



## PEEB Certified Safety Specialist (CSS)

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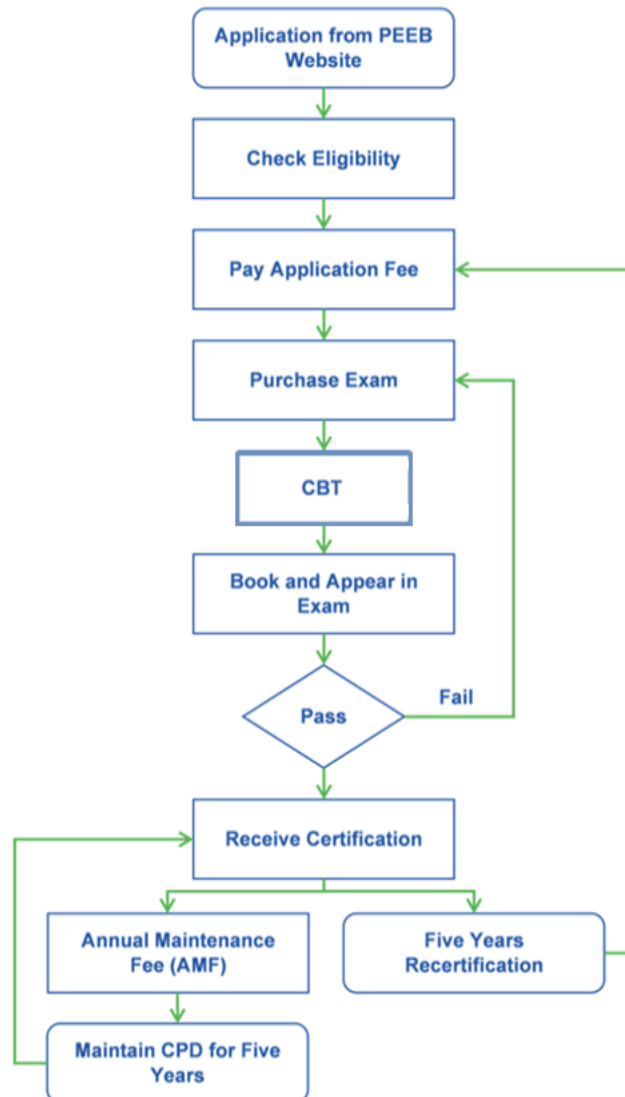
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## CHAPTER - 1

# 1 APPLICATION AND EXAMINATION PROCEDURE

## 1.1 Certification & Application Process

PEEB offers a very clear and easy procedure for the PEEB certification. Candidate Can go towards the PEEB Certification by following these application and examination steps.



## 1.2 Certification Steps

### Step 1 – Pick A certification

The first stage is to select a certification from the PEEB website according to the eligibility.

### Step 2 – Check Eligibility

The second step is to check the certification criteria through the PEEB official website. Applicants for PEEB certification must meet one of the following three options given in Chapter 2.

### Step 3 – Pay and Submit Application

Fill up the signup form, pay the application fee and then submit the remaining application at the PEEB online portal. Applications are reviewed by PEEB management and evaluate the material presented by an applicant i.e., Applicants for PEEB certification must meet one of the following three options given in chapter 2. Applicants will receive a notification about their application status within 3 business days of receiving your application.

#### **Step 4 – Purchase Exams**

Once the application is approved, the applicant will purchase the exam set and the Applicants must have to sit an examination within one year of validity.

#### **Step 5 – Select Exam**

PEEB Exams is a computer-based test CBT.

#### **Step 6 – Book and Appear in Exam**

Once the exam is purchased, the Candidate can take the exam anytime by visiting the Exam link provided through email.

#### **Step 7 – Pass the Examination**

Once the Candidate passes the PEEB certification exam he qualifies for the certification. PEEB will award certification who pass the certification exams.

#### **Step 8 – Pay Annual Renewal Fee**

There is an annual renewal fee who earn the PEEB credential. Candidate must have to maintain and submit the CPD points yearly.

### **1.3 Recertification**

PEEB certified must maintain CPD by compiling 25 Re-certification points every year. Another way to earn all the required points is to retake and pass the examination for Re-certification.

### **1.4 Application Fees for Examination and Certification**

PEEB offers direct exams, where a candidate can sit for the exam without attending the training course. The applicable prices are as follows:

- Application Fee: £75
- Certification Exam Fee: £400
- Re-sit Examination Fee: £350
- Annual Maintenance Fee (AMF): £125

The application fee for certification is £75 and will be valid for one year, applicants can schedule certification exams within one year. PEEB waved off the first year of the Annual Maintenance Fee (AMF) from all certification holders.

**Note:** If your application is not approved or you're not eligible we will contact you. The application's £75 processing fee is not refundable.

