your request to pdimtnebosh@gmail.com
- Clearly mention your full name, learner ID, and reason for extension
- The management team will review and respond as soon as possible.

21. Course Materials and Resource

At PDIMT, we provide a wide range of academic materials and support to ensure that every learner has access to the tools they need for success

1. Accessing Course Materials

2. You can access all course-related resources — including **Study Books, Workbooks, Course Notes, Case Studies, Videos, and Pre-recorded Sessions**

3. Requesting Textbooks or Course Materials

If you require a specific textbook or resource:

A large, light green banner with a white border, containing the text 'GROUP OF INSTITUTIONS' in a bold, white, sans-serif font. The banner is positioned at the bottom of the page, partially overlapping the PDIMT logo.

GROUP OF INSTITUTIONS



- Email your **Tutor or Course Advisor**
 - Visit them **in person** during office hours

3. Library Access

PDIMT offers both an **On-Campus Library** and an **Online Library** where learners can borrow textbooks and reference materials.

5. Electronic Textbooks and Accessibility

Learners with accessibility needs can request **electronic versions** of textbooks.

Please contact your **Course Advisor** or **Tutor** for assistance.

6. Creating a Personal Study Guide

SL NO.	FEES BREAKUP	PRICE IN INR
1	Registration Fees	30,000/-
2	Book Fees	3000/-
3	Training Facilities & Trainer Fees	14,000/-
4	Administration Fees	8000/-
TOTAL		55,000/-
Payment details		
	Course fees Agreed	RS-
	Cash / Online	
	Date of payment	/ /2026
	1st Installment	
	2 nd Installment	
	TOTAL	Rs-

To build your own effective study guide:

- Start early and summarize key concepts
- Use bullet points and visuals for clarity
- Combine notes from classes, books,
- Review regularly to reinforce understanding



7. Accessing Sample Answers

Sample answers and model responses to course tasks are provided by your **Tutor** via the during class sessions.

22. Technical Support and Troubleshooting

We understand that technology is an essential part of modern learning. PDIMT offers comprehensive technical support to ensure uninterrupted access to your online and in-person classes.

1. Experiencing Technical Issues?

If you face issues accessing online classes:

- Clear your **browser cache and cookies**
- Use a **compatible, updated browser**
- Check your **internet connection**
- Verify your **login credentials**

If the issue persists, contact the **Technical Support Team** at:

PDIMT Support Email-pdimtnbosh@gmail.com

Support Contact Number-99777885242

2. Slow Loading or System Lag

Performance issues may arise from:

- Heavy internet traffic or server delays
- Browser incompatibility

Try:

- Refreshing the page
- Closing unused tabs
- Switching browsers

3. Inaccessible Course Material

If you cannot access materials:



- Confirm you're in the correct course section
- Contact your **Tutor or Support Team**

4. Video Conferencing Issues

If your camera, mic, or audio aren't working:

- Check device permissions and settings
- Ensure a stable internet connection
- Close background applications
- Contact **Technical Support** for help

5. Assignment Submission Errors

If you cannot submit assignments:

- Check deadlines and file format
- Try another browser or device
- Contact your **Instructor** for alternatives

6. Technical Support Availability

You can **submit support requests 24/7** through the online helpdesk. Support hours are typically during **working days**, and the team responds to queries **within 24 hours**.

7. Troubleshooting Audio & Video

To prevent class disruptions:

- Test your mic and camera beforehand
- Keep devices updated
- Use headphones for clearer audio
- Contact support if issues persist

8. Login Problems

If you can't log in:

- Double-check username and password
- Ensure **Caps Lock/Num Lock** are correct
- Use **"Forgot Password"** to reset
- Contact **Support** if locked out



9. Troubleshooting Resources

Tutorials, FAQs, and video guides are available. Use them for self-service troubleshooting.

10. Support Response Time

PDIMT strives to respond to all technical queries within **24 hours**. Complex issues may take longer, but regular updates are provided.

23. Campus Facilities and Student Support

1. Class Schedules

Your **class timings and locations** (online and in-person) are listed in your **Student Portal** or on the PDIMT website.

2. Classroom Location Help Your class schedule includes the **building and room number**.

If you can't locate your class, contact **PDIMT staff or the information desk**.

3. Study and Research Facilities

PDIMT provides:

- Library and research resources
- Computer labs
- Group study rooms
- Quiet study zones

These facilities are available to support your academic success.

