

NBQP Criteria for registration of OHSMS - Health & Safety Standard (OHSMS 18000) Consultants

A number of consultants are helping organizations in various sectors in the process of realization and implementation of Occupational Health and Safety Management System (OHSMS). The selection of a capable OHSMS Consultant by an organization is important in ensuring that the OHSMS is capable of meeting the planned objectives of the organization and its commitments to human safety and thus to the society in the efficient, sustainable and cost effective manner.

The scheme for registration of OHSMS Consultant will help to certify the credentials of competent consultants and also help the organizations to select a competent consultant through the register of consultants.

Based on the qualification and experience, an applicant can be offered the following grades for registration:

- _ Consultant
- _ Senior Consultant
- _ Principal Consultant

The assessment is done through a two step approach:

- _ Desktop Review
- _ Interview

Registration under this scheme is available without restriction to all applicants who satisfy the NBQP registration requirements. The scope of the registration is general, i.e. it does not include nor does it require any industry sector specific competencies. The applicant may select from the given list up to 4 standard industry sectors within which the applicant has acquired work experience. These details although included within the register are self-declarations and are outside the scope of registration.

NBQP reserves all rights to amend its registration criteria, procedures and fees etc, as it may deem fit. Applicants are requested to refer to the updated criteria before applying for their registration.

Although all information provided by the applicants will be kept confidential, NBQP reserves the right to utilize the information provided by the applicants for legal, research, for sharing with other IPC members or for any other purpose as may be deemed fit by NBQP.

We value your suggestions and feedback.

Please contact NBQP office for the latest information.

Section – I: Definitions

In addition to the following, all definitions as given in OHSMS 18001:2007 Occupational Health and Safety Management Systems – Requirements are applicable

OHSMS Consultant

A person with the competence to assist OHSMS realization or a part of OHSMS realization.

Desk Top review

The evaluation of documentary evidences submitted by the applicant in support of the application.

Section – 2: Requirements for Registration

2.1 Personal Attributes

Applicants for registration shall be able to demonstrate the personal attributes needed for the effective and efficient performance of the consulting services. Desirable personal attributes for consultants shall be as given below:

- a) ethical - fair, truthful, sincere, honest and discreet;
- b) open minded - willing to consider alternative ideas or points of view;
- c) observant - constantly and actively aware of his/her client's organizational culture and values, physical surroundings and activities;
- d) Perceptive - aware of and able to understand the need for change and improvement;
- e) versatile - able to adapt to different situations and provide alternative and creative solutions;
- f) tenacious - persistent, focused on achieving objectives of establishing a efficient, sustainable and cost effective OHSMS in his/her client's organization.
- g) decisive - reaches timely conclusions based on logical reasoning and analysis;
- h) self-reliant - acts and functions independently while interacting effectively with others;
- i) communicative - able to listen to and interface with all levels of an organization, confidently whilst sensitive to its culture;
- j) practical - realistic and flexible in approach with good time management and leadership abilities (concerned with facts and experiences);
- k) Accountable - take responsibility for their own actions

2.2 Skills and Knowledge

Applicants shall through education, training, work experience and consulting experience be able to demonstrate a satisfactory level of competence in all of the following areas:

2.2.1 Occupational Health and Safety Management specific knowledge and skills

2.2.1.1 Relevant Standards

Applicants shall be able to understand and apply relevant international standards that are applicable to the client organizations, which may be as follows:

- i) OHSMS 18001:2007 Occupational Health and Safety Management Systems – Requirements
- ii) OHSMS 18002:2000 (Updated in 2008) Guidelines for the Implementation of OHSAS 18001
- iii) ILO-OSH:2001 Guidelines on Occupational Safety and Health Management Systems
- iv) ISO 19011:2002 Guidelines for quality and/or environmental management systems auditing
- v) Other relevant ISO Standards

In addition the applicants shall have knowledge of other standards that are necessary for the consulting services such as:

- i) sector specific standards
- ii) Metrological and measurement standards
- iii) accreditation standards
- iv) conformity assessment standards
- v) process standards
- vi) safety related standards

Applicants shall also have knowledge of the ISO documents developed as part of the system management series.