## **1.5 Examination Approval Process**

Once the application is approved by PEEB the candidate will receive a confirmation email of approval from PEEB.

A candidate must sit for the examination within one year of receiving approval. If the candidate fails to take an exam within this one-year period, they must undergo the entire application approval process again, including the application fee, unless there are exceptional circumstances.

## **1.6 Appointment Scheduling**

PEEB is responsible for the Online examination.

### **1.6.1 Online**

Once the exam is purchased, the Candidate can take the exam anytime within the time period by visiting the My PEEB portal., Once the exam is booked and started, they must complete it in one sitting.

## **1.7 Identification Requirements**

The examination candidate is required to present an original (no photocopies) & valid ID i.e., passport/national identity card etc.

If you are not a citizen of the country in which you are sitting for the exam, the only acceptable identification document is your valid, unexpired passport.

Failure to present the proper identification will result in the forfeiture of your examination.

## **2 MANDATORY RULES & REGULATION**

### **2.1 Rules for Scheduling/Appointment for Examination**

As this is a computer-based test (CBT), candidates are provided with a one-year window from the date of application approval to take the examination at their convenience. Therefore, rescheduling of the examination is not permitted.

Candidates should ensure they select an examination date within their authorization period. If a candidate needs an extension beyond this one-year period, they may apply for an additional one-year extension, subject to an extension fee.

### **2.2 Missed Examinations**

Once you log in and start the examination, you cannot stop, pause, or restart the exam. The examination timer will continue even if there is a loss of internet connection, so please ensure your internet connection, hardware, and camera are all functioning well before you begin. All required identification documents must be available at the start, as the examination will not proceed without successful identity verification.

To retake the examination after being denied access, you will need to re-register and pay the full certification exam fee.

### **2.3 Inclement Weather or Emergency**

In cases of inclement weather or unforeseen emergencies on the day of the examination, PEEB will assess if circumstances warrant a rescheduling of the certification exam. The computer-based examination is generally not cancelled due to weather conditions.

### **2.4 Test Misconduct**

Candidates engaging in any dishonest practices during the exam will be considered to have committed test misconduct. Any misconduct may result in the dismissal of both their application and examination session, as well as disqualification from future PEEB exams.

Misconduct includes, but is not limited to, the following:

- Disclosing certification questions and/or subject matter.
- Assisting or conspiring with others to cheat.
- Illegally obtaining test materials through unauthorized means.
- Falsifying your identity or impersonating another candidate.
- Using unauthorized materials or devices during the test, such as books, calculators, or electronic devices including smartwatches, smartphones, tablets, and other communication or memory aid devices.

## **2.5 Taking Your Examination**

After the identification check is completed, the candidate will be granted access to the examination. They will have 4 hours to complete the exam, with a 15-minute break provided after 2 hours. All the details will be communicated to the candidate via email from PEEB prior to the exam date.

## **2.6 Security**

PEEB maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. PEEB reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

## **3 STUDY MATERIAL & GUIDELINES**

### **3.1 Preparation for Certification Examination**

The following references have been identified by the PEEB as suggested reading by candidates preparing to conduct the certification examination.

Texts must be ordered directly from the publisher. Texts are subject to revisions or may be withdrawn at the discretion of the publisher without prior notice.

#### **3.1.1 Self-Study Reference Material**

Recommended reference list:

1. Holt, A. S. J., & Allen, J. (2015). Principles of health and safety at work. Routledge.
2. Standard, J. J. (2002). Chapter 9: Industrial Noise, dalam Barbara A. Plog dan Patricia J. Quinlan (editor), Fundamentals of Industrial Hygiene 5th Edition. United States of America. National Safety Council.
3. Boyle, T. (2015). Health and safety: risk management. Routledge.
4. Griffin, Ricky W. (2013). Fundamentals of Management. 7th Edition. Cengage Learning.
5. Friend, Mark A., and James P. Kohn. (2007). Fundamentals of Occupational Safety and Health. 4th Edition.
6. Cote, A. E. (2008). Fire protection handbook (Vol. 2). National Fire Protection Assoc.
7. Hurley, M. J., & Rosenbaum, E. R. (2015). Performance-based fire safety design (pp. 37-52). Boca Raton: CRC Press.
8. Holub, R. A., Doan, D., & Anderson, R. L. (2010, September). Arc flash hazards with electric fire pump installations. In 2010 Record of Conference Papers Industry Applications Society 57th Annual Petroleum and Chemical Industry Conference (PCIC) (pp. 1-5). IEEE.
9. NEPA 20. (2010), National Fire Protection Association. Standard for the Installation of Stationary Pumps for Fire Protection. 2010 Edition.
10. Quinlan, P. J., & Plog, B. A. (2012). Fundamentals of industrial hygiene.6th Edition.
11. Haight, Joel M., Editor, ASSE. (2012). The Safety Professionals Handbook: Management Applications. 2nd Edition.
12. Schram, P., Benedetti, R., & Earley, M. (2009). Electrical Installations in Hazardous Locations. Jones & Bartlett Learning.
13. Niu, S. (2010). Ergonomics and occupational safety and health: An ILO perspective. Applied ergonomics, 41(6), 744-753.
14. Byrne, R. (2011). Building Bridges: A Forward-Looking Career in Law and Commerce. Maryland Carey Law, 2011(1), 7.
15. Walters, D., & Nichols, T. (2009). Workplace health and safety: international perspectives on worker representation. Springer.
16. David, Eves. Disasters: Learning the lessons for a safer world.
17. PEEB Code of Ethics