4. Library Resources

The PDIMT Library offers:

- Books, journals, and digital resources
- Research assistance from qualified librarians

5. Dining Options

Our campus cafeteria serves a range of **breakfast, lunch, and dinner** options at affordable prices.

6. Recreational Facilities



Students can access **sports and fitness amenities**, including a gymnasium and fitness centre.

7. Student Centre and Clubs

The **Student Centre** hosts social events, clubs, and academic societies — a perfect way to engage and connect with peers.

8. Study Areas

Dedicated **quiet study spaces** and **group study rooms** are available across campus

Joining Clubs and Activities

To get involved:

- Visit the **Student Centre**
- Join club meetings and events
- Connect with student leaders or visit the PDIMT website for detail

9. Response and Availability

You can reach out **anytime**, and our IT team will respond **within 24 hours** during business hours.

When submitting a support request, include:

- Detailed issue description
- Your username and course name
- Technology or software involved
- Troubleshooting steps you've taken
- Your contact details for quick follow-up

11. Remote Technical Assistance

Even if you are off-campus, you can receive remote support. Our helpdesk provides **online troubleshooting** for all course-related technology.

13. Preventing Future Tech Issues

To ensure smooth online learning:



- Keep browsers and software updated
- Check email for tech announcements
- Attend IT training/webinars offered by PDIMT
- Reach out early for assistance

24. Assessments and Examinations

PDIMT conducts assessments in line with **NEBOSH guidelines**, ensuring that all learners are evaluated fairly and consistently. Below are key FAQs related to your exams and grading.

24.1 NEBOSH Exam Schedule

NEBOSH exams are conducted **throughout the year**. Dates and times are determined by **NEBOSH-accredited Learning Partners**. Check with your Course Advisor or visit the official NEBOSH Website for the latest exam schedule.

24.2 What will I be able to do?

Risk assessment is central to the qualification. Through study and workplace application, successful learners will be able to:

- Confidently carry out risk assessments
- Develop and implement a detailed action plan
- Manage and minimize workplace risks
- Support and develop your company's health and safety culture

NEBOSH assessments may include:

- Written papers (multiple-choice, short-answer, or essay-style questions)
- Practical assessments
- Open Book Examinations (OBE)

24.3 NEBOSH results

- NEBOSH will email your exam results to you within 50 working days of the exam. If you have passed, you will receive a certificate within 20 working days of your results.

24.4. Pass Mark

- **GIC1 (Open Book Exam):** Minimum pass mark – **45%**
- **GIC2 (Practical Assessment):** minimum pass mark -60%

24.5 What type of questions are in the NEBOSH exam?

All the questions will be derived from syllabus elements 1 – 4. All questions in the NEBOSH exam will include a scenario and require you to complete a task. Some examples of a question in the exam could be:

- “Prepare notes of the moral arguments you will use when chairing the health and safety committee meeting”. (The key words are “prepare notes”, this is giving you some indication of what is expected.)
- “Comment on how effectively the policy has been implemented.”
“What financial arguments can you give to justify your proposed recommendations

24.6. Mode of Examination

NEBOSH exams are conducted in a **digital open-book format**, assessing the same learning outcomes as traditional invigilated exams. Assessments are accessed and submitted **online**.

24.7 Where do I sit the exam?

The OBE can be completed at your home, place of work, or any other venue where you are comfortable and alone. It's best to choose somewhere quiet. Although you're allowed to access your resources, you aren't permitted to contact your tutor or anyone else to help you with your answers, either by e-mail, phone or text.

We recommend choosing a location that:

- ❖ Is comfortable, ideally with a desk and chair
- ❖ Has space for your notes and study resources
- ❖ Has a strong Wi-Fi signal
- ❖ Is private, quiet, and free from distractions



24.8. Use of Reference Materials

During Open Book Exams, learners may:

- Access textbooks, notes, and online resources
- Reference all external sources used

Exams test the ability to **apply, analyse, and evaluate** learning—not just recall information.

24.9. Missed Exams

If you miss an exam due to unavoidable reasons, contact your **Learning Partner or Exam Coordinator immediately**.

You may be eligible to **request a deferral or alternative arrangements**.

24.10. Accessing Results

Results are emailed by NEBOSH directly to the **email address provided at registration**. Ensure that your email remains **active and accessible**. Results are **not available online** for direct checking.

24.11. Grading Criteria

Examiners use **predefined NEBOSH learning outcomes and criteria** to assign grades.

