

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR PRIVATE SECURITY INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack - Armed Security Guard

SECTOR/S: MANAGEMENT & ENTREPRENEURSHIP AND PROFESSIONAL SKILLS COUNCIL (MEPSC)

SUB-SECTOR: Private Security

OCCUPATION: Guarding (Armed)

REFERENCE ID: MEP/Q7102

ALIGNED TO: NCO-2015/ 5414.0151

Brief Job Description: The primary role of an Armed Security Guard entails guarding designated premises and people. The core responsibility of an Armed Security Guard includes guarding life, property and premises against threats & risks. The role requires initiative and effective communication.

Personal Attributes: An Armed Security Guard needs to bear a good moral character, pleasing deportment, even temperament, healthy habits and good grooming in addition to being physically fit, mentally robust, intelligent and proficient in handling of firearms. He/ she needs to be alert, calm and confident to control situations effectively using personal initiative. The Guard's presence needs to generate confidence in perilous situations.

Job Details	Qualifications Pack Code	MEP/Q7102		
	Job Role	Armed Security Guard (Applicable for National Scenarios)		
	Credits	TBD	Version number	1.0
	Sector	MEPSC	Drafted on	01/04/2013
	Sub-sector	Private Security	Last reviewed on	14/09/2016
	Occupation	Guarding (Armed)	Next review date	15/09/2021
	NSQC Clearance on	16/05/2015		

Job Role	Armed Security Guard
Role Description	To guard designated premises and people aided by legally permitted weapons. The core responsibility includes guarding life, property and premises against threats & risks.
NSQF level	4
Minimum Educational Qualifications	10 th standard passed
Maximum Educational Qualifications	NA
Prerequisite License or Training	160 hours of training according to PSARA-2005 requirements
Minimum Job Entry Age	21 Years
Experience	Holder of valid arms licence and fire arm and qualified on MEPSC certified Armed Security Guard's Course.
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> MEP/N7112 Perform armed security tasks in accordance with basic security practices MEP/N7113 Observe safety norms while handling firearms MEP/N7114 Deal with security situations warranting use of licensed firearms MEP/N7115 Provide private armed guarding service to people, property and premises MEP/N7116 Support guarding duties with licensed firearms MEP/N7117 Carry out routine armed guarding duties MEP/N7118 Support cash and valuables-in-transit operations MEP/N7119 Perform armed guarding duties in commercial deployments MEP/N7120 Perform armed guarding duties in industrial deployments

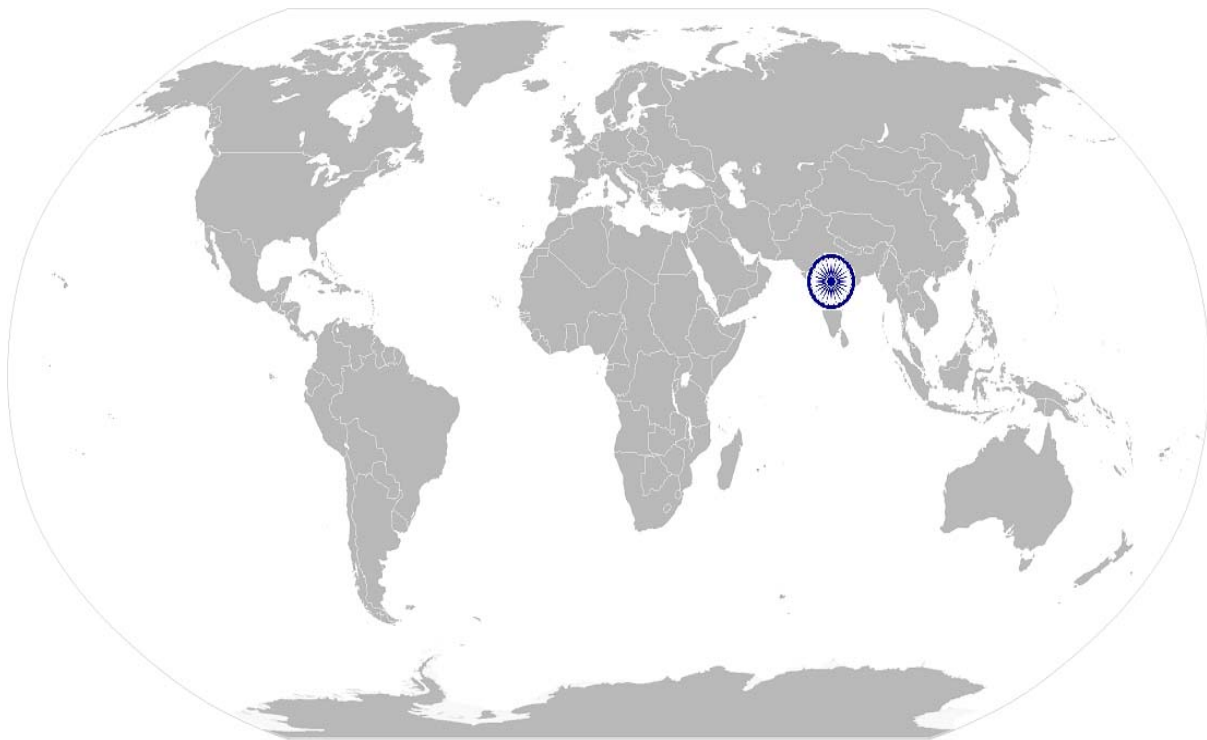
	<ol style="list-style-type: none">10. MEP/N7121 Project positive image of self and the organization11. MEP/N7102 Conform to regulatory and legal requirements of governing security tasks12. MEP/N7108 Maintain health and safety
Performance Criteria	As described in the relevant OS units

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
	National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
	Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
	Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
	Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
	Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
	Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
	Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
	Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
ATM	Automated Teller Machine
C3R	Cash Receipt, Replenishment and Reconciliation
CBR	Cash Balance Report
CD	Cash Dispenser
CIT Ops	Cash-in-Transit Operations
CRA	Cash Replenishment Agency
DLR	Daily Loading Report
FLM	First Line Maintenance
GPS	Global Positioning System
JP Roll	Journal Printer Roll
MIS	Management Information System
MSP	Managed Services Provider
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
OS	Occupational Standard(s)
OTAC	One Time Authorisation Code
PSARA	The Private Security Agencies Regulation Act (PSARA) 2005
QP	Qualifications Pack
Recon	Reconciliation
RP Roll	Receipt Printer Roll
SLM	Second Line Maintenance
SOP	Standard Operating Procedures
TAT	Turn Around Time

MEP/N7112 Perform armed security tasks in accordance with basic security practices

National Occupational Standard



Overview

Performing armed security tasks in accordance with basic security practices.

MEP/N7112 Perform armed security tasks in accordance with basic security practices

National Occupational Standard	Unit Code	MEP/N7112
	Unit Title (Task)	Perform armed security tasks in accordance with basic security practices
	Description	Performing armed security tasks in accordance with basic security practices.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Carry out assigned armed security tasks
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Carry out assigned armed security tasks	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. carry out assigned armed security tasks in line with procedures and instructions PC2. respond and report about risks and threats Risks and Threats: Unauthorised entry and trespass, Aggressive and drunken behaviour, Loitering and littering, Eve teasing and molestation, Robbery, theft, pilferage and shoplifting, Violence and assault, Murder and suicide, Kidnapping, Public demonstration, labour unrest and crowd control, accidents while handling weapons PC3. respond and report about hazards, disasters and emergencies to related organizations Organisations dealing with Hazards/ Disasters and Emergencies: Police, Fire Department, Ambulance Services PC4. assist police and other organisations, if required PC5. recognise rank/ badge of rank in police and military PC6. handle licensed firearm responsibly PC7. identify various firearms in use in public and police PC8. identify improvised explosive devices
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company /organization and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. private Security Agencies (Regulation) Act- 2005 and organisational procedures KA2. the Arms Act- 1959 KA3. reporting system within your organisation and workplace
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. importance of security for society, institutions and corporate KB2. risks and threats to society and corporate KB3. organisations dealing with security Security Organisations: Armed Forces – Army; Navy; Air Force, Central Armed Police Forces- CISF; CRPF; BSF; RPF, Civil Police KB4. organisation of private security sector KB5. different sub-sectors of private security KB6. role of private security sector

MEP/N7112 Perform armed security tasks in accordance with basic security practices

	<p>Roles: to provide guarding services to society; commerce and industry, assist law enforcement agencies</p> <p>KB7. types of hazards/ disaster and emergencies Types of hazards and emergencies: Commercial and Industrial Hazards/ Disasters and Emergencies, Hazards/ Disasters – Floods; storms; earthquake; fire incidents; accidents; industrial accidents; building collapse, Emergencies – Medical emergencies; emergencies arising due to disasters; crime; accidents and accidental discharge of firearm</p> <p>KB8. safe handling of licensed fire arm</p> <p>KB9. different types of weapons and firearms in use in public and police Weapons and Firearms: Gun; rifle; pistol; revolver, Bomb; grenade; improvised explosive device; explosive material, Knife; sword; spear; baton; lathi</p> <p>KB10. improvised explosive devices</p> <p>KB11. badges of ranks in police and armed forces</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists SA2. write a complaint/ statement SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read signages and notices SA9. read documents before signing</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from investigators SA14. raise alarm/ make announcement/ speak over phone/ radio</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions regarding security and emergency situations in line with legal provisions</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p>

MEP/N7112 Perform armed security tasks in accordance with basic security practices

	SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave post once relieved
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. manage relationships with visitors and stakeholders
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions as per legal provisions SB8. observe people, activities and movements keenly
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action

MEP/N7112 Perform armed security tasks in accordance with basic security practices

NOS Version Control

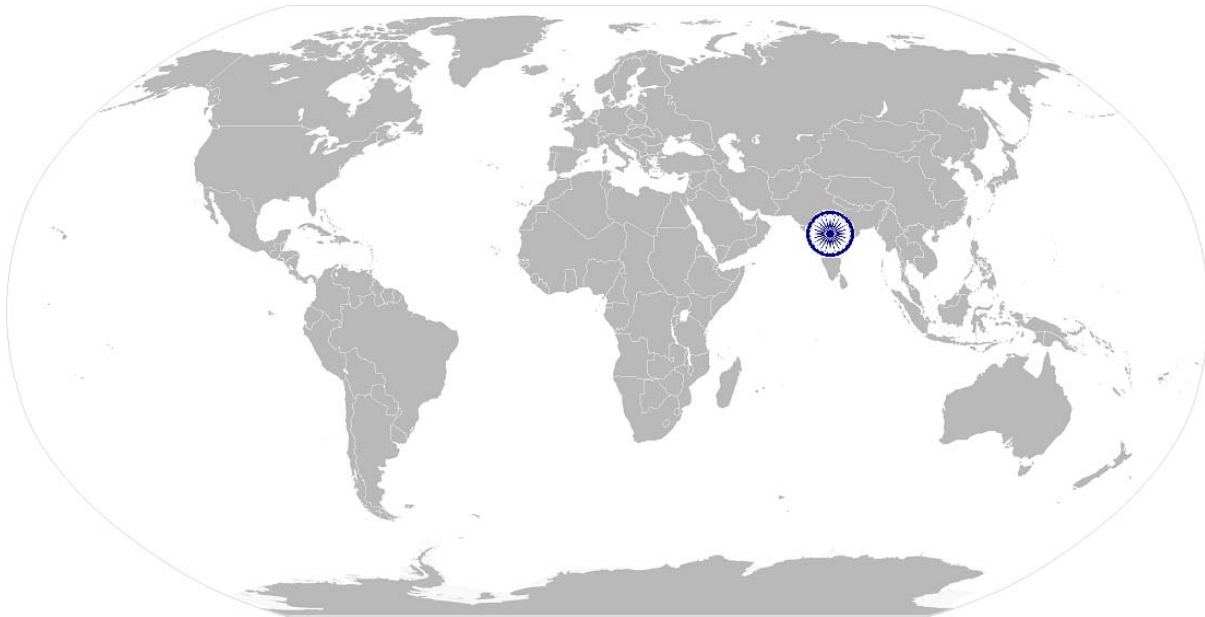
NOS Code	MEP/N7112		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7113

Observe safety norms while handling firearms

National Occupational Standard



Overview

Observing safety norms while handling firearms.