### 3.2 Tips and Scheduling Study Time

Develop a methodical approach to studying each domain. This can be accomplished by organizing your study time. Candidates report they spend between 60 and 200 hours on average preparing for the exam.

### 3.3 Examination Questions

Some sample questions will be provided once the application is accepted which will give you an indication of the style of questions that will be asked, the type of thinking required and the degree of difference between incorrect and correct answers.

Once you have failed the exam and are willing to resit the questions will be different.

### 3.4 Control Examination Anxiety

Part of controlling anxiety involves being prepared for what to expect. Here are some tips:

#### **Prior to the examination:**

- Know your material. Spend adequate time studying for the certification exam.
- Ensure you get enough sleep, good nutrition, exercise, personal downtime, etc. Think positively.

#### **On the day of the examination**

- Allow yourself plenty of extra time to log in to the portal,
  - Make sure to check the internet connection before the exam time
  - Make sure the camera is working and is ready for the exam
  - Dress comfortably the candidate must be alone in the room where the exam will be conducted. We will conduct a 360-degree check.
  - We use screen recreation recording technology to 'record' the candidate's Chrome window throughout the exam and monitor candidates through interval captures of their entire desktop and their webcam.
  - We also use Live invigilator proctoring or we combine powerful AI analysis with a 'human-in-the-loop' approach to ensure that suspicious activity can be quickly identified, with a trained human proctor being involved in the final decision-making process.
- 
- **During the examination**
  - Relax. Practice relaxation techniques such as deep breathing.
  - Do not focus on any anxiety you may be experiencing.
  - Do not expect to know all the answers. It is unlikely that a candidate will answer all questions correctly. Use your reasoning ability to analyse the question and identify the best possible answer.

## 4 EXAMINATION STRATEGY AND SCHEDULING

### 4.1 Certification Examination Overview

PEEB offers Computer-Based Tests (CBT) only. PEEB offers a minimum of one exam on the 15th of every month or as per requirement only in English language.

- Computer-Based Test - CBT

#### 4.1.1 Computer-Based Test – CBT

Computer-based exams are provided electronically via the PEEB Exams applications. The use of electronic devices, such as tablets and cell phones, is not allowed. The exam session is supervised remotely by a PEEB Invigilator via the PEEB Exams application, and an external/integrated camera in the online test. Access will be granted on test day after submitting your exam fee.

### 4.2 Examination Strategy

The examination consists of 200 questions by CBT and 4 hours to complete. Each question consists of 1 mark and 200 marks for the whole examination. It is required to get 70% marks (140 out of 200) to pass a certification examination.

The questions are presented in any of the following formats:

- Case-based (a set of questions associated with a brief scenario)
- Independent questions (stand-alone examination questions that contain the information necessary for responding).
- Matching Columns
- Fill in the Blanks
- True and False
- MCQ's

Candidates should thoroughly review the Blueprint for the selected certification exam.

The Examination Committee is responsible for determining the PEEB certification content and the examination specifications, maintaining examination questions and setting the passing score.

### 4.3 Developing an Examination Strategy

Candidates who want to sit in the CSS Examination must have a thorough knowledge of all the 11 domains. It takes time to adequately prepare for an examination. There are no shortcuts. While study tips and examination writing tips can help you prepare, there is no replacement for taking the time to build a solid base of knowledge.

Sr. No.	Domain Category
Domain 01	Law and Ethics – 6%
Domain 02	Ergonomics and Hygiene – 9%

Domain 03	Safety Fundamentals – 13.6%
Domain 04	Management Systems – 18%
Domain 05	Fire and Emergency Management – 8.5%
Domain 06	Risk Management – 8.5%
Domain 07	Communication & Training – 8%
Domain 08	Audit and Inspection – 7%
Domain 09	Environmental Management System – 7%
Domain 10	Mathematics & Advance Science – 6%
Domain 11	Strategy and Leaderships Management – 8.4%