2.2.1.2 General Occupational Health and Safety Management principles, methodologies and techniques

Applicants shall demonstrate to have the knowledge of, and the ability to apply OHSMS principles, methodologies and techniques such as:

- a) OHSMS terminology
- b) Occupational Hazard and Risk Analysis
- c) Determination of Risk Control and their implementation
- d) Methodologies for dealing with emergency situations

- e) Appropriate statistical techniques
- f) Auditing methodologies and techniques
- g) Team work techniques
- h) PDCA (Plan-Do-Check-Act) methodology
- i) Policy deployment methodology
- j) Process mapping techniques
- k) OHSMS aspects identification, assessment of impact and monitoring & review.
- l) Problem solving techniques & Control measures
- m) Techniques for monitoring interested parties satisfaction
- n) Brainstorming techniques
- o) Innovation management techniques

2.2.1.3 National and international OHSMS systems

Applicants shall have general knowledge of:

- The standardization, certification and accreditation systems at national and international levels.
- The processes and procedures for national certification of processes, systems and personnel.

2.2.1.5 Science and Technology related to Occupational Health and Safety:

To enable the applicant to comprehend the fundamental relationships between human activities and the occupational hazards. Knowledge and skills in this area should cover

- the impact of human activities on the occupational health and safety related issues
- Interaction of man and machine, consistent with existing ambience and demography.
- management of safety equipment and personal protective equipment
- general methods of upkeep of tools and tackles for taking care of safety related issues

2.2.2 Organization specific knowledge and skills

2.2.2.1 Statutory and regulatory requirements

Applicants shall demonstrate the ability to recognize the existence and the significance of the relevant statutory and regulatory requirements (e.g. local, national or international) applicable to the organization's activities, products and/ or services

In particular, applicants shall demonstrate how the legal issues are recognized which are applicable to the organization's activities.

Basic knowledge in this area should typically include the statutory and regulatory requirements for the organization's operations and activities as required by OHSMS 18001 and should also include the following aspects as appropriate:

- _ Contracts and agreements
- _ Labour and workplace
- _ Industrial Hygiene, Occupational Health and Safety
- _ International treaties, protocols and conventions
- _ Environmental & Safety requirements of Transportation
- _ Consents and licenses and necessary periodic monitoring of equipment such as lifting tackles and pressure tools.
- _ Reporting and filing of returns
- _ Statements and declarations

2.2.2.2 Products, processes and organizational requirements

Applicants should demonstrate reasonable knowledge of Organization's activities, products or services and how the same may have impacts on the health and safety of the personnel (including workers and visitors).

The applicant should preferably have background knowledge of processes or products of the sectors of industry which he has provided consultancy / intends to serve as a consultant.

Broadly, they shall be able to demonstrate how to apply the above knowledge to:

- _ Identify hazards and their consequential risks, suggest appropriate control measures with focus on the monitoring and measurement.
- _ Understand the sequence and interaction of the organization's activities, which might increase the quantum of risks to the personnel and their effect on meeting statutory and regulatory requirements. Also assess the organisation's preparedness to respond to potential emergency situations that might arise.
- _ Understand the Organization's activities with a view to eliminating or reducing occupational risks and suggest control measures from planning, design, production, marketing to disposal stages.
- _ Understand the terminology of specific sector.
- _ Understand the nature of the structure, functions and relationships within the organization.

2.2.2.4 Management Practices

Applicants shall demonstrate to understand how the OHSMS integrates and interacts with the overall management of the organization, including human resource & other management systems. Therefore, applicants shall have knowledge of relevant management practices such as:

- _ Planning and control
- _ Strategic management
- _ Production/operations management
- _ Management information systems
- _ Human resource management
- _ Quality management
- _ Interpersonal and Leadership skills

2.3 Education

The applicant shall have a degree in Engineering or a degree in Science with preferably a Post Graduate Diploma in Industrial Health and Safety / adequate work experience in the field.

Documentary evidence of the claims on the above will be required.

2.4 Work Experience

The applicant shall have relevant experience in managerial, professional and technical aspects of the consultancy services to be provided. This may involve the exercise of judgement, problem solving and communication with interested parties, enabling the consultant to assist the organization in making effective decisions.