MEP/N7113

Observe safety norms while handling firearms

National Occupational Standard	Unit Code	MEP/N7113
	Unit Title (Task)	Observe safety norms while handling firearms
	Description	Observing safety norms while handling firearms.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Observe safety norms Handle firearms safely
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Observe safety norms	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. follow safety procedures with regard to firearms PC2. insist on colleagues and subordinates adhering to safety procedures. PC3. ensure security and safety of firearm in storage and during carriage PC4. handle misfires correctly PC5. maintain firearm before and after its use PC6. ensure documents related to firearm are complete and updated PC7. report inadequacies/ incidents to superior
	Handle firearms safely	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC8. identify illegal/ defective/ modified firearm or ammunition PC9. receive requisite training before using a firearm PC10. follow safety procedures with regard to firearms <p>Safety procedures with regard to firearms: Acquaint yourself with the mechanical and operating characteristics of the firearm, Learn to operate a firearm under the supervision of a trainer, Do not modify a firearm or repair it yourself, Do not only rely on the firearm's safety mechanism, Always assume that a firearm is loaded, Before handing over a firearm or receiving it from someone always inspect its chamber to confirm that it is unloaded, Do not give a firearm to children, untrained persons or someone who is not authorized to handle it, Always unload a firearm while not in use, Always keep the barrel of the firearm pointed in a safe direction, Do not cover the muzzle of the firearm with your hands or rest it on the foot or against your body, Keep the safety catch on at all times to make a firearm 'safe', Do not play with the trigger of the firearm, Do not hang a loaded firearm by its sling or keep it at a place where it is liable to slip and fall, Always use correct and authorized ammunition, Do not use misfired or damaged ammunition, Before using a firearm ensure that its barrel is free from obstruction, Do not use firearm while under the influence of alcohol/ intoxicants, Do not use firearm for celebratory firing, Use firearm with due precaution in crowded places and avoid collateral damage, Handle misfires with due precaution</p> <ul style="list-style-type: none"> PC11. avoid collateral damage while using a firearm PC12. use firearm effectively PC13. handle misfires correctly

MEP/N7113

Observe safety norms while handling firearms

	<p>Precaution to be taken for dealing with misfire: Keep the barrel pointed in a safe direction, wait for five seconds, Open the breech and remove the misfired ammunition, Reload firearm and resume firing</p> <p>PC14. report inadequacies/ incidents to superior</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organisational procedure regarding safe handling, use and storage of firearm and ammunition</p> <p>KA2. basic documents regarding firearms and ammunition</p> <p>KA3. reporting of inadequacies/ incidents to superior</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the mechanical and operating characteristics of the firearm</p> <p>KB2. type and characteristics of ammunition</p> <p>KB3. regular maintenance of firearm</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists</p> <p>SA2. write a complaint/ statement</p> <p>SA3. prepare security passes</p> <p>SA4. record visitor and vehicle arrival and departure</p> <p>SA5. write at least in one vernacular language</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable</p> <p>SA7. read identity papers and passes</p> <p>SA8. read signages and notices</p> <p>SA9. read documents before signing</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically</p> <p>SA11. comprehend instructions and ask relevant queries</p> <p>SA12. give clear instructions to co-workers, if required</p> <p>SA13. reply to queries from investigators</p> <p>SA14. raise alarm/ make announcement/ speak over phone/ radio</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions regarding security and emergency situations in line with legal provisions</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. report on time and take briefing</p>

MEP/N7113

Observe safety norms while handling firearms

	SB3. plan and organize assigned task
	SB4. leave post once relieved
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. manage relationships with visitors and stakeholders
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions as per legal provisions
	SB8. observe people, activities and movements keenly
Critical Thinking	
The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action	



MEP/N7113

Observe safety norms while handling firearms

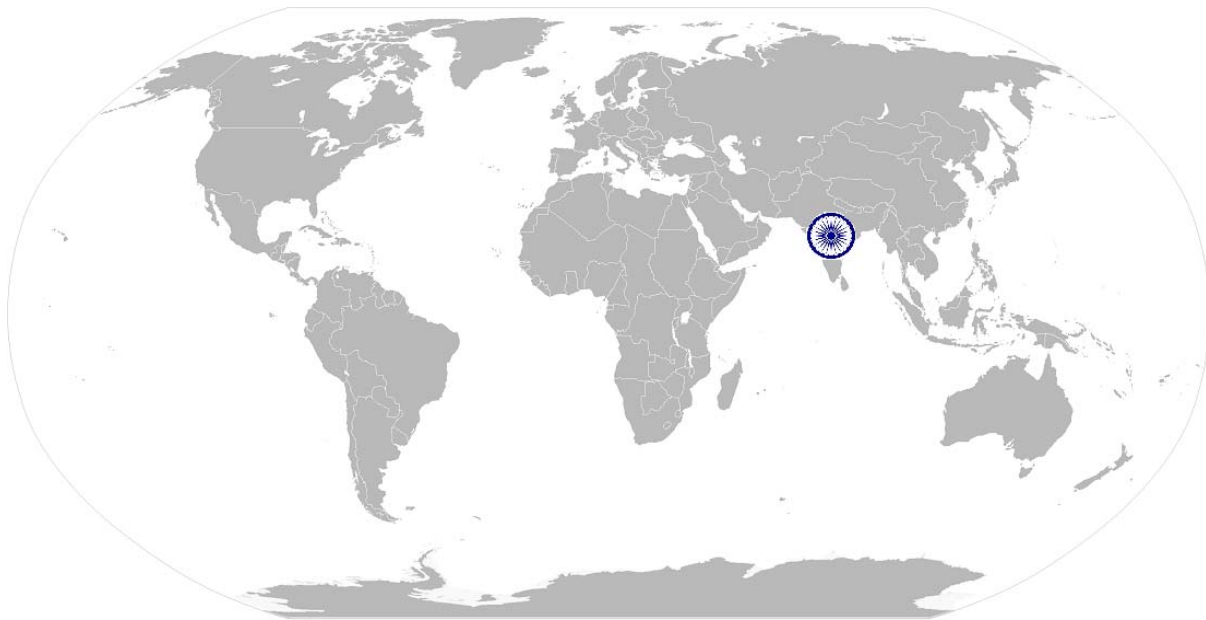
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NOS Code	MEP/N7113		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7114 Deal with security situations warranting use of licensed firearms

National Occupational Standard



Overview

Dealing with security situations warranting use of licensed firearms while on duty as per specified standards.

MEP/N7114 Deal with security situations warranting use of licensed firearms

National Occupational Standard	Unit Code	MEP/N7114
	Unit Title (Task)	Deal with security situations warranting use of licensed firearms
	Description	Dealing with security situations warranting use of licensed firearms while on duty as per specified standards.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Assess a security situation correctly Use firearm effectively
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Assess a security situation correctly	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. anticipate threat/ risks to life and property PC2. assess security situations warranting use of firearms Security situations warranting use of firearm: Self-defence, Threat to life and property, providing close protection duties, Criminal trespass to vulnerable areas and critical installations, Threat posed by wild/ violent animals PC3. inform superiors about developing security situation PC4. maintain a safe distance from the miscreants/ crowd/ mob
	Use firearm effectively	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC5. identify individual(s) endangering life and property PC6. load firearm PC7. take suitable cover PC8. warn individuals/ miscreants endangering life and property PC9. take aim and fire as per laid down procedures PC10. avoid collateral damage PC11. maintain safety of self and others PC12. report to superiors PC13. record incident PC14. preserve evidence
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. relevant legislation/ regulations and organizational procedures related to use of firearms while performing guarding duties Relevant Legislation/ Regulations: The Indian Penal Code, 1860. Right to self-defence and property, The Code of Criminal Procedure, 1973, Power to seize offensive weapons, Lodging of complaint and first information report KA2. limits of your role and responsibility KA3. possible threat/ risks to life and property in the assigned premises KA4. layout and routine of the premises KA5. characteristics of the Arms Act- 1959

MEP/N7114 Deal with security situations warranting use of licensed firearms

	The Arms Act, 1959: Power to demand production of license, Arrest of persons conveying arms under suspicious circumstances, Deposit of arms on ceasing to be lawful, Seizure and detention under orders of the Central Government, Offences and penalties
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. characteristics of firearm and its ammunition</p> <p>KB2. safety procedure with regard to firearm</p> <p>KB3. modus operandi of criminals/ miscreants against life and property</p> <p>KB4. effective use of firearms</p> <p>Firearms: Muzzle-loading shotguns, Single/ double barrel breech loading, shotguns, Rifles, Revolvers, Pistols</p> <p>KB5. Licensing requirements for firearms</p> <p>Licensing requirements: Firearms and ammunition for which government has issued license for procurement, use and carriage</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists</p> <p>SA2. document activities in a chronological order</p> <p>SA3. prepare security passes</p> <p>SA4. record visitor and vehicle arrival and departure</p> <p>SA5. write at least in one vernacular language</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable</p> <p>SA7. read identity papers and passes</p> <p>SA8. read signages and notices</p> <p>SA9. recognize badges of rank</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically</p> <p>SA11. comprehend instructions and ask relevant queries</p> <p>SA12. give clear instructions to co-workers, if required</p> <p>SA13. reply to queries from visitors and guide them</p> <p>SA14. ask questions from visitors</p> <p>SA15. raise alarm/ make announcement/ speak over phone/ radio</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. report on time and take briefing</p>

MEP/N7114 Deal with security situations warranting use of licensed firearms

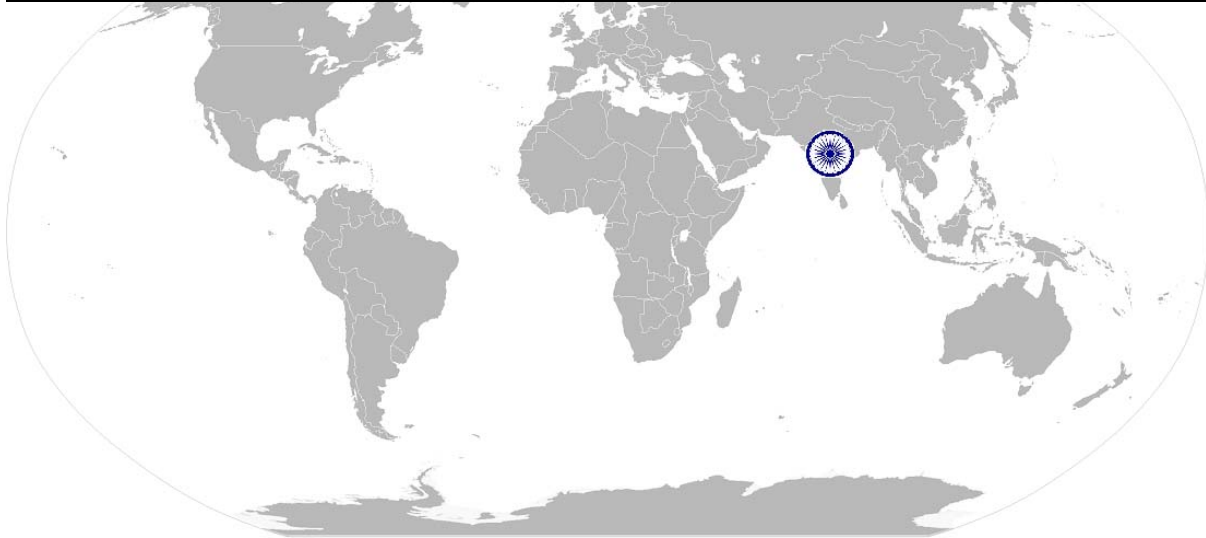
	SB3. plan and organize assigned task
	SB4. leave guard post once relieved
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. manage relationships with visitors and stakeholders
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions SB8. observe people, activities and movements keenly
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action	