Reference: [NEBOSH GIC Learner Guide](#)

24.12. Understanding and Improving Grades

- Clarify grading doubts with your **Tutor or Course Advisor**.
- Review the **syllabus and past feedback**.
- Attend **revision sessions** and seek **tutor guidance** for improvement

24.13. Error in Grading / EAR Requests

If you believe your assessment was graded incorrectly:

- Submit an **Enquiry About Result (EAR Type 2)** to NEBOSH within **one month** of result publication.
- Your paper will be **re-marked** by a senior examiner.

25. PDIMT Learner Registration Procedure

Step 1: Initial Enquiry

Candidates can initiate their enquiry through any of the following channels:

- Email
- Quick Connect form on our website
- WhatsApp
- Direct phone call

Step 2: Response to Enquiry

Upon receiving the enquiry, PDIMT will respond with the following details:



- Course brochure
- Batch schedule
- Examination details
- Fee structure
- Any other relevant information as requested

Step 3: Follow-Up

- The PDIMT admissions team will follow up with the candidate via phone call or message.
- If the candidate expresses interest in joining the course, they will be advised to fill out the **Application Form** available on our website.

Step 4: Provide Location

Candidates are required to specify:

- The location from where they will be appearing for the examination
- Their complete home address

Step 5: Previous Registration Declaration and Language Proficiency

Candidates must declare the following:

- Whether this is their **first-time registration** or they have **previously registered** through another centre.
- Whether they have faced any **malpractice sanctions** by NEBOSH (must be disclosed honestly).

Step 6: Submission of Application Form

PDIMT will collect the application form along with the following documents:

- Recent passport-size photograph
- Scanned signature
- Class XII marksheet
- Higher qualification marksheet
- Safety certificate (if available)
- Scanned copy of Aadhar Card / Passport / Driving License
- Complete address with PIN code
- Mobile number and email ID

Step 7: Application Review

- Upon submission, the application will be reviewed by the PDIMT admissions team.
- Candidates will be notified whether their application has been **accepted** or **rejected**.



- Accepted candidates will be invited to attend an **online pre-admission verification session** via Zoom or WhatsApp video.

Step 8: Pre-Admission Verification

The verification session will include:

- Introduction by the Learning Partner
- Introduction by the candidate
- Briefing about the course
- Verification of the candidate's ID card
- Discussion on:
 - Attendance policy
 - Formative assessments
 - Medical conditions (if any)
 - English language competency

Step 9: Payment Details

- Upon successful verification, payment details will be shared with the candidate.
- Once payment is received, a **receipt** will be sent via WhatsApp or email.

Step 10: Joining Instruction

After confirming the payment, PDIMT will issue a **Joining Instruction** email to the learner, including:

- Confirmation of admission
- Amount of fees received

Step 11: Learner Acceptance of Joining Instruction

- The learner must read and agree to the **Terms and Conditions** outlined in the Joining Instruction.
- The learner should sign and return a scanned copy of the signed document to PDIMT.

The last section of the Joining Instruction contains the payment details for reference. Specific steps are detailed by your **Course Advisor or Exam Coordinator**.



26. Refund Policy

Refunds depend on withdrawal timing and reason. Consult PDIMT's official **Refund Policy** and NEBOSH's refund terms before withdrawal.

27. Rescheduling Examinations

If you cannot attend your scheduled exam:

- Notify the **Course Coordinator** immediately
- A **rescheduling request** may be submitted, subject to approval and applicable fees

28. Use of Reference Materials

NEBOSH exams are typically **open-book**; you may refer to approved RRC study materials and notes.

Always verify exam-specific instructions before attempting your paper.

29. Exam Monitoring and Integrity

Exams are conducted under strict invigilation or remote proctoring standards.

All candidates must follow NEBOSH's integrity guidelines.

30. Privacy and Confidentiality

Both PDIMT and NEBOSH maintain **data privacy standards**.

Candidate information and results are handled securely in compliance with data protection laws.

31. Cheating and Plagiarism

Any form of malpractice or academic dishonesty is a **serious offence**.

Penalties include **failure, disqualification, or revocation of certification**.

Ref. NEBOSH Malpractice policy

32. Attendance Policy

- **100% attendance** is expected throughout the course.
- Absences due to valid reasons must be reported promptly.
- Exam attendance is mandatory and monitored to ensure integrity.
- Contact PDIMT immediately if unable to attend due to **exceptional circumstances**.



