



तेल उद्योग सुरक्षा निदेशालय  
भारत सरकार  
पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय  
**Oil Industry Safety Directorate**  
**Government of India**  
**Ministry of Petroleum & Natural Gas**



# Internal Safety Auditor Training Modalities

This document describes the end-to-end process for organizing, conducting, and completing the OISD Internal Safety Auditor Training Program. It is intended for use by companies and entities that wish to request and host the training at their premises. The program was approved in the 41st Safety Council Meeting (21 May 2024) to accelerate structured training for internal safety auditors and enhance the quality of internal safety audits across the oil industry.

## Program Structure

The training is a two-day program. Timings are indicative and may be adjusted by mutual agreement.

### Day 1 — Classroom Sessions

Duration	Time	Activity
0:30 hr	0930 – 1000	Inaugural Session
1:15 hrs	1000 – 1115	Introduction to the Auditing Process
1:45 hrs	1115 – 1300	Safety Management Systems — WPS/PTW, ISA, MoC, etc.
1:00 hr	1300 – 1400	Lunch Break
1:30 hrs	1400 – 1530	Layout / Process / Fire & Safety related Standards and Gaps
1:00 hr	1530 – 1630	Mechanical / Inspection related Standards and Gaps
1:00 hr	1630 – 1730	Electrical / Instrumentation related Standards and Gaps

### Day 2 — Field Visit, Group Presentation, and Assessment

Duration	Time	Activity
3:00 hrs	0930 – 1230	Field Visit — Mock Internal Audit at the Installation (participants divided into groups)
0:45 hr	1230 – 1315	Presentation Preparation and Unsafe Act/Condition Reporting
1:00 hr	1315 – 1415	Lunch Break
2:00 hrs	1415 – 1615	Group Presentations and Interaction on Field Observations
1:00 hr	1615 – 1715	Participant Assessment (Written Exam)
0:15 hr	1615 – 1715	Feedback Session



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## Assessment Method

All participants will be assessed on the following components. Minimum passing marks: 70 out of 100.

Category	Score	Action
Participation and Interaction	10	Evaluated by trainer during sessions
Reporting of Unsafe Acts/Conditions	10	Preferably via Microsoft/Google Forms (digital submission)
Group Presentation (Field Observation)	30	Evaluated during Day 2 group presentation
Written Examination	50	Preferably via Microsoft/Google Forms (digital)
<b>TOTAL</b>	<b>100</b>	<b>Minimum 70 marks required to pass</b>

## Logistics and Financial Modalities

### Number of Trainers and Participants:

1. 3-5 trainers from OISD will be deployed. Trainers may be taken from OISD or from the panel of external auditors enlisted with OISD, as applicable.
2. The date of training will be finalized in mutual agreement with the trainee organization/entity.
3. Since the training involves hands-on experience through a mock audit in installation by the participants divided into groups, the minimum number of participants allowed will be 20 and maximum 25.
4. The organizing entity will arrange the training venue and other related facilities.

### Logistics for the trainer:

1. Travel tickets for the trainers up to the nearest airport/ railway station shall be arranged and borne by OISD.
2. The pickup/ drop from the nearest airport/ railway station along with the local conveyance at the training location shall be arranged and borne by organizing entity.
3. Accommodation at the training/ transit location shall be arranged and borne by the organizing entity

### Payment Terms and Conditions:

1. The following information shall be made available to OISD at the time of requesting the training:
  - o GST number of the billing location
  - o Billing Address with pin-code



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- Nodal person details including contact number
  - Other details that the company wants to include in the invoice, if any.
2. The course fee shall be INR 25000 plus GST per participant (minimum 20 and maximum 25 participants).
  3. Payment should preferably be made prior to the training, in order to prioritize the preference/slot for the deliverables. In the event the payment is made for more than the number of participants than those that finally attend the training, the excess amount (over and above the minimum 20 numbers) will be refunded.
  4. In case pre-payment is not made, payments shall have to be made within 30 days of invoice generation date. Penal interest shall be levied @15% per annum calculated on daily basis, if the payment is not made within 30 days of invoice generation.
  5. Digitally signed e-invoice will be generated by OISD from Goods and Services Tax (GST) e-Invoice System with Invoice Reference Number (IRN) and date after completion of training with the number of participants reported by the trainer section.
  6. Payment settlement shall be inclusive of GST subject to deduction of income tax TDS. However, GST TDS shall not be applicable.
  7. Certificate will be issued only after receipt of complete course fees.
  8. OISD is a Technical Directorate under MoPNG (a government organization), hence, General Conditions of Contract (GCC) or Special Conditions of Contract (SCC) that are part of the industry's work order terms and conditions shall not be applicable. The conduct of trainers will be at par with that at the time of audits. The billing process shall be same as that done during PCSA.

## Note

In exceptional circumstances:

- I. Smaller organizations that cannot arrange a minimum of 20 participants may pool participants from other locations, organizations, or entities of a similar nature, so as not to be deprived of training opportunities. In such situation,
  - a. OISD may facilitate in coordinating with other entities for arranging participants.
  - b. In such a case, the organizing entity shall provide access to the other entity participants to their facilities during the training and in the mock audit without any responsibility/liability on OISD.
  - c. The organizing entity shall take responsibility for the arrangement of the venue and related materials/ meals.
  - d. The organizing entity shall make course fee payment to OISD for their personnel only.
  - e. The other pooling entities will ensure course fee payment, stay arrangements and travel arrangements of their personnel.
- II. ED-OISD shall be empowered to waive the penalty imposed for delayed payment beyond 30 days as per Payment Terms and Conditions (clause 3) above.