MEP/N7114 Deal with security situations warranting use of licensed firearms

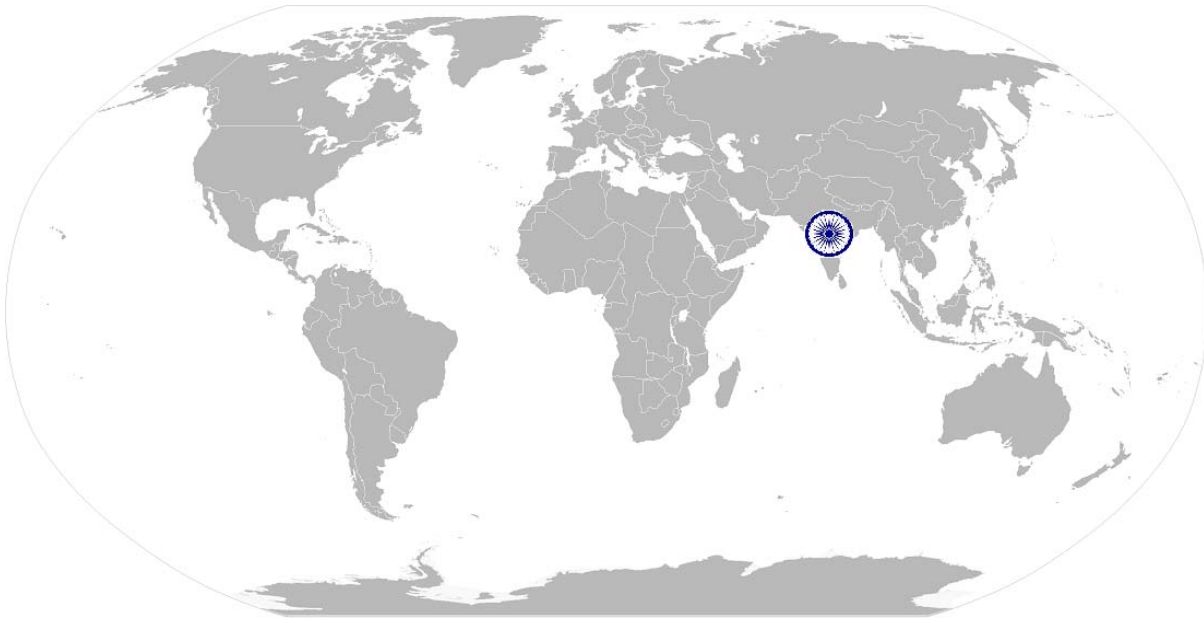
NOS Version Control

NOS Code	MEP/N7114		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7115 Provide private armed guarding service to people, property and premises

National Occupational Standard



Overview

Providing private armed guarding service to people, property and premises as per the specified standards.

MEP/N7115 Provide private armed guarding service to people, property and premises

National Occupational Standard	Unit Code	MEP/N7115
	Unit Title (Task)	Provide private armed guarding service to people, property and premises
	Description	Providing private armed guarding service to people, property and premises as per the specified standards.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Guard people, property and premises Carry out search of designated premises
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Guard people, property and premises	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. familiarise with the area of your responsibility PC2. guard people, property and premises as per site instructions PC3. receive briefing for guard duty and patrolling PC4. patrol designated premises as per instructions PC5. use security equipment to carry out your task PC6. report and respond to security breaches PC7. maintain basic security registers
	Carry out search of designated premises	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC8. carry out or support searches as per instructions PC9. caution and report risks & threats during the search PC10. liaise with other search parties in the premises PC11. detain suspect(s) during the search and report to superior PC12. use firearm, if situation so warrants PC13. prevent tampering of evidence and report PC14. maintain personal safety PC15. maintain effective communication during search <p>Effective Communication: Written and spoken language skills, use of telephone; mobile and walkie-talkie, Ability to communicate with visitors; employees; team members and superiors</p> <ul style="list-style-type: none"> PC16. report incident details to superiors
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. general awareness of deployment in premises and neighbourhood KA2. organisational procedures with respect to security of people, property and premises <p>People, Property and Premises: People who may enter or exit from the premises -staff; residents; workers; visitors; officials; vendors; service providers; public, Property- movable and immovable; secured and unsecured, Premises - fenced; gated; covered; open; guarded; unguarded</p> <ul style="list-style-type: none"> KA3. means of available communication

MEP/N7115 Provide private armed guarding service to people, property and premises

	<p>KA4. basic security registers KA5. reporting/ debriefing procedure Reporting: Routine and emergency reporting to colleagues; seniors; police; emergency services, Reporting verbally/ in writing or over telephone/ mobile/ walkie-talkie</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. methods of assigned guarding, monitoring and patrolling Armed Guarding and Observation: Assume charge of a designated post, observe activities in the area of responsibility by day or night, Use firearm to deter and as a last resort, Patrolling Briefing; preparation; day or night patrol; composition of patrol; means of movement and communication for patrol; equipment for the patrol, Security Equipment; for surveillance; screening & search; communication and safety Weapons; Authorized and licensed weapons, Risks; Threats and Hazards, Situations arising from various crimes; incidents, accidents; emergencies; crowd; aggressive behaviour; natural or manmade causes Security Breaches, Intrusion; trespass; violence and crime against people; property and premises</p> <p>KB1. response to likely risks and threats at the place of duty KB2. use of licenced firearm KB3. use of communication equipment</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read signages and notices SA9. recognize badges of rank</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p>

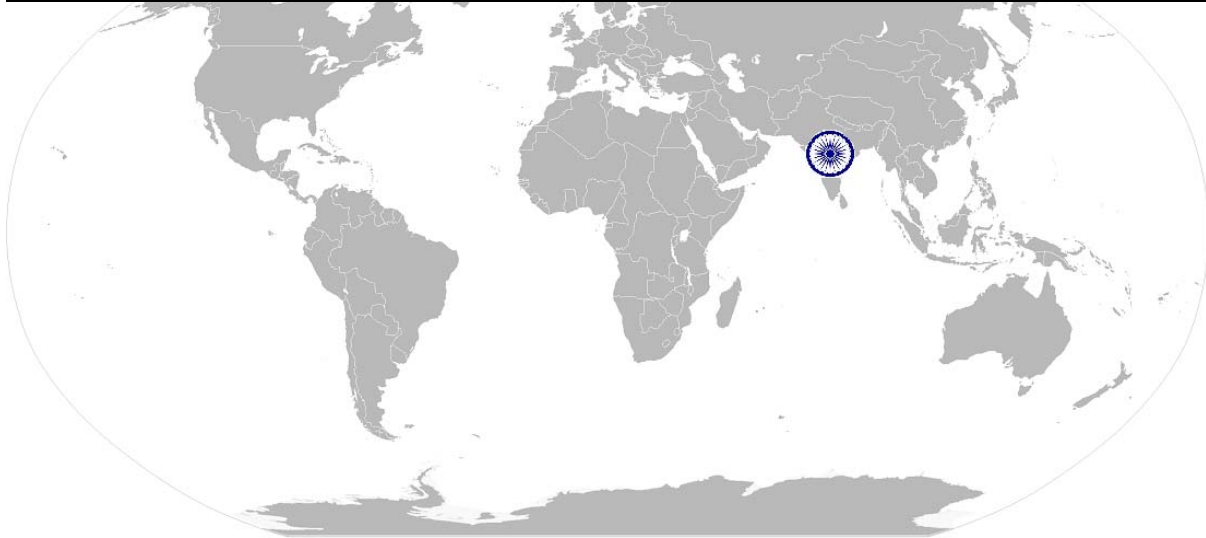
MEP/N7115 Provide private armed guarding service to people, property and premises

	SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. manage relationships with visitors and stakeholders
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions SB8. observe people, activities and movements keenly
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action

MEP/N7115 Provide private armed guarding service to people, property and premises

NOS Version Control

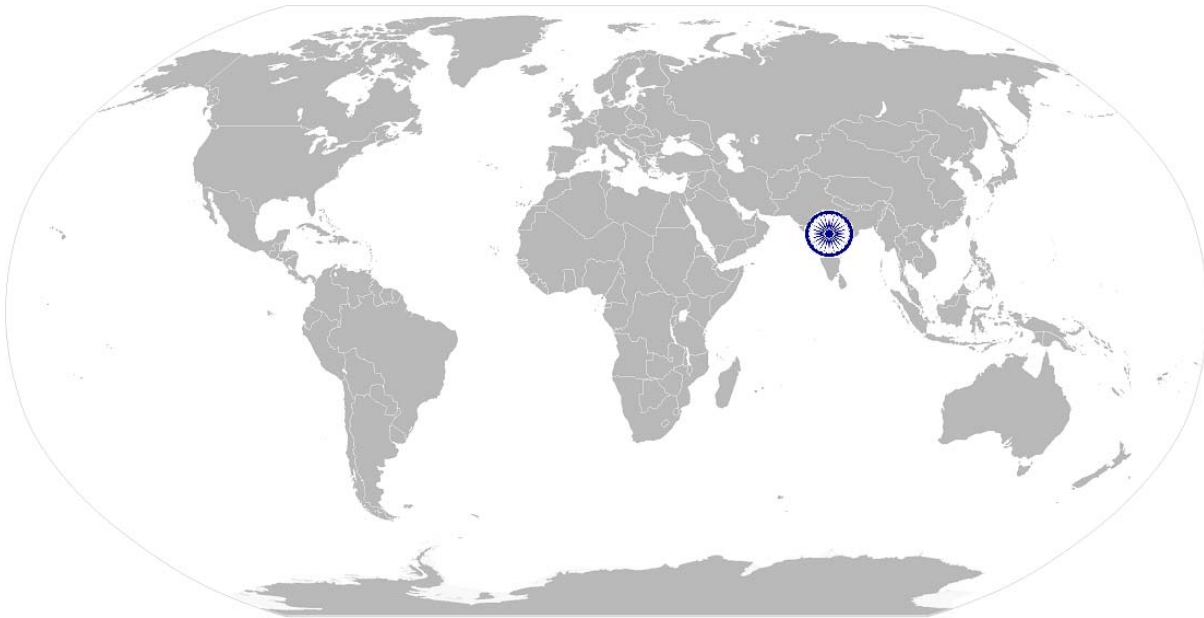
NOS Code	MEP/N7115		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7116

Support guarding duties with licensed firearms

National Occupational Standard



Overview

Supporting guarding duties with licensed firearms as per specified standards.