- Attendance in all scheduled sessions (lectures, practicals, and exams) is **mandatory**
- Absences due to illness or emergencies must be **reported** to the Course Coordinator with supporting documents

33. Course Withdrawal

Learners unable to continue due to personal reasons must:

- Notify PDIMT in writing
- Review **refund** and **withdrawal policies** before proceeding

34. Transcripts and Records

To request academic transcripts or completion certificates:

- Contact your **Course Coordinator or Learning Partner**
- Fill out the required form and pay applicable administrative fees

Note: Always retain copies of all official correspondence, receipts, and policy links for your records.

would you like me to now:

1. **Integrate all sections so far** (Payment, Course Materials, Technical Support, Assessments, Policies) into a **single compiled PDIMT Learner Handbook (Word or PDF)** with proper page design and numbering,

or

2. Keep polishing each section individually before final compilation?
Excellent — this final portion completes the **PDIMT NEBOSH Learner Handbook** content. It includes the remaining **General Information, Feedback & Complaints, Acknowledgements, and Institutional Policies** sections.

Below is a **clean, structured, and publication-ready version** that integrates seamlessly with the rest of your handbook — formatted for clarity, professionalism, and learner usability.

35. General Information

1. Contacting Departments or Staff

To obtain contact information for any department or staff member at PDIMT (NEBOSH Learning Partner):

- Visit our official website and navigate to the **“Contact Us”** or **“Staff Directory”** section.



- You will find details for key departments such as **Admissions, Academic Affairs, Technical Support, and Student Services.**

🌐 <https://pramiladevi.org/>

2. Requesting Contact Details

You can also request contact details via **email** or **phone**. Our staff will provide the appropriate contact information or connect you with the right department be provided

3.1 Response Time

Our team strives to respond to all inquiries **within 24 hours** (excluding weekends and public holidays).

36. Feedback and Complaints

We value your input and are committed to continuously improving your learning experience

1. Providing Feedback

Learners are encouraged to provide feedback regularly.

- A **feedback form** is shared after each class.
- You may share feedback related to **course content, tutors, class delivery, and learning resources.**

2. Effective Feedback Tips

When submitting feedback:

- Be **specific, constructive, and objective.**
- Highlight both **positive aspects** and **areas for improvement.**

3. Escalation of Feedback

If your feedback or complaint is not addressed satisfactorily, you may escalate it using the **formal complaint procedure** outlined below.

4. Feedback Channels

You can submit your feedback via:

- **Online forms**
- **Email** to your Course Advisor or Support Team
- **In-person discussion** during office hours

5. Types of Feedback

You may provide **positive, neutral, or negative** feedback — all are equally valuable for our continuous improvement process.

6. Reporting Concerns

Issues affecting your learning (e.g., instructor behaviour, discrimination, technical problems, or course quality) should be reported immediately through official channels.



7. Handling & Protection

All issues are handled confidentially. You will not face any adverse consequences for requesting assistance or reporting a concern.

37. Complaint Management Policy

PDIMT is committed to addressing all learner concerns promptly and fairly.

37.1 Informal Complaint Procedure

Step 1: Initial Contact

Raise your concern with your **Tutor, Course Coordinator, or Support Staff** via email, meeting, or chat.

Step 2: Discussion and Resolution

Staff will discuss and attempt to resolve the issue promptly and fairly.

Step 3: Documentation

If resolved, details of the issue and resolution are recorded for transparency and improvement.

Step 4: Follow-Up

A follow-up is conducted to ensure that the resolution has been effective.

37.2 Formal Complaint Procedure

Step 1: Formal Submission

If the issue remains unresolved, submit a written complaint using the official

Complaint Form or email: pdimtnebosh@gmail.com

☎ +91 977885242

Complaint Handling Authority:

Name: Sarat Chandra Jena

Designation: Administrative Officer

Step 2: Acknowledgment

An auto acknowledgment will confirm receipt, investigation officer details, and expected resolution timeline.



Step 3: Investigation

The **Chairman (Dr. P.K.Patra)** will conduct an impartial review, including discussions and evidence collection.

Step 4: Resolution

A written response will be provided within **7 working days**, detailing findings and corrective actions.

Step 5: Escalation

If unresolved, you may escalate the complaint to the **Chairman / Head of Learning Partner** via **pdimtnebosh@gmail.com.in**

Resolution will be provided within **7 working days**.

Step 6: Appeal to NEBOSH

If dissatisfaction remains, escalate to NEBOSH directly via:

NEBOSH Complaints Procedure

Customer Service Manager, NEBOSH

Dominus Way, Meridian Business Park, Leicester, LE19 1QW, UK

Step 7: Continuous Improvement

Complaints and resolutions are reviewed **quarterly** to identify trends and improve processes.