The applicants' relevant experience may include a combination of some or all of the following:

- a) Practical work experience
- b) Experience in management
- c) Experience in OHSMS auditing
- d) Experience in implementing a OHSMS, in one or more of the following capacities:
 - _ Consultancy services
 - _ OHSMS Management Representative/Appointee
 - _ Member of management review team
 - _ Occupational Health and Safety functions

In particular, applicants shall demonstrate the following minimum work experience, in relation to the education level:

For Consultant Grade:

- _ Total work experience: 5 Years
- _ Work experience in OHSMS (as a part of total work experience): 4 years

For Senior Consultant Grade:

- _ Total work experience: 10 Years
- _ Work experience in OHSMS (as a part of total work experience): 8 years
- _ Should be a certified/registered Auditor or Lead Auditor of OHSMS

For Principal Consultant Grade:

- _ Total work experience: 15Years
- _ Work experience in OHSMS (as a part of total work experience): 10 years
- _ Should be a certified/registered Lead Auditor of OHSMS

It is essential that the experience of the consultancy is relevant to the OHSMS project.

Applicants shall provide documentary evidence of work experience. This evidence must be signed by the applicant's employer and client where consultancy had been provided.

Alternatively, this evidence may be presented in the form of employer references giving information on work actually carried out, positions held, reporting levels and areas of responsibility.

2.5 OHSMS realization experience

2.5.1 OHSMS realization/implementation projects

The total of OHSMS implementation/ realization experience for an applicant shall include:

For Consultant Grade:

- **Realization/implementation of minimum 2 complete OHSMS projects.**
- Carried out autonomously the task assigned by the project/ team leader.
- Participated in all of the periodical and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives.
- Carried out training of personnel involved in the OHSMS.

For Senior Consultant Grade:

- **Realization/implementation of minimum 4 complete OHSMS projects of which at least 1 project should be from large scale industry.**
- Carried out autonomously the task assigned by the project/ team leader.
- Participated in all of the periodical and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives.
- Carried out training of personnel involved in the OHSMS.

For Principal Consultant Grade:

- **Realization/implementation of minimum 8 complete OHSMS projects of which at least 3 projects should be from large scale industry.**
- Carried out autonomously the task assigned by the project/ team leader.
- Participated in all of the periodical and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives.
- Carried out training of personnel involved in the OHSMS.

All these activities shall be demonstrated by means of declarations from clients or consultancy project team leaders.

All OHSMS implementation/realization experience submitted for registration shall have been preferably gained in the 5 years prior to application.

The applicants should submit OHSMS Manual of at least 2 completed projects of different companies, in different years, for desktop review. NBQP reserves the right to ask for additional information

Including OHSMS Manuals of more projects or to seek the information from the organizations assisted, at any stage of the NBQP assessment process.

2.6 Application Sponsors

For initial registration each applicant shall be sponsored by either the current employer or by one alternative person who has a professional relationship with the applicant.

Sponsors shall have direct experience and/or personal knowledge of the applicant relating to those elements of the application for which they have been attested.

2.7 Personal Declaration

All applicants for initial registration and re-registration shall sign a declaration whereby they agree to observe and to abide by the NBQP Code of Conduct and that all complaints regarding their performance have been formally logged and dealt with in a manner to prevent recurrence.

2.8 Re-registration (maintaining registration)

All registered consultants shall be periodically re-registered. The period between initial registration and re-registration shall not exceed three years. Each applicant for re-registration shall maintain a written declaration from the client of each OHSMS realization undertaken and details of professional development undertaken during this period.

For each year of the re-registration period, NBQP registered OHSMS consultants shall submit documentary evidence either of having performed a minimum of 1 complete OHSMS project realization or of having acquired equivalent OHSMS consultancy experience.

All registered consultants are required to submit annually (by Dec 31 every year) the details of consultancy work undertaken in the Consultancy Log Sheet (Annex C) and/or Continuing Professional Development (CPD) done by them in the CPD Log Sheet (Annex E) for that particular year.

2.8.1 Professional Development

The NBQP registered OHSMS consultant shall, in each year of the registration period, undertake at least 15 hours of appropriate continuing professional development. Evidence of that professional development, verified by the training course provider, or the applicant's employer shall be submitted as part of the application for re-registration.

The professional development records shall show the duration and type of activity undertaken and details of the provider.

In the selection of appropriate professional development, consultants should consider their personal strengths and weaknesses and identify areas for personal improvement.

2.9 Code of conduct

All consultants are obliged to improve the standing of the consulting profession by rigorously observing the Code of Conduct. Failure to do so may result in suspension or withdrawal of registration.

Please refer to section 6 & 7 for further details.

Section – 3 : Evaluation Process

The Complete application form with the requisite fee must be sent to the following address

NBQP

C/o Quality Council of India
Institution of Engineers Building (II Floor)
Bahadur Shah Zafar Marg, New Delhi 110 002

The form must be filled in English language only.