MEP/N7116

Support guarding duties with licensed firearms

National Occupational Standard	Unit Code	MEP/N7116
	Unit Title (Task)	Support guarding duties with licensed firearms
	Description	Supporting guarding duties with licensed firearms as per specified standards.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Operate and maintain firearms Support guarding duties using firearms
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Operate and maintain firearms	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. ensure safety precautions and safe handling of weapon in line with safety instructions and organization’s procedures PC2. ensure safe storage of weapon, ammunition, accessories and spares in line with relevant regulations and organization’s procedures Organizational Procedures: Maintain safety of self, principal and public; avoid collateral damage <ul style="list-style-type: none"> PC3. test weapon to assess its proper functioning in line with safety instructions/ requirements PC4. report faults and get weapon repaired from an authorized artificer PC5. operate weapon in accordance with legislation / established procedures PC6. maintain weapon after use PC7. maintain license and records pertaining to weapon, ammunition, spares and repairs in line with relevant regulations Records: Incident reports, registers, statement of evidence, notebook entry
	Support guarding duties using firearms	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC8. receive instructions with regards to deployment and responsibility PC9. co-ordinate with security sub-unit deployed in the area of responsibility PC10. identify IFF (identification, friend or foe) protocol practiced in the premises/ property Identification, Friend or Foe (IFF): Established protocol to identify own team members from possible miscreants; ‘challenging’ procedure; use of passwords <ul style="list-style-type: none"> PC11. support guarding duties in various deployments Deployment Contexts: Commercial and industrial <ul style="list-style-type: none"> PC12. observe development of an untoward situation PC13. respond early to a security incident Security Incidents: Un-authorized entry, trespass; aggressive behaviour, robbery, theft, dacoity, violence, assault, kidnapping, mob violence, use of weapons and firearms by anti-social elements <ul style="list-style-type: none"> PC14. challenge miscreants to deter and defend PC15. report to designated superior, if possible, before using firearms

MEP/N7116

Support guarding duties with licensed firearms

	<p>PC16. use firearm as a 'last resort' in case security situation so warrants Firearms: Muzzle-loading shotguns, Single/ double barrel breech loading, shotguns, Rifles, Revolvers, Pistols</p> <p>PC17. ensure personal safety and security of weapon</p> <p>PC18. avoid collateral damage Collateral Damage: Injury suffered by third party or damage incurred to property/ assets following a security incident</p> <p>PC19. render first aid to the injured and arrange their evacuation</p> <p>PC20. secure scene of incident</p> <p>PC21. cooperate in investigation</p> <p>PC22. report sequence of incident to designated superior</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. details of site/location and area of responsibility</p> <p>KA2. other security deployment in and around area of responsibility</p> <p>KA3. iff protocol and procedures for team members</p> <p>KA4. likely security situations that may warrant use of firearms</p> <p>KA5. organizational procedure and guidelines for dealing with security incidents</p> <p>KA6. communication protocol for reporting</p> <p>KA7. issue of verbal warning to miscreants</p> <p>KA8. procedure for reporting and recording security incidents</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. relevant legislation/ regulations regarding private defence, safety of property and use of minimum force Relevant Legislation/ Regulations: The Indian Penal Code - 1860 (Right to self-defence and property) -The Code of Criminal Procedure - 1973 (Power to seize offensive weapons, Lodging of complaint and first information report) -The Arms Act - 1959 (Power to demand production of license, Arrest of persons conveying arms under suspicious circumstances, Deposit of arms on ceasing to be lawful, Seizure and detention under orders of the Central Government Offences and penalties) Explosive Act, 1884 and The Explosive Substances Act, 1908 Private Security Agencies Regulation Act - 2005</p> <p>KB1. relevant legislation/ regulations, organisation's procedures regarding possession, safe custody and carriage of weapon and ammunition</p> <p>KB2. organisational procedures with regard to maintenance of weapon</p> <p>KB3. types of weapons permitted for armed security duties</p> <p>KB4. types of arms licenses and legal procedure for inter-state carriage of weapon and ammunition</p> <p>KB5. types of ammunition for weapons in use and their characteristics</p> <p>KB6. characteristics and method of operation of the weapon</p> <p>KB7. weapon and ammunition's storage requirements</p> <p>KB8. procedure to deal with misfires and malfunctions of the weapon</p> <p>KB9. various domain specific deployments which need armed security guard cover</p> <p>KB10. first aid procedure</p>

MEP/N7116

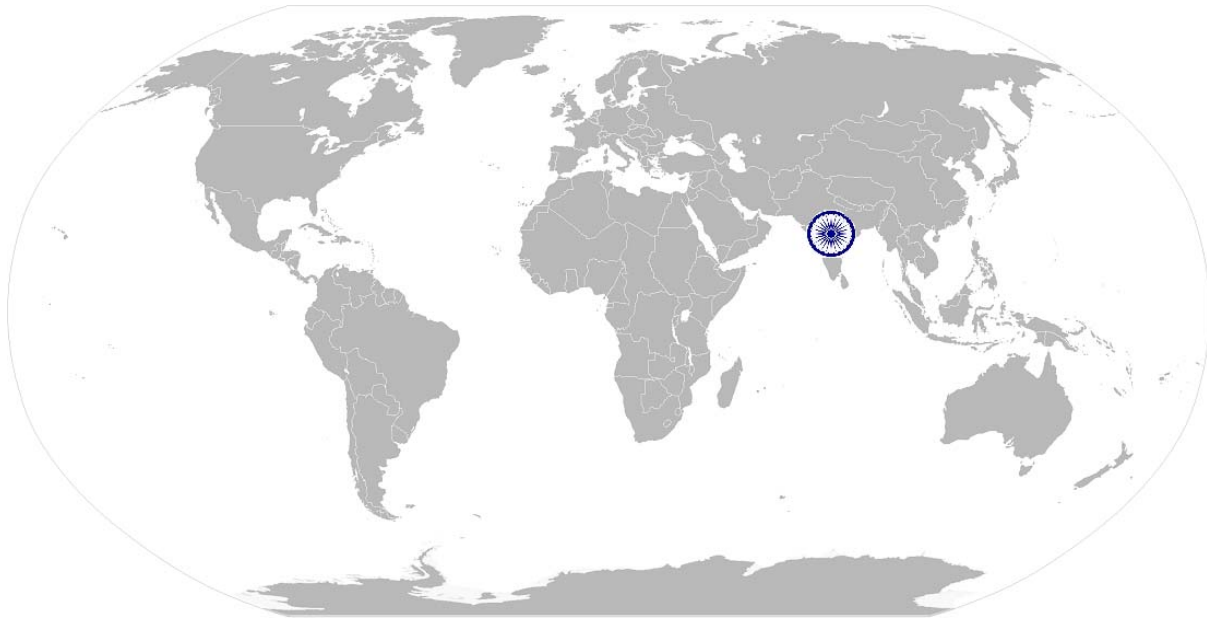
Support guarding duties with licensed firearms

	<p>KB11. licensing requirements for fire arms Licensed firearms: Firearms and ammunition for which government has issued a license for procurement, use and carriage</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read signages and notices SA9. recognize badges of rank
	Oral Communication (Listening and Speaking skills)
	The user/ individual on the job needs to know and understand how to: SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. manage relationships with visitors and stakeholders
	Problem Solving
The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)	
	Analytical Thinking

MEP/N7116

Support guarding duties with licensed firearms

	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions SB8. observe people, activities and movements keenly
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action



MEP/N7116

Support guarding duties with licensed firearms

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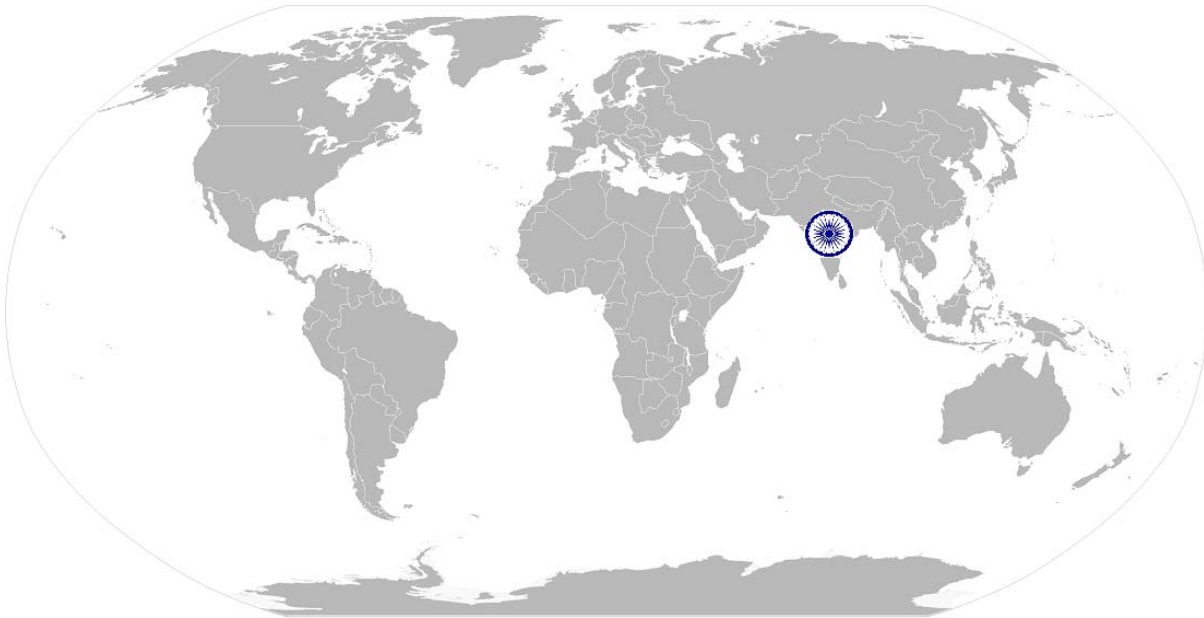
NOS Code	MEP/N7116		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	3. Commercial 4. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7117

Carry out routine armed guarding duties

National Occupational Standard



Overview

Carrying out routine armed guarding duties using licensed firearms as per specified standards.

MEP/N7117

Carry out routine armed guarding duties

National Occupational Standard	Unit Code	MEP/N7117
	Unit Title (Task)	Deal with security situations warranting use of licensed firearms
	Description	Carrying out routine armed guarding duties using licensed firearms as per specified standards.
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Prepare for guarding duties • Carry out person/ asset protection • Carry out vehicle escort duty
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Prepare for guarding duties	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC1. use appropriate weapon & ammunition, personal safety gear and other equipment/ aids, as per organizational procedure Equipment/ Aids: Route map, contact details of designated superior and concerned agencies</p> <p>PC2. receive briefing from designated superior</p> <p>PC3. co-ordinate with other team members and armed guards, if assigned</p> <p>PC4. check vehicle for any suspicious indications</p> <p>PC5. instruct driver, principal(s) and team members on security and safety aspects</p> <p>PC6. maintain communication with designated superior</p> <p>PC7. maintain vigilance against possible threat/ risks</p> <p>PC8. report incident to concerned agencies and seek assistance</p> <p>PC9. respond by taking appropriate and approved action</p> <p>Response: Raise distress alarm; seek help; use firearm to deter and resist; ensure safety of self/ principal/ team members; disengage from situation quickly</p> <p>Responsive Action: Deter, disengage, evacuate, take principal to cover, retaliate with fire, shut down in the vehicle, report, seek assistance</p> <p>PC10. maintain security and safety of self and others</p> <p>PC11. avoid collateral damage to bystanders/ assets</p> <p>PC12. disengage from situation before it escalates beyond control</p> <p>PC13. report incidents and record relevant information</p>
	Carry out person/ asset protection	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC14. maintain safety of the principal while responding to threat/ risks</p>
	Carry out vehicle escort duty	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC15. co-ordinate with the driver of the vehicle for necessary details</p> <p>PC16. follow organisational instructions on escorting of employees and guests</p>
	Knowledge and Understanding (K)	