38. Institutional Policies

Administrative Policies

Administrative processes at PDIMT are aligned with NEBOSH standards to ensure smooth registration, assessment, and record-keeping for all learners.

38.1. Environment, Health & Safety Policy

At **PDIMT** we prioritize the **safety and well-being** of all learners. We maintain a **safe, healthy, and environmentally responsible** learning environment.

38.2 Equality and Diversity Policy



The **Equality and Diversity Policy** aims to ensure that **all learners are provided with equal opportunities**, regardless of their background, learning needs, styles, or disabilities.

- Learners must treat all colleagues with **respect and dignity**, whether they are junior, senior, or of equal standing.
- Learners must also ensure that individuals with **learning needs or disabilities** are treated with **fairness, respect, and inclusion** at all times.
- All learners must treat one another with **respect and dignity**.
- Discrimination, harassment, or bias of any kind will not be tolerated.
- Any such incidents should be reported immediately to PDIMT

For further details find PDIMT equality policies.

- Excessive absences may lead to **academic penalties** or **disqualification** from assessments.

38.3. Copyright and Intellectual Property

- All course materials remain the intellectual property of **PDIMT**.
- Learners may not reproduce, share, or distribute materials without written permission.
- Learners are responsible for maintaining the **confidentiality of their login credentials** and compliance with PDIMT's website terms of use.

38.4 Learner Terms and Conditions

A binding agreement outlining **learner responsibilities, academic standards, and institutional expectations**.

38.6. Malpractice and Maladministration Policy



Defines **unacceptable conduct**, including falsification of records, plagiarism, and bias. Ensures **assessment integrity** and **administrative compliance**.

38.7. Payment Policy

Outlines payment modes, schedules, instalment plans, and penalties for delayed payments.

38.8. Refund Policy

Specifies the conditions under which learners can request **fee refunds** for courses or exams.

39. Appeals Policy

You may appeal grading decisions if you have valid grounds. Follow your Learning Partner's Appeal **Policy** or contact NEBOSH through your provider.

1. Special Accommodations

Learners with special needs may request accommodations such as:

- Extra time
- Large-print papers
- Assistive technologies
- Private test environments

Requests must be made through your **Learning Partner**, who will coordinate with NEBOSH.

All accommodations are treated **confidentially** and align with NEBOSH's **non-discrimination policy**.

2. Appeals against Decisions

Learners can appeal decisions by following PDIMT's **Appeal Procedure**, available via your **Course Advisor** or the **Administration Office**

Reference: [NEBOSH Access and Reasonable Adjustments Policy](#)



40. Academic Integrity

Submitting **plagiarized or copied content** is considered **academic misconduct**.

Consequences include:

- **Disqualification** from the qualification
- **Cancellation** of results
- **Possible future exam restrictions**

Refer to: [NEBOSH Malpractice Policy](#)

Learners may appeal against resolutions, services, or academic outcomes through PDIMT or directly to NEBOSH.

Appeals Policy PDF

41. Learner and Learning provider commitment

Learning Provider Commitment

PDIMT International Fire and Industrial Safety Engineering agrees to:

- Provide qualified tutors and high-quality teaching and learning materials.
- Deliver a safe, inclusive, and respectful learning environment.
- Offer regular feedback and support throughout the course.
- Ensure access to the resources needed to complete the course.
- Monitor learner progress and address concerns promptly.
- Treat all learners fairly, in accordance with our Equal Opportunities and Safeguarding Policies.

Learner Commitment

As a learner, I agree to:

- Attend all scheduled online classes and I will notify by mail to the centre in advance if I am unable to attend.
- Participate actively in lessons and complete all required assignments, mock tests, and formative assessments on time.
- Respect my head of course provider, tutors, fellow learners, and staff, following the centre's Code of Conduct and Equal Opportunities Policy.



- Take responsibility for my own learning and progress.
- Comply with health and safety regulations while on the premises/home
- Communicate professionally and report any concerns or difficulties as early as possible.
- Pay all course fees as agreed and understand the refund and cancellation policy.
- Follow the centre's policies as outlined in the Learner Handbook, including those on complaints, safeguarding, and attendance.

42. Response Timelines

Sl. No.	Enquiry Type	Estimated Response Time
1	Admission	24 Hrs
2	Course Material	24 Hrs
3	Technical Support	24 Hrs
4	Complaint	7 Working Days
5	Payment	24 Hrs
6	Refund	24 Hrs
7	Deferment	24 Hrs
8	Tutor Support	24 Hrs
9	Assessment Feedback	48 Hrs
10	Mock Test Feedback	72 Hrs
11	Assessment Registration	24 Hrs

Learner complaints procedure

Learner found any discrepancy in our procedure, guideline, and facilities and resources learners are advice that follow our PDIMT complain procedure before complain to NEBOSH.