All applications must be supported by documentary evidence, e.g. legible photocopies of original certificates etc. Original documentary evidence should be made available only when asked for.

An incomplete application or not adequately supported by required documents would result in delay in processing or rejection of application.

The envelope containing the application must be super-scribed with the registration applied for.

Only the application fee (besides necessary documents) should be sent with the application. The registration fee needs to be sent only after the receipt of notice from NBQP.

NBQP shall carry out an effective evaluation of applicant's competencies through three distinct components:

a) Desk-Top Review - I

A desk-top review of documentation submitted by the applicant in support of the application. This review is intended to determine the applicant's conformance with NBQP requirements for education, training, work experience, OHSMS experience and consulting experience.

b) Desk-Top Review - II

A desk-top review of documentation related to the OHSMS projects realized/implemented by the applicant (alone, within a team or where applicable as a project leader/team leader)

c) Interview

A verification of the applicant's consulting competence through face-to-face interview. The applicant will have to appear at own cost for the interview.

d) Confidentiality

All information, correspondence and documentation submitted by applicants in support of registration will be considered as strictly confidential except where the

Applicant has agreed to specific information being released, for example, the information contained in the register of consultants.

e) Legal Status

The registration of Consultants by NBQP and all activities associated with the administration of the Scheme is governed in accordance with Indian Arbitration and Conciliation Act 1996. Disputes if any shall be referred to the arbitration of the Secretary General, Quality Council of India, or to any other person nominated by him.

f) Reconsideration

It may happen that during the processing of an application, it is observed that the applicant can get qualified to a higher grade on submitting additional information/evidence. In this case the applicant will be informed to exercise his/her option.

In case of applicant opting for the higher grade, a reconsideration fee will have to be submitted as given in the fee schedule.

The assessment process will be repeated in this case.

Section – 4 : Registration Fees

The fee structure is determined annually and is applicable from January to December. The validity of the registration is also for the calendar year. Please refer to the current Fee Structure.

a) Application Fee

All application should be accompanied by the application fee, without which the application will not be processed. This fee covers the administrative costs for processing the applications.

b) Annual Registration fee

Successful applicants will be intimated for the remittance of Registration Fee. The applicants will be required to send the fee as per the fee structure within the specified time frame.

Applicants may pay either one or three years fee along with their initial application. A discount of 15% on total fee is allowed for three years registration.

Applicants paying one-year fee initially shall be required to pay the annual registration fee annually for the next two years on receipt of notice from NBQP.

The Certificate & Registration Card will be sent within 3-4 weeks after the receipt of the fee.

c) Interview Fee.

The applicant called for interview shall have to appear for the interview at own expense. There will be no other fee charged for the interview.

d) Regrade Fee

This fee covers the administrative cost required for each regrade consideration. This fee is due with the re-grade submission and is non refundable. Where a regarded application is successful, the difference in the registration fee on pro-rata basis is to be paid for registration to the new grade for that current year.

e) Reconsideration Fee

This fee covers the administrative costs for reassessment of the application on submission of necessary documentation.

f) Issue of Duplicate Card and / or Certificate

Additional fee will be charged for issue of duplicate Card and/or Certificate

All fees are to be paid vide a demand draft or a local cheques in favour of “Quality Council of India” payable at Delhi.

All the fees are non refundable.

Section – 5 : Registration Card, Certificate and Register

All successful applicants will be issued the following:

- i) a Certificate
- ii) A Registration Card.

The validity of the Certificate and the Card will be for the period for which the fee has been paid by the applicant (maximum three years)

The Card and the Certificate are the primary evidence of validity of Registration and should be presented on commencement of a project and thereafter on demand as appropriate.

The Register of Consultants will be hosted on the QCI web site.

Section – 6 : Appeals, Complaints & Disciplinary Proceedings

NBQP registered consultants and applicants for registration have the right to appeal against any decision taken by NBQP.

An appeal should be made in writing to the Head of NBQP. He is authorized to either take a decision or appoint an Appeals Committee (out of the Board Members) to resolve the issue.

In case of non-acceptance of the decision of the Appeals Committee by the applicant, the appeal can be made to the Secretary General, QCI who will then appoint an arbitrator for the purpose. The arbitration shall be held in the city of Delhi and shall be in accordance with the Arbitration and Conciliation Act 1996.