MEP/N7117

Carry out routine armed guarding duties

<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant legislation/ regulations and organizational procedures related to armed guarding duties</p> <p>KA2. limits of assigned role and responsibilities</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. required weapon & ammunition, safety gear, equipment/ aids and their method of use Safety and Security Equipment: In-built safety features of the vehicle, personal protective equipment, weapon and ammunition, communication equipment, fire extinguishers, distress alarm, first-aid kit</p> <p>KB2. threat/ risks associated with person/ asset protection and vehicle escort duties Threat/ Risks: Road accident, vehicle breakdown, medical emergencies, potential criminal/miscreant action, fire accident</p> <p>KB3. task-related details associated with person/ asset protection and vehicle escort duties Task-related Details: Details of principal(s), composition of the team, vehicle, threat/risks involved, itinerary of the principal(s), contact details, routes, alternate routes, halts, pick-up point, timings</p> <p>KB4. communication protocol and contact details with designated superior/ concerned agencies Concerned Agencies: Controlling headquarter/ superiors, police, ambulance service, road patrol, hospital services</p> <p>KB5. organizational procedures for dealing with security situations</p> <p>KB6. Functionality of firearms and potential weapons Firearms and Potential Weapons: Firearms – shotguns; rifles; revolvers; pistols, Potential weapons are those objects which can be used as a weapon</p> <p>KB7. reporting and recording procedure and formats</p> <p>KB8. importance of recording details of security incidents, especially for use as evidence</p> <p>KB9. security and safety requirements for person/ asset protection and vehicle escort duties</p> <p>KB10. route chart including alternate and emergency routes, halts, bottle-necks etc.</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists</p> <p>SA2. document activities in a chronological order</p> <p>SA3. prepare security passes</p> <p>SA4. record visitor and vehicle arrival and departure</p> <p>SA5. write at least in one vernacular language</p> <p>Reading Skills</p>

MEP/N7117

Carry out routine armed guarding duties

	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable</p> <p>SA7. read identity papers and passes</p> <p>SA8. read signages and notices</p> <p>SA9. recognize badges of rank</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically</p> <p>SA11. comprehend instructions and ask relevant queries</p> <p>SA12. give clear instructions to co-workers, if required</p> <p>SA13. reply to queries from visitors and guide them</p> <p>SA14. ask questions from visitors</p> <p>SA15. raise alarm/ make announcement/ speak over phone/ radio</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. report on time and take briefing</p> <p>SB3. plan and organize assigned task</p> <p>SB4. leave guard post once relieved</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. manage relationships with visitors and stakeholders</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. identify potential risk and threats and take suitable actions</p> <p>SB8. observe people, activities and movements keenly</p>
	<p>Critical Thinking</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action</p>

MEP/N7117

Carry out routine armed guarding duties

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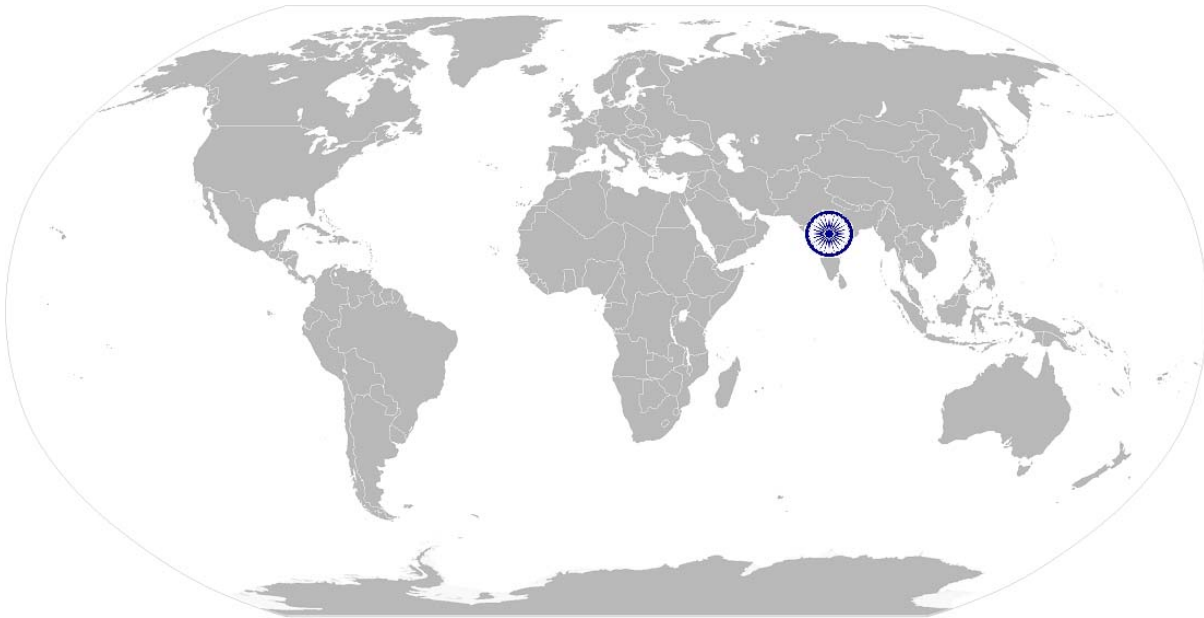
NOS Code	MEP/N7117		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7118

Support cash and valuables-in-transit operations

National Occupational Standard



Overview

Support cash and valuables-in-transit operations as per specified standards.

MEP/N7118

Support cash and valuables-in-transit operations

National Occupational Standard	Unit Code	MEP/N7118
	Unit Title (Task)	Support cash and valuables-in-transit operations
	Description	Support cash and valuables-in-transit operations as per specified standards.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> • Prepare for the impending task • Carry out cash and valuables-in-transit operations
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Prepare for the impending task	To be competent, the user / individual on the job must be able to: <p>PC1. assume responsibility of safety and security of crew, cash/ valuables and vehicle during CIT operations Safety and Security Equipment: In-built safety features of the vehicle carrying cash/ valuables, Secured chests for carrying cash/ valuables, Personal protective equipment, Weapon and ammunition, Communication equipment, Global Positioning System, Fire extinguishers, Distress alarm, First-aid kit</p> <p>PC2. receive instructions from superior</p> <p>PC3. liaise with other armed guard, if any</p> <p>PC4. draw the gun</p> <p>PC5. load the gun and make the weapon safe</p> <p>PC6. check vehicle for any suspicious indications</p> <p>PC7. get the van parked nearest to the point of loading</p> <p>PC8. get cash/ valuable chest loaded and secured in the van</p> <p>PC9. ensure vehicle is properly secured</p> <p>PC10. instruct team members on security aspects</p> <p>PC11. occupy co-driver's seat and instruct guard to sit next to the chest</p> <p>PC12. observe route carefully while vehicle is on the move</p> <p>PC13. check if the vehicle is being tailed</p> <p>PC14. be alert on traffic halts</p> <p>PC15. scan the area for any unusual signs of risk before stopping at the halts/ ATM/ bank</p> <p>PC16. provide cover to van and team during transfer of cash/ valuables</p> <p>PC17. protect van and ATM replenishment party</p> <p>PC18. maintain security at the site and operation</p> <p>PC19. resume onward journey</p>
	Carry out cash and valuables-in-transit operations	To be competent, the user / individual on the job must be able to: <p>PC20. maintain security of vehicle and valuables/ consignment during transit</p> <p>PC21. not to permit stopping of vehicle at unscheduled halts</p> <p>PC22. maintain communication with the concerned agencies</p>

MEP/N7118

Support cash and valuables-in-transit operations

	<p>Concerned Agencies: Controlling headquarter/ designated superior, Police station; PCR vans; police helpline, Ambulance and hospital services, Road patrol</p> <p>PC23. report incident to concerned agencies and seek assistance</p> <p>PC24. respond against threat/ risks appropriately</p> <p>Threads/ Risks: Criminal/miscreant action, Tailing by vehicle-borne criminals, Specific threats to stationary and moving vehicle, Insider’s threat, Fraudulent practices by team members, Loss of life and medical emergency, Road accident and vehicle breakdown, Fire accident</p> <p>PC25. maintain security and safety of self, others and consignment</p> <p>PC26. use weapon as last resort</p> <p>PC27. avoid collateral damage to bystanders/ consignment</p> <p>PC28. disengage from situation</p> <p>PC29. record relevant information</p> <p>PC30. abort delivery or collection process, if situation so warrants</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organisational procedures regarding cash/ valuable-in-transit operations</p> <p>KA2. own role and responsibility under different situations</p> <p>Responsibilities: Raise distress alarm, seek help from concerned agencies, Shutdown in the vehicle, Do not stop the vehicle, Use weapon to deter and resist criminals and miscreants, Ensure safety of team members and consignment, Disengage from situation and drive vehicle to safety, Evacuate the injured, if any</p> <p>KA3. reporting procedure</p> <p>KA4. actions to be taken under different situations</p> <p>KA5. method of operating in pairs and joint responsibility</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. legal implication of use of weapon</p> <p>Weapons, Ammunition and Documents: Authorised Weapon – civil bore; licenced and serviceable, Ammunition – authorised; safe and serviceable, Documents – gun licence; identity card and permission to carry weapon during restrictions imposed by authorities, Real weapons carried by miscreants, Non-lethal weapons – taser guns, pepper spray and fake guns, Other objects which can be used as weapon</p> <p>KB2. use of minimum force</p> <p>KB3. method of securing cash van and operations</p> <p>KB4. method of raising alarm and seeking help from police</p> <p>KB5. method of foiling a criminal attempt</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists</p> <p>Task List: Team composition, Details of vehicle (s) and consignment, Route;</p>

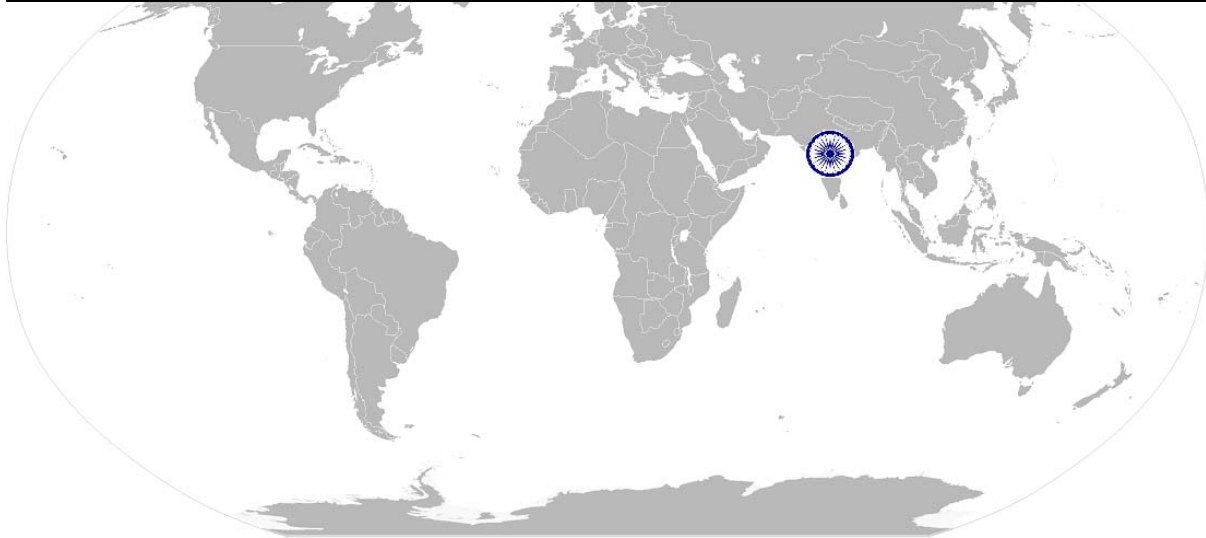
MEP/N7118	<p>Support cash and valuables-in-transit operations</p> <p>alternate routes; halts; traffic conditions, Contact details of concerned agencies, Timings, Threat/risks involved, Reporting procedure</p> <p>SA2. document activities in a chronological order</p> <p>SA3. prepare security passes</p> <p>SA4. record visitor and vehicle arrival and departure</p> <p>SA5. write at least in one vernacular language</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable</p> <p>SA7. read identity papers and passes</p> <p>SA8. read signages and notices</p> <p>SA9. recognize badges of rank</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically</p> <p>SA11. comprehend instructions and ask relevant queries</p> <p>SA12. give clear instructions to co-workers, if required</p> <p>SA13. reply to queries from visitors and guide them</p> <p>SA14. ask questions from visitors</p> <p>SA15. raise alarm/ make announcement/ speak over phone/ radio</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. report on time and take briefing</p> <p>SB3. plan and organize assigned task</p> <p>SB4. leave guard post once relieved</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. manage relationships with visitors and stakeholders</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. identify potential risk and threats and take suitable actions</p> <p>SB8. observe people, activities and movements keenly</p> <p>Critical Thinking</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action</p>