43. PDIMT complain procedure:

An academic grievance or complaint may be made against any Institute academic decision, action or process.

Types of complaints or appeals against academic decisions

Types of complaints or appeals against academic decisions normally include, but are not limited, to:

- student progress decisions;
 - assessment matters;
 - an academic decision of a member of academic staff that affects an individual student or a group of students;
 - content or structure of academic programs or nature of teaching;
 - supervision of practical experience;
 - issues related to authorship or intellectual property;
 - an academic misconduct matter;
 - awards in a course of study.
- In seeking to resolve an academic grievance, complaint or dispute, students and staff should normally first exhaust the dispute resolution mechanisms described in this document.
- A student who is dissatisfied with an Institute academic decision, action or process has the right to have the matter or decision reviewed and to appeal the decision.
- Academic grievances or complaints should normally be lodged up to 10 working days from the date of occurrence of the aggrieved matter.

A student making a grievance, complaint or appeal should clearly and objectively identify the issue, provide evidence in support of his or her grievance or complaint where possible to do so, and organize any evidence in a clear and logical manner.

For complain they can contact the followings

Dr. Pradipta Kumar Patra (Chairman)

PDIMT international Fire and industrial Safety Engineering

A/15 2nd floor, Ruchika market, Baramunda, Bhubaneswar

Email: chairman@pramiladevi.org or pramila-devi.edu@gmail.com

Mobile: 9777263366, 7684842828



44. NEBOSH complain Procedure

NEBOSH is committed to dealing with all formal complaints in a fair and timely manner, and to use them as an opportunity for making improvements.

If you have a complaint relating to any aspect of your course, please raise it with your Learning Partner to allow them to investigate under their own complaints procedures and resolve the issue. If you are not able to resolve the problem, please let us know.

All complaints received by NEBOSH are dealt with in accordance with our procedure:

- All complaints will be acknowledged in writing within 10 working days.
- Correspondence and discussions regarding your complaint will be logged.
- Complaints are investigated promptly and fairly.
- All complaints will be resolved and a written response provided within 25 working days of acknowledgement
 - Where authorization to disclose personal details to third parties is required; the 25 working day resolution timeframe commences from the date NEBOSH receive a response to this request.
 - In the event that further investigation is required the complainant will be informed prior to the 25 working day resolution deadline that up to a further 10 working day extension is required. Relevant justification will be supplied to support this extended timeframe.
- Where we find that any corrective and/or preventative action is required; this will be recorded and monitored to ensure improvements are made. or NEBOSH complain procedure learners are advised to follow the link to get all the information regarding NEBOSH complain procedure. <https://www.nebosh.org.uk/policies-and-procedures/complaints-procedure/>



**PRAMILA DEVI INSTITUTE OF MANAGEMENT & TECHNOLOGY
(PDIMT)**

AN ISO 9001-2015 Certified Institution

**PDIMT INTERNATIONAL FIRE & INDUSTRIAL SAFETY ENGINEERING
CODE-1482**



Learner Complaint Form

Learner Name: _____,

Learner Regd. No: _____, Contact #: _____

Complain Description:

Causes:

Signature: _____

Date: _____

Correction:

Correction By: _____ Verified By: _____

Corrective and preventive action:

Action Taken By: _____ Verified By: _____

Date of Closer:		Total Days	
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Remarks



Acknowledgements

We express sincere gratitude to **PDIMT faculty, staff, and contributors** for their continued support in developing this guide and maintaining academic excellence.

Disclaimers

a) Accuracy of Information:

While every effort is made to ensure accuracy, details may change. Learners should verify critical information with official sources.

b) Liability:

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End of PDIMT NEBOSH Learner Handbook

Would you like me to now **compile all sections (Payment, Course Materials, Technical, Assessment, Policies, General Info, etc.)** into a single, properly formatted **Word or PDF document** with:

For further details visit

www.nebosh.org.uk/igc



PDIMT International Fire and Industrial Safety Engineering

Contact Us

Plot No-A/15, Ruchika Market, Baramunda, Bhubaneswar

Contact No. 7684842828 (W), 9777885242 (M)

Email: neboshadmission@gmail.com | Website: www.pramiladevi.org