



**GOVERNMENT OF GOA
INSPECTORATE OF FACTORIES AND BOILERS
ALTINHO, PANAJI, GOA**

PROSPECTUS AND APPLICATION FORM

FOR

TWO WEEKS COURSE FOR SAFETY SUPERVISORS

TO BE CONDUCTED AT

**INSPECTORATE OF FACTORIES & BOILERS
ALTINHO, PANAJI, GOA**



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PROSPECTUS

Two Weeks Course for Safety Supervisors

THE COURSE PERSPECTIVE:

The **Inspectorate of Factories & Boilers, Altinho, Panaji** is the implementation and enforcement authority for the **Occupational Safety, Health and Working Conditions Code, 2020** (Central Act 23 of 2020) the **Boilers Act, 2025** (Central Act 12 of 2025) and the rules framed thereunder.

As per **Section 22(2) of the Occupational Safety, Health and Working Conditions Code, 2020**, certain factories are required to appoint **Safety Officers** depending on the number of workers employed and the nature of processes carried out. However, a large number of **small and medium factories do not fall under the statutory requirement for appointment of Safety Officers**, though they are still required to comply with the safety, health and welfare provisions under the Code.

In order to strengthen **occupational safety and health practices** in such establishments, the **Inspectorate of Factories & Boilers proposes to conduct a Two Weeks Training Course for Safety Supervisors**.

Under this initiative, factories may nominate **one employee from a technical background** to undergo training in basic industrial safety. After completion of the course, the nominated employee will be able to assist the management in **identifying workplace hazards, promoting safety awareness among workers, and improving compliance with safety provisions**.

The course aims to provide participants with **basic knowledge of industrial safety, hazard identification, accident prevention, and safe work practices**, thereby helping to promote a **strong safety culture within the workplace**.

METHODOLOGY & COURSE CONTENTS:

The methodology adopted during the course will include:

- Lectures
- Group discussions
- Case studies
- Relevant safety film shows
- Industrial visits

Certificates will be awarded to participants who **successfully complete the course.**

Major Topics Covered

- Statutory Provisions relating to Industrial Safety
- Principles of Accident Prevention
- Hazard Identification, Industrial Hygiene and Risk Assessment
- Personal Protective Equipment (PPE)
- Machine Safety
- Fire Safety and Emergency Preparedness
- Electrical Safety
- Chemical Safety
- Material Handling and Ergonomics
- Industrial Safety Practices

Participants will also be required to visit an **industrial establishment to observe safety practices and prepare a brief report on the factory visit** as part of the training.

At the end of the course, participants will undergo a **written examination and/or practical assessment.**

TIMINGS:

Teaching hours will be **10:00 AM to 5:00 PM** on all working days **except Sundays and Public Holidays**.

The course includes **two industrial visits and one day for examination and valedictory session**.

FACULTY:

The faculty will consist of **experts from the Department, specialists from industries, professionals from academic institutions, and officers from relevant Government departments**.

VENUE: Inspectorate of Factories and Boilers, Altinho, Panaji-Goa.

ELIGIBILITY FOR ADMISSION:

Factories which **do not have statutory Safety Officers** may nominate **one employee from a technical background** to undergo the course and function as a **Safety Supervisor** in the establishment.

Preference may be given to candidates having **technical qualification or experience in factory operations**.

FEE & OTHER EXPENSES:

Course Fee: ₹ 10,000/- per participant (non-refundable).

The fee shall be paid **online or by Demand Draft drawn in favour of “Chief Inspector of Factories & Boilers, Goa” payable at Panaji** and option for paying online is also available.

E-Receipt shall be submitted to the Department mandatorily for confirmation of payment.

1. **Other Expenses:** Participants will have to pay for Tea, snacks and lunch provided at venue and also will have to make their own arrangements to visit factories at given date and time.

NOMINATIONS

Nominations in the **prescribed application form**, along with the **course fee of ₹10,000/- per participant**, shall be forwarded by the sponsoring organization.

Applications should be sent to:

Course Coordinator

Inspectorate of Factories & Boilers
Altinho, Panaji – Goa

The application must be accompanied by:

- Two passport size photograph
- Self-attested copies of educational certificates
- Experience certificates (if applicable)

Original documents shall be produced **at the time of admission for verification.**

The decision of the Department regarding selection of candidates shall be final.

Form of application for admission to Four Weeks Certificate Course for Safety Supervisors

(All information should be filled in CAPITAL LETTERS only)

PHOTO

(1) Name of the Applicant :

(2) Full Residential Address :

(3) Date of Birth :

(4) E-mail ID :

(5) Contact No. :

(6) Name & address of the Employer (if employed) :

(7) Educational qualifications :
(Enclose certificates)

(8) Details of professional experience, (in chronological order) :

Name of the Organization	Period of service	Designation	Area of responsibility
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(9) If employed, whether 'Sponsorship Certificate' issued by Employer is enclosed : Yes / No

(10) Any other relevant information :

Declaration by the Applicant:

I....., S/o or D/o..... hereby declare that –

1. the information furnished in the application is true and correct to the best of my knowledge and belief and that no material information has been suppressed by me. I also understand that I stand to be disqualified from being admitted to the Course or from continuance in the Course, in the event of any information being found incorrect.
2. While pursuing the Course, if found involved in any misconduct / misbehavior during the study period, I will abide by the decision taken by the Course Co-ordinator / Department including dismissal from the Course.
3. I undertake to produce all the Original Certificates, Testimonials, etc. regarding my Educational Qualification, Experience, etc., at the time of admission without fail and nonproducing of these documents during admission will disqualify me in the selection process.

Place :

Date :

Signature

CERTIFICATE BY SPONSORING EMPLOYER (On company letterhead)

Shri /Smt /Ms..... of this Organization is hereby nominated and sponsored to attend the Two Weeks Certificate Course for Safety Supervisors. The duly filled in Application has been verified, found correct and is forwarded herewith. He/she fulfills the eligibility criteria. He/she will be granted full pay & allowances and other expenses, during the entire course period.

Shri /Smt /Ms.....is working in this organization with effect from.....and his / her total experience (with current employer plus previous) as per organization records as on **05.06.2026** is.....years.....months. Presently he / she is appointed as in this organization. The License No. of the factory issued by the Chief Inspector of Factories and Boilers is

Place :

Date :

Signature & Name of the Occupier / Manager