MEP/N7118

Support cash and valuables-in-transit operations

NOS Version Control

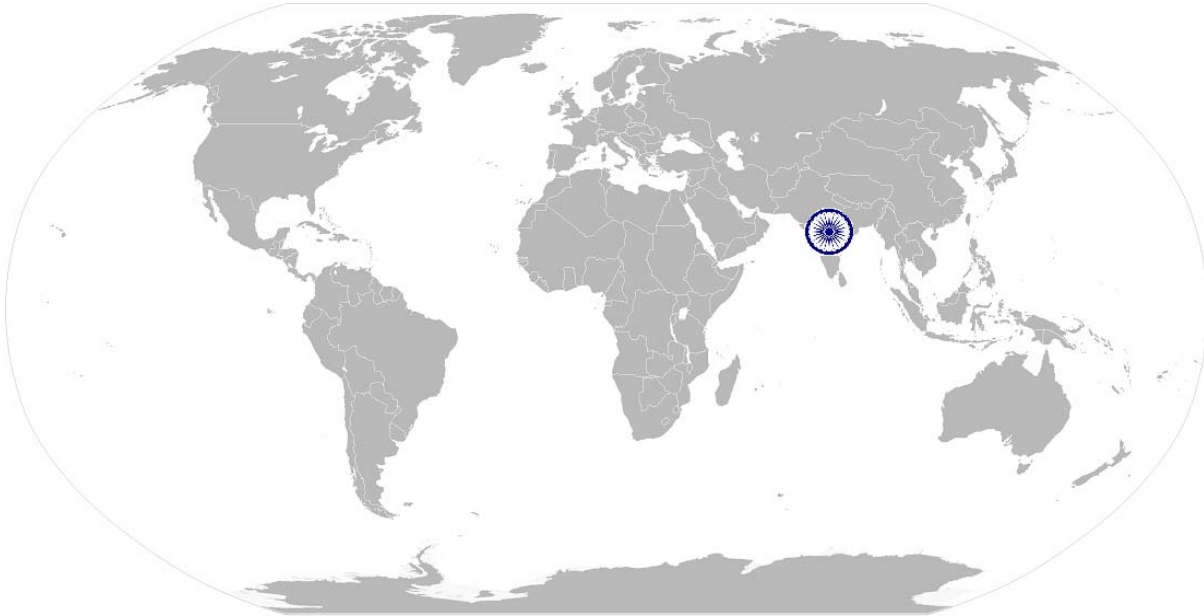
NOS Code	MEP/N7118		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7119

Perform armed guarding duties in commercial deployments

National Occupational Standard



Overview

Carrying out armed guarding duties in commercial deployments as per specified standards.

MEP/N7119

Perform armed guarding duties in commercial deployments

National Occupational Standard

Unit Code	MEP/N7119
Unit Title (Task)	Perform armed guarding duties in commercial deployments
Description	Perform armed guarding duties in commercial deployments.
Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Carry out armed guarding duties in commercial deployments
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out armed guarding duties in commercial deployments	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. carry out armed guarding duties as per organisation's procedures and instructions Armed Security Duties: Respond to risks and threats, Control entry and exit, Check material movement, Surveillance and observation, Report to superiors, Basic security registers, operate security equipment, Use of licenced firearms PC2. observe and respond to risks and threats PC3. use licenced firearms effectively PC4. communicate effectively with concerned stakeholders PC5. follow good behavioural standards Behavioural Standards: Alert and vigilant, Well-groomed and courteous, Responsive and helpful, Safety conscious, Respectful and caring towards elderly; women and children, Communicate effectively and assertively, Responsible and co-operative PC6. maintain basic security registers as prescribed PC7. report incidents to superiors
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. basic knowledge of premises and neighbourhood KA2. site-specific threats/ risks KA3. Risks and Threats: Unauthorised entry and trespass, Aggressive and drunken behaviour, Loitering and littering, Eve teasing and molestation, Robbery; theft; pilferage and shoplifting, Violence and assault, Murder and suicide, Kidnapping, Accidents, Medical emergency, Public demonstration; labour unrest and crowd control, Fire accidents, Accidents while handling weapons, Natural & manmade hazards KA4. site security procedures and instructions KA5. instructions on use of firearms KA6. reporting procedure
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. characteristics of the fire arm and ammunition in use KB2. safety procedure of the fire arm in use KB3. characteristics of the security equipment in use in the premises

MEP/N7119

Perform armed guarding duties in commercial deployments

	<p>KB4. communication methods and equipment in use KB5. meaning of Commercial Deployments Commercial Deployments: Single & multi-flat houses; row houses; condominiums; colonies and townships, Real estate; parks and public utilities Schools; colleges; university and hostels, Banks and ATMs, Business parks; offices; shops and warehouses, ITES; BPO and KPO, Hotels; restaurants; guest houses; inns and motels, Hospitals; nursing homes and diagnostic laboratories Malls; markets; bazars and shops, Cinema; theatre; multiplex; amusement parks; fairs and exhibitions, Sports complexes and stadiums, Live shows; weddings; congregation and rallies, Transport hubs and mass rapid transport system, Religious places and shrines, Tourist spots and monuments</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills The user/ individual on the job needs to know and understand how to: SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language</p> <p>Reading Skills The user/ individual on the job needs to know and understand how to: SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read signages and notices SA9. recognize badges of rank</p> <p>Oral Communication (Listening and Speaking skills) The user/ individual on the job needs to know and understand how to: SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio</p>
B. Professional Skills	<p>Decision Making The user/individual on the job needs to know and understand how to: SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety</p> <p>Plan and Organize The user/individual on the job needs to know and understand how to: SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved</p> <p>Customer Centricity</p>

MEP/N7119

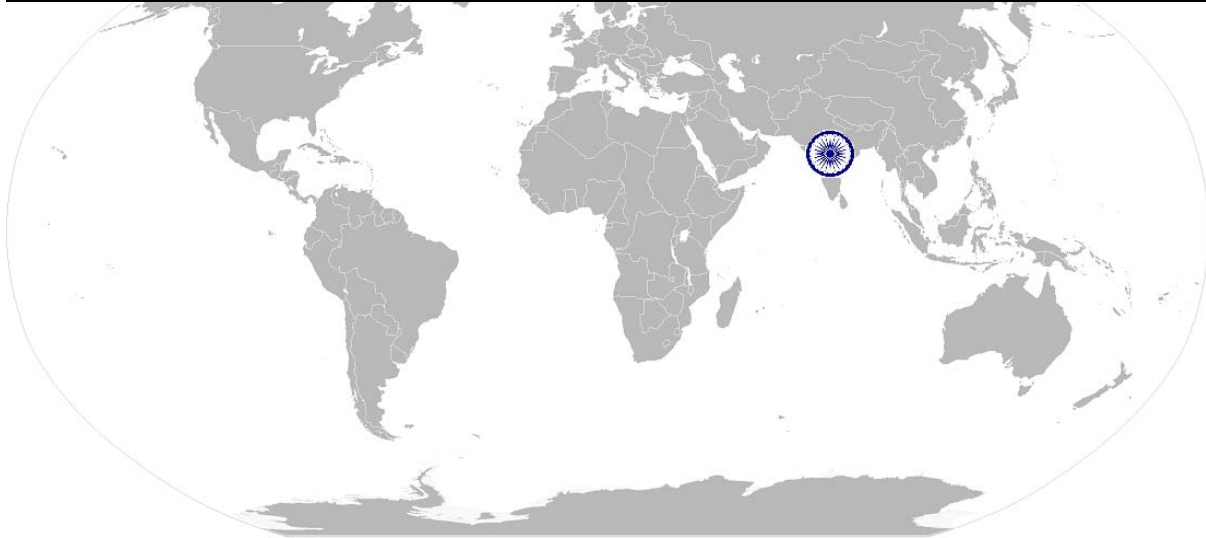
Perform armed guarding duties in commercial deployments

	The user/individual on the job needs to know and understand how to: SB5. manage relationships with visitors and stakeholders
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions SB8. observe people, activities and movements keenly
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action



MEP/N7119 Perform armed guarding duties in commercial deployments
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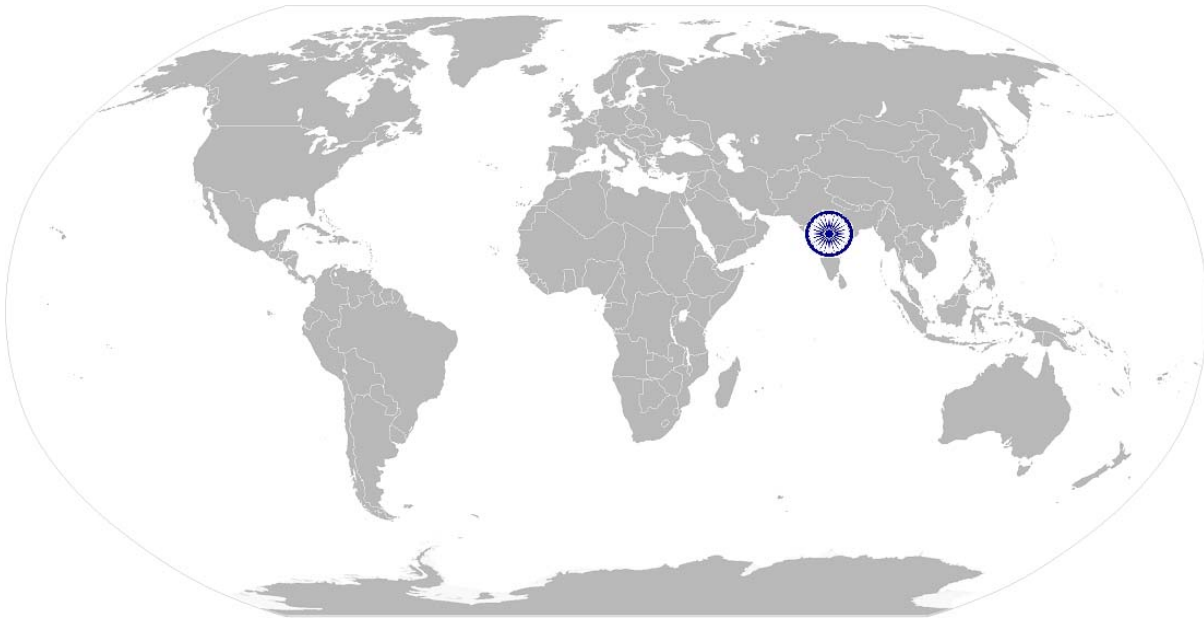
NOS Code	MEP/N7119		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7120

Perform armed guarding duties in industrial deployments

National Occupational Standard



Overview

Perform armed guarding duties in industrial deployments.