Similarly complaints made

- _ by registered consultants against a fellow registered consultants or
- _ By an organization, certification body or other body against a registered consultant will be considered according to the procedures of NBQP.

NBQP retains the right to undertake disciplinary proceedings against registered consultants who are found to have acted contrary to the Code of Conduct. Options available include suspension of registration and in instances of serious or sustained breach, withdrawal of registration.

NBQP may suspend or cancel the NBQP registration because of the following but not limited to:

- a) non compliance with the NBQP code of conduct
- b) providing insufficient or incorrect information to NBQP
- c) improper use of NBQP registration, card or logo
- d) failure to report any major complaint against the applicant
- e) non payment of fees
- f) any other condition deemed appropriate by NBQP
- g) at own request

The Certificate and Registration Card would be cancelled and recalled by NBQP.

Section – 7 : Code of Conduct

All consultants are obliged to improve the standing of the consulting profession by rigorously observing the Code of Conduct. Failure to do so may result in suspension or withdrawal of registration.

Consultants undertake:

- a) to act professionally, accurately and in an unbiased manner
- b) to strive to increase the competence and prestige of the consultancy profession
- c) to assist those in their employment or under their supervision in developing their management, professional and consultancy skills
- d) to maintain the confidentiality of information provided by or acquired from the organization
- e) to avoid and/or declare any conflict of interest that may affect the work to be carried out
- f) to maintain independence from OHSMS certification or accreditation bodies
- g) to maintain impartiality in an organization's selection of certification bodies/ registrars
- h) Not to act in any way that would prejudice the reputation of the NBQP or the consultant registration process and to co-operate fully with an inquiry in the event of any alleged breach of this code.

Section – 8 : Fee Structure **(Calendar Year-2005)**

I)	Application Package	Rs. 500/-	
II)	Application Fee		
	First time	Rs. 3,000/-	
	Re-registration	Rs. 1,500/-	
	Interview	No fee is charged for the interview, Candidates have to make their own arrangements for attending the Interview.	
III)	Annual Registration Fee		
	Consultant	Rs. 10,000/-	For One Year [For application approved between July to December]
		Rs. 5,000/-	
	Senior Consultant	Rs. 12,500/-	For One Year [For application approved between July to December]
		Rs. 6,250/-	
	Principal Consultant	Rs. 15,000/-	For One Year [For application approved between July to December]
		Rs. 7,500/-	

Applicants can apply for 3 years registration and avail 15% discount on the total fee.

Regrade Fee Rs. 2,000/-

Reconsideration Fee Rs. 1,500/-

Duplicate Card Fee Rs. 250/-

Duplicate Certificate Fee Rs. 250/-

Service tax will be charged as applicable.

Note: Current Fee Structure Under Revision

The fee should be paid vide demand draft payable at Delhi or a local Delhi cheques drawn in favour of “Quality Council of India”. All fees are non-refundable

Annexure A : Application Form

Space for
Photograph

(Please read the criteria before filling the form)

1. Mr./Ms./Mrs. _____
(First Name)
(Middle Name)
(Last Name)

2. Date of Birth _____

3. Home address _____

Pin Code _____

4. Tel. No. _____ 5. Fax No. _____

6. Email address _____

7. Office address _____

Pin Code _____

8. Tel. No. _____ 9. Fax No. _____

10. Email address _____

11. Mailing address

Home	Office
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12. General Education (Senior Secondary)

Period	Board	Qualification	Educational Institution & Address	Subjects	Grade

13. Technical Education (Graduation & above):

Period	Institution Name & Address	Qualification	Subjects	Grade

14. Certified / recognized training courses attended:

S. No.	Title of the Course	Conducted/organized by (Name & Address)	Dates		Result
			From	To	

15. Membership of Professional Bodies :

S. No.	Professional Body (Name & Address)	Membership		Valid till
		Grade	No.	

16. Experience (Please write in chronological order with present experience listed first) :

A. General:

Period	Organisation with address	Department	Designation	Reporting to/Duties/Responsibilities

Related to Occupational Health and Safety

B. Management System :

Period	Organisation with address	Department	Designation	Reporting to/Duties/Responsibilities

17. The application must be signed by a proposer who has known the applicant for more Than two Years (The proposers could be NBQP registered auditors or consultants / senior officers / Department Heads)