MEP/N7120

Perform armed guarding duties in industrial deployments

National Occupational Standard	Unit Code	MEP/N7120
	Unit Title (Task)	Perform armed guarding duties in industrial deployments
	Description	Armed guarding duties in industrial deployments.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Carry out armed guarding duties in industrial deployments
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Carry out armed guarding duties in industrial deployments	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. carry out armed guarding duties as per organisation's procedures and instructions General guarding duties: Respond to risks and threats, Control entry and exit Check material movement, Surveillance and observation, Report to superiors Basic security registers, operate security equipment, Use of licenced firearms PC2. observe and respond to risks and threats Risks and Threats: Unauthorised entry and trespass, Aggressive and drunken behaviour, Eve teasing and molestation, Robbery; theft; pilferage and shoplifting, Loitering and littering, Violence and assault, Murder and suicide Kidnapping, Accidents, Medical emergency, Public demonstration; labour unrest and crowd control, Fire accidents, Accidents while handling weapons, Natural & manmade hazards PC3. use licenced firearms effectively PC4. communicate effectively with stakeholders PC5. follow good behavioural standards Behavioural Standards: Alert and vigilant, Well-groomed and courteous Responsive and helpful, Security conscious, Communicate effectively and assertively, Responsible and co-operative PC6. maintain basic security registers as prescribed PC7. report incidents to superiors
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. basic knowledge of premises and neighbourhood KA2. site-specific threats/ risks KA3. site security procedures and instructions KA4. instructions on use of firearms KA5. reporting procedure
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. characteristics of the fire arm and ammunition in use KB2. safety procedure of the fire arm in use KB3. characteristics of the security equipment in use in the premises KB4. communication methods and equipment in use

MEP/N7120

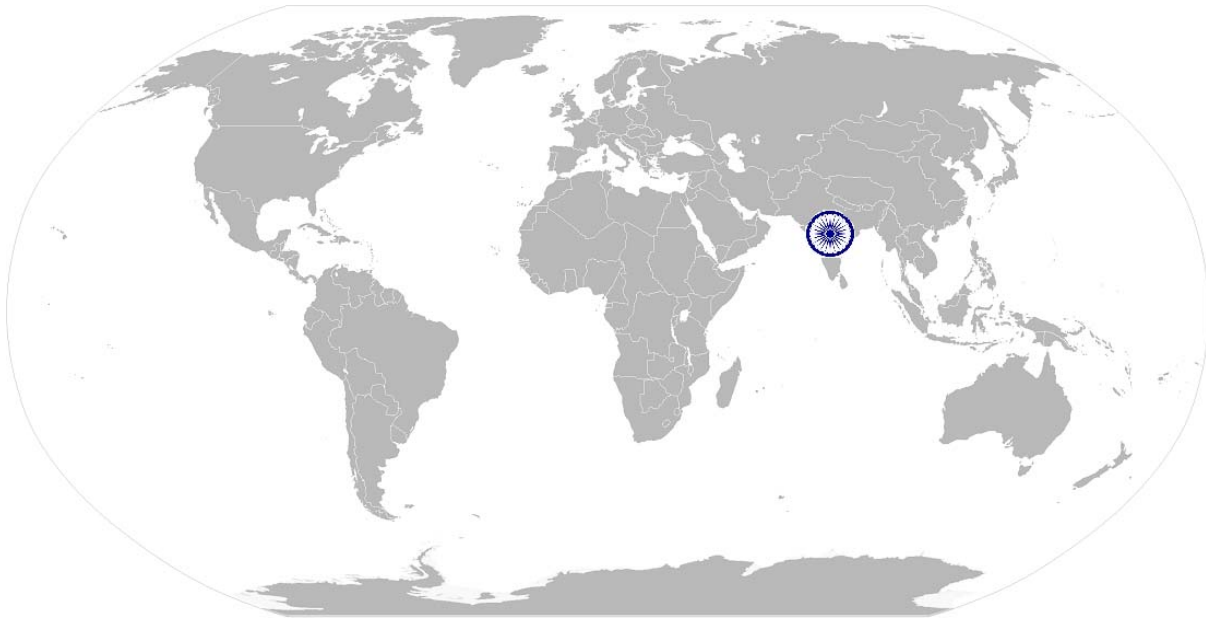
Perform armed guarding duties in industrial deployments

	<p>KB5. meaning of Industrial deployment Industrial Deployment: Factories and workshops, Plants, Mines, Refineries and pipe lines, Sea ports and air ports, SEZs, Container yards and warehouses, Transport and logistics, Infrastructure</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read signages and notices SA9. recognize badges of rank</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. manage relationships with visitors and stakeholders</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)</p>

MEP/N7120

Perform armed guarding duties in industrial deployments

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions SB8. observe people, activities and movements keenly
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action

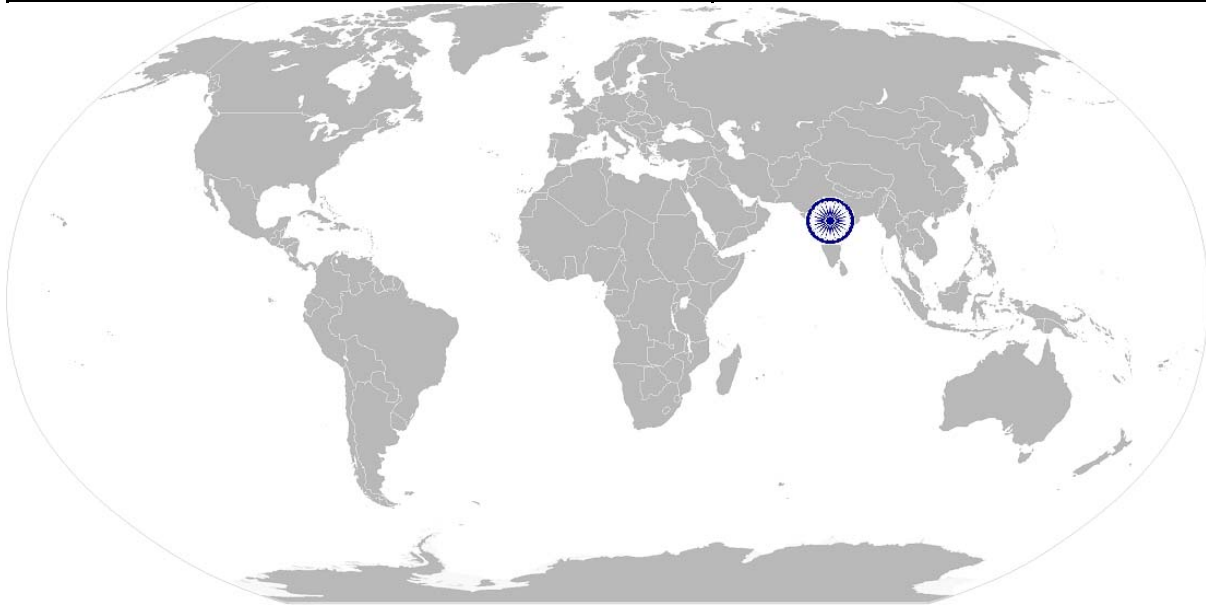


MEP/N7120

Perform armed guarding duties in industrial deployments

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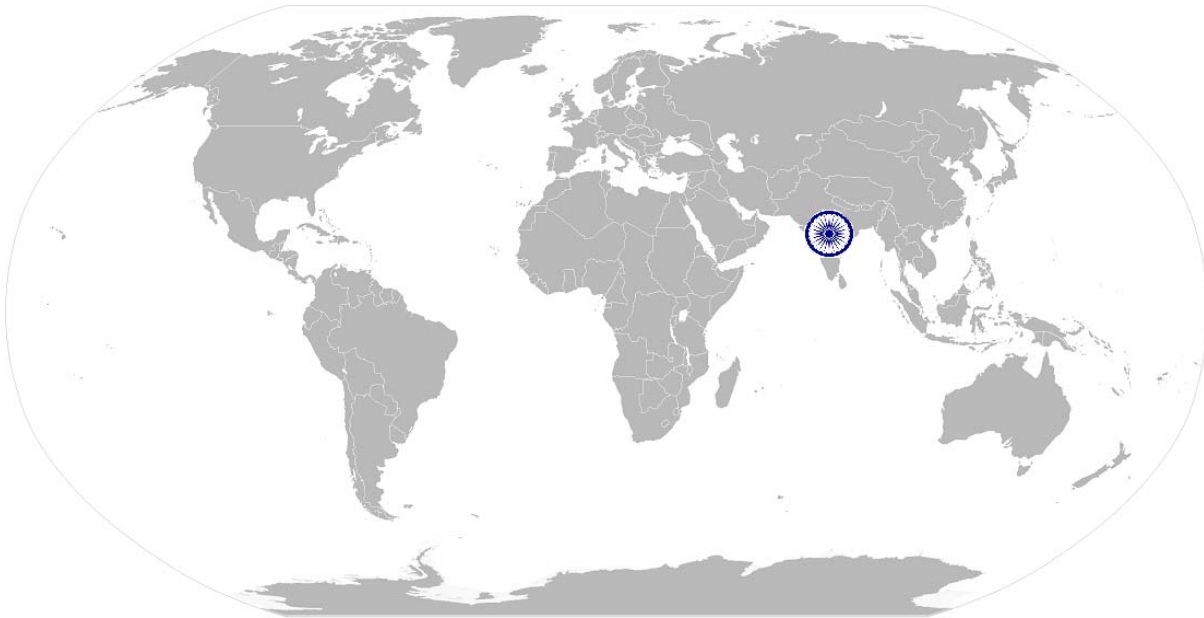
NOS Code	MEP/N7120		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7121

Project positive image of self and the organization

National Occupational Standard



Overview

Project positive image of self and the organization.

MEP/N7121

Project positive image of self and the organization

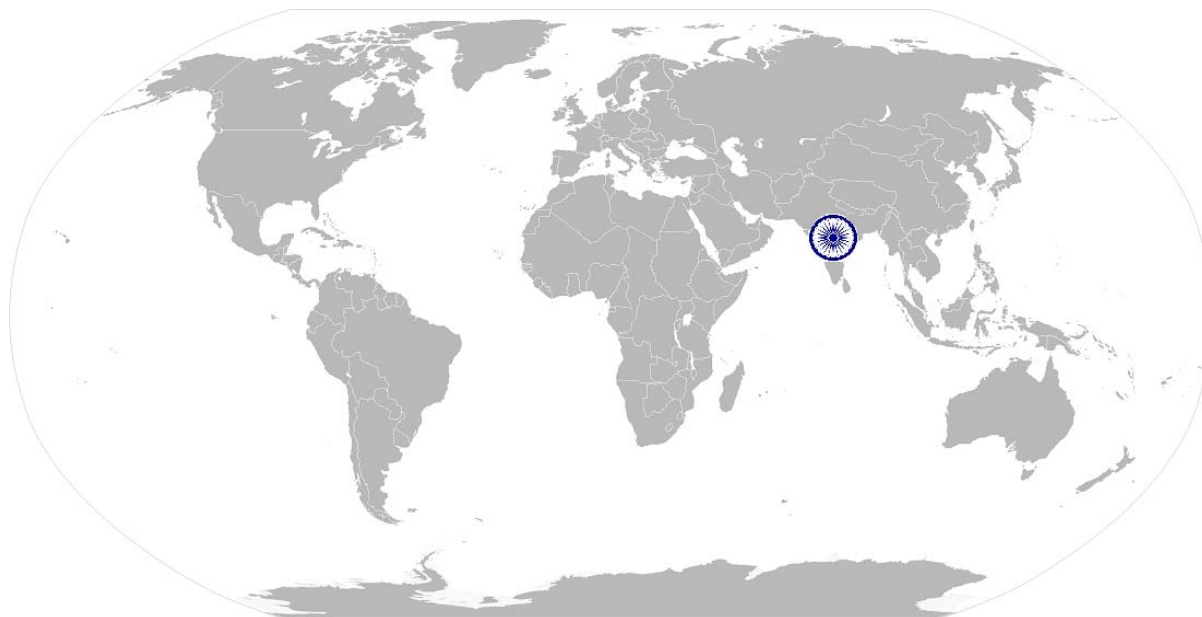
National Occupational Standard	Unit Code	MEP/N7121
	Unit Title (Task)	Project positive image of self and the organization
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Communication Skills & Abilities required to project a positive image of self (Armed Security Guard) and the organisation as per specified standards.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Conform to the organisation's standards of grooming and behaviour Execute tasks as per organisation's standards
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Conform to the organisation's standards of grooming and behaviour	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. maintain good health, personal hygiene & sanitation PC2. comply with organisation's standards of grooming and personal behaviour PC3. stay free from intoxicants (alcohol, tobacco and drugs) PC4. wear organisation's uniform with name tag correctly and smartly PC5. wear, carry and use personal protection gear and equipment PC6. co-operate with team members PC7. observe organisation's "Behavioural Standards/ meet and greet procedure" Behavioural Standards/ meet and greet procedure: Alert and vigilant, Well-groomed and courteous, Responsive and helpful, Respectful and caring towards elderly; women and children, Communicate politely and firmly, Safety consciousness, Responsible and co-operative, Traits and Habits, Honest; truthful; balanced temperament; integrity; disciplined and punctual PC8. observe confidentiality as per organisational procedure PC9. observe discipline and punctuality PC10. follow safety procedure while handling firearm
	Execute tasks as per organisation's standards	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC11. carry out assigned tasks and duties diligently PC12. co-operate with team members PC13. support security duties by using licenced firearm
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. expected standard of personal grooming and behaviour KA2. importance of physical fitness KA3. security deployment in the premises and neighbourhood KA4. routine in the organisation
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. safe handling of firearm and the ammunition KB2. use of communication equipment 	