Proposer's Name _____

Address: _____

Tel. No. : _____ Fax No. _____

Certification No. : _____ E-mail. _____

Signature _____ Date _____

18. Please indicate a maximum of four sectors which can be supported by your experience.

- 01 Agriculture and fishing
- 02 Mining and quarrying
- 03 Food products, beverages and tobacco
- 04 Textiles and textile products
- 05 Leather and leather products
- 06 Wood and wood products
- 07 Pulp, paper and paper products
- 08 Publishing companies
- 09 Printing companies
- 10 Manufacture of coke and refined petroleum products
- 11 Nuclear fuel
- 12 Chemicals, chemical products and fibres
- 13 Pharmaceuticals
- 14 Rubber and plastic products
- 15 Non-metallic mineral products
- 16 Concrete, cement, lime, plaster etc.
- 17 Basic metals and fabricated metal products
- 18 Machinery and equipment
- 19 Electrical and optical equipment
- 20 Shipbuilding
- 21 Aerospace
- 22 Other transport equipment
- 23 Manufacturing not elsewhere classified
- 24 Recycling
- 25 Electricity supply
- 26 Gas supply
- 27 Water supply
- 28 Construction
- 29 Wholesale and retail trade; repair of motor vehicles, motorcycles, personal and household goods
- 30 Hotels and restaurants
- 31 Transport, storage and communication
- 32 Financial intermediation; real estate and renting
- 33 Information technology
- 34 Engineering services
- 35 Other services
- 36 public administration
- 37 Education
- 38 Health and social work
- 39 Other social services
- 40 Other
- 41 Please tick the box if you are available for Private work

19. Do you want your contact details to be published in the register of consultants? **Yes /No**

20. Declaration by applicant

I have carefully read all NBQP guidelines for registration of consultants. I confirm that the information in support of the application is correct to the best of my knowledge.

I authorize NBQP to make any enquiry as deemed fit as part of the reviewing process. NBQP can also verify data filled in the consultancy log sheets. I understand that in case any information is found to be incorrect, it may result in rejection of my application and/or my disqualification. I authorize NBQP to utilize the information provided by me for legal, research, training, sharing with any other purpose as may be deemed fit by NBQP.

Once registered, I commit to notify NBQP immediately of any changes in my status where information regarding such changes, if declared may affect the consideration for my registration. I also confirm to follow the NBQP code of conduct for consultants.

I have read and understood the complete application requirements of NBQP.

Signature _____ Date ____/____/____

Annexure B : Work Experience Format (Sample)

(Preferably on company letterhead)

Dated _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Name of the applicant** has worked as **Designation** in the **department**

From the period **Dates** **From** **To** .

The **applicant** was reporting to _____. The responsibilities of **Name of the applicant** were as follows:

Authorized signatory:

Name _____

Designation _____

Tel/Fax/email _____

Signatures _____

Annexure C: Consultancy Log (for each project implemented)

Please make 4, 8 or 12 copies as per the grade applied for

Consultant Name _____
Role in the Project Observer Member Project Leader
Names of other Team Members I _____ II _____
III _____ IV _____
Consultancy dates From _____ To _____

(Kindly fill the following information very carefully)

The applicant has * carried out autonomously the tasks assigned by the project/team leader.
* participated in all the periodical & final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives
* Carried out the training of company personnel involved in the OHSMS.
* has carried out the work ethically and satisfactorily met the objectives

(to be authenticated by the company where consultancy provided)
Company Name _____
Company Address _____
Tel/ Fax/Email _____
Product/Service _____
No. of Employees _____
Is the Company Certified (OHSMS 18000:2007)? If yes, then date of Certification _____
Name of Certification Agency _____
Signing Authority _____
Designation _____
Signatures / Date _____ Company Stamp

(to be authenticated by the employer on whose behalf consultancy provided)
Name & Address of Consultancy Company _____
Tel/Fax/Email _____
Contact Person (with designation) _____
Signatures _____
Signatures (Applicant) _____ Stamp

Annexure D : Summary of Consultancy Projects

S. No.	Dates		Organisation Name and Location	Role in project (Observer/Member/Leader)	OHSMS Manual enclosed (Y/N)	For NBQP use only	
	From	To				Accepted/ not Accepted	Remarks

Annexure E: Training/Continuing Professional Development (CPD) Log

Name of Applicant _____ Certification no. _____ Period from _____ to _____

S. No.	Training Attended	Name & Address of Training Provider	Dates		Duration (in hours)	Topics Covered	Copy of Certificate enclosed	Signature (authentication) of Training Body
			From	To				