MEP/N7121	Project positive image of self and the organization
	<p>Necessary Equipment: pen, guard's notebook, whistle, torch, clothing as per the weather, communication equipment, if provided</p> <p>KB3. use of security equipment</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read signages and notices SA9. recognize badges of rank</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. manage relationships with visitors and stakeholders</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)</p> <p>Analytical Thinking</p>

MEP/N7121

Project positive image of self and the organization

	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions SB8. observe people, activities and movements keenly
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action



MEP/N7121

Project positive image of self and the organization

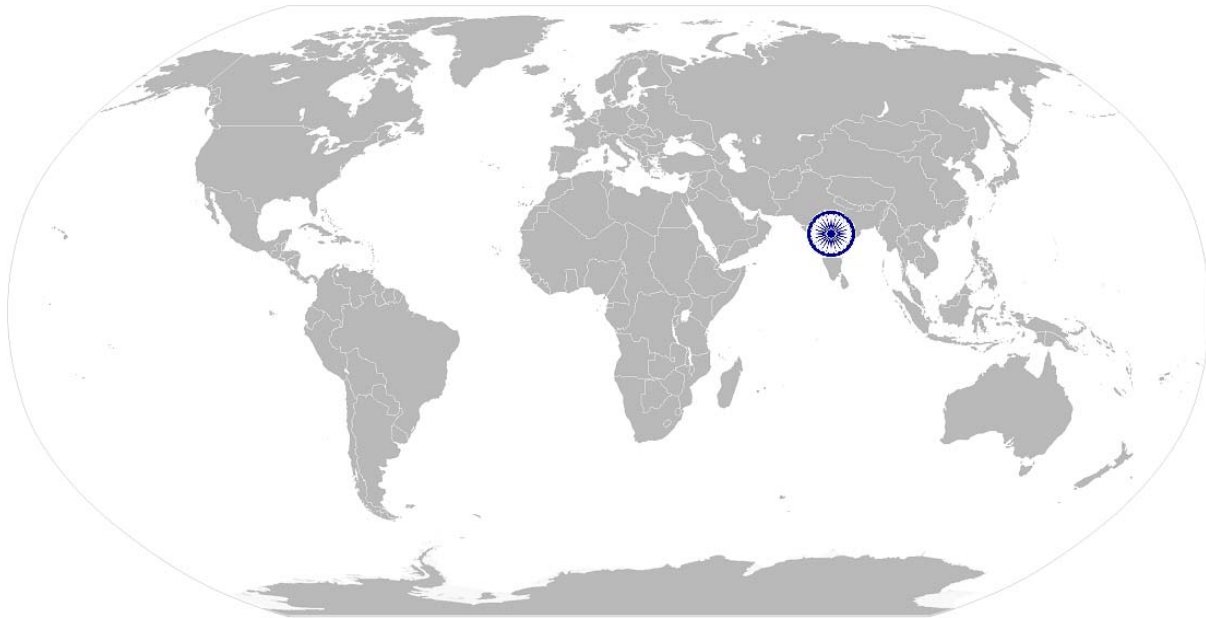
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NOS Code	MEP/N7121		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7102 Conform to regulatory and legal requirements of governing security tasks

National Occupational Standard



Overview

Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act 2005 when undertaking security tasks.

MEP/N7102 Conform to regulatory and legal requirements of governing security tasks

National Occupational Standard	Unit Code	MEP/N7102
	Unit Title (Task)	Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act - 2005 when undertaking security tasks
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities related to legal requirements to be conformed to while undertaking security tasks as per specified standards.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Carry out security duties with in basic legal provisions
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Carry out security duties with in basic legal provisions	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC1. comply with basic legal provisions applicable role and tasks Legal Provisions: The Indian Penal Code-1860: Right to private defence, Important property & bodily offences and their punishments, Important cognisable and non-cognisable offences The Code of Criminal Procedure- 1973: Aid to magistrate and police, Public to inform on certain offences, Arrest by private person and procedure on such arrest, No unnecessary restraint/ detention, Lodging of complaint and first information report with police, Summons and warrants The Arms Act- 1959 Human Rights Act - 1993 Explosive Act- 1884 and The Explosive Substances Act- 1908 Private Security Agencies Regulation Act – 2005 The Private Security Agencies Central Model Rules - 2006 Para 4 - Verification Para 5 – Security training Para 6 – Physical standards Para 15– Photo identity card Para 16– Miscellaneous Employees' Provident Funds Employees' Pension Scheme- 1995 Minimum Wages Act, 1948 and Central Rules- 1950 Working hours, leave, minimum wage Employee's State Insurance</p> <p>PC2. obtain clarity in case of lack of understanding PC3. take cognisance of offences and report to superiors/ police PC4. cooperate in investigations PC5. give evidence in court, if required by law</p>	

MEP/N7102 Conform to regulatory and legal requirements of governing security tasks

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. responsibilities and limitations of assigned role and tasks KA2. concerned personnel to be contacted for necessary clarifications KA3. procedures to be followed in situations having legal implications
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. reporting and recording of events KB2. procedure for co-operating with investigations KB3. difference between legal and illegal activities KB4. legal implication of assigned role and tasks KB5. process for rendering assistance to lodge complaints and first information report KB6. method of giving evidence in court
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document instructions and task lists SA2. document activities in a chronological order SA3. prepare security passes SA4. record visitor and vehicle arrival and departure SA5. write at least in one vernacular language
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read signages and notices SA9. recognize badges of rank
	Oral Communication (Listening and Speaking skills)
	The user/ individual on the job needs to know and understand how to: SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety
	Plan and Organize
	The user/individual on the job needs to know and understand how to:

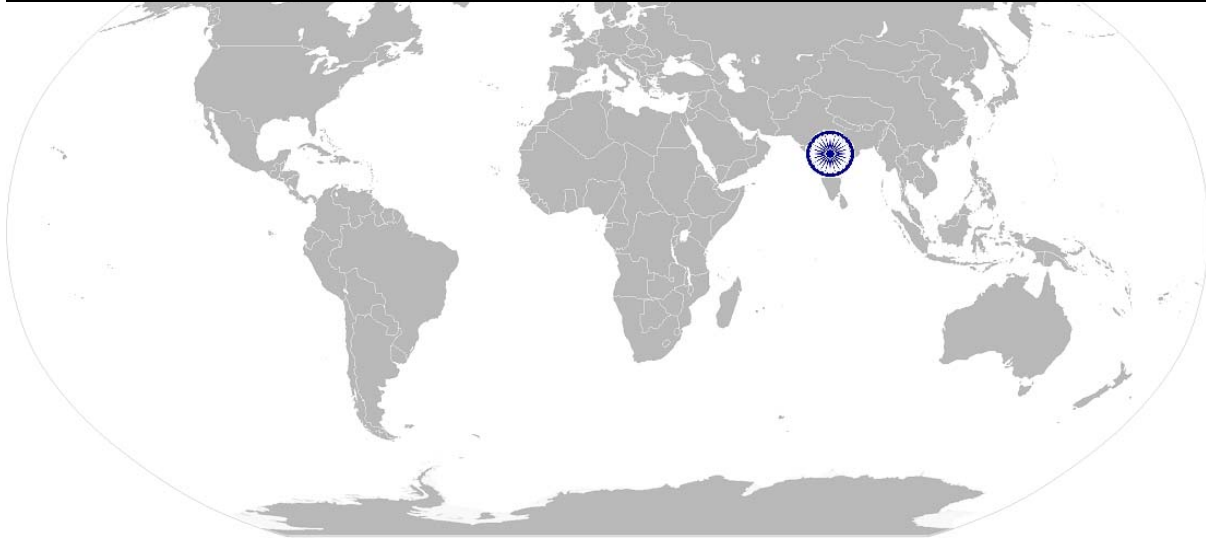
MEP/N7102 Conform to regulatory and legal requirements of governing security tasks

	<p>SB2. report on time and take briefing</p> <p>SB3. plan and organize assigned task</p> <p>SB4. leave guard post once relieved</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. manage relationships with visitors and stakeholders</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. identify potential risk and threats and take suitable actions</p> <p>SB8. observe people, activities and movements keenly</p>
	Critical Thinking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action</p>



MEP/N7102 Conform to regulatory and legal requirements of governing security tasks
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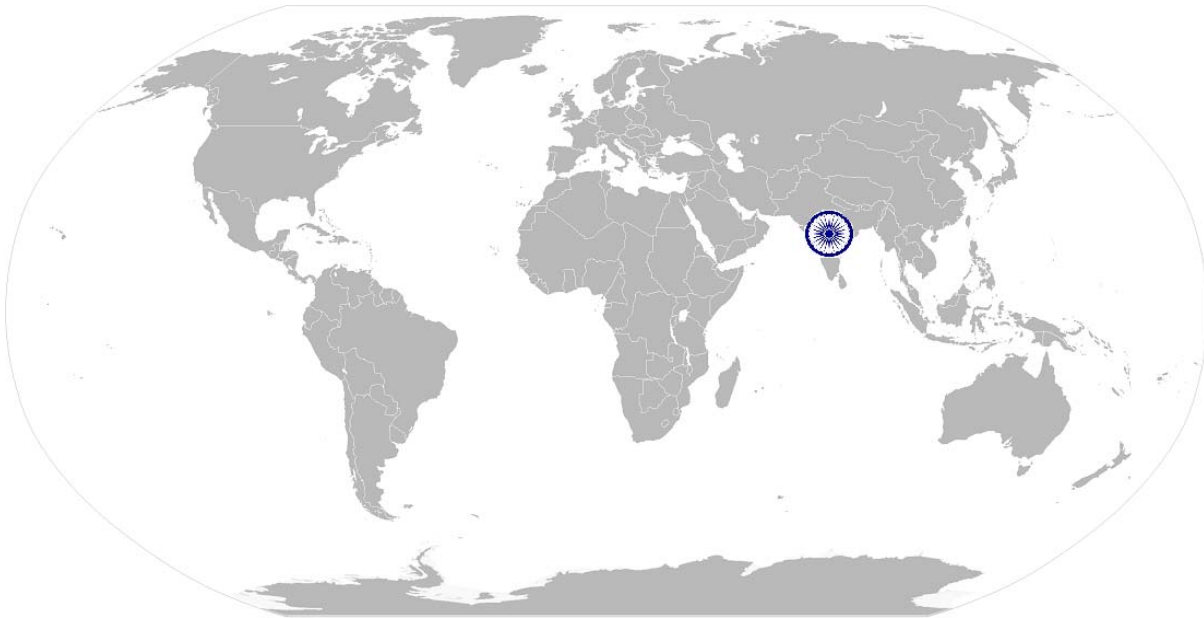
NOS Code	MEP/N7102		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



MEP/N7108

Maintain health and safety

National Occupational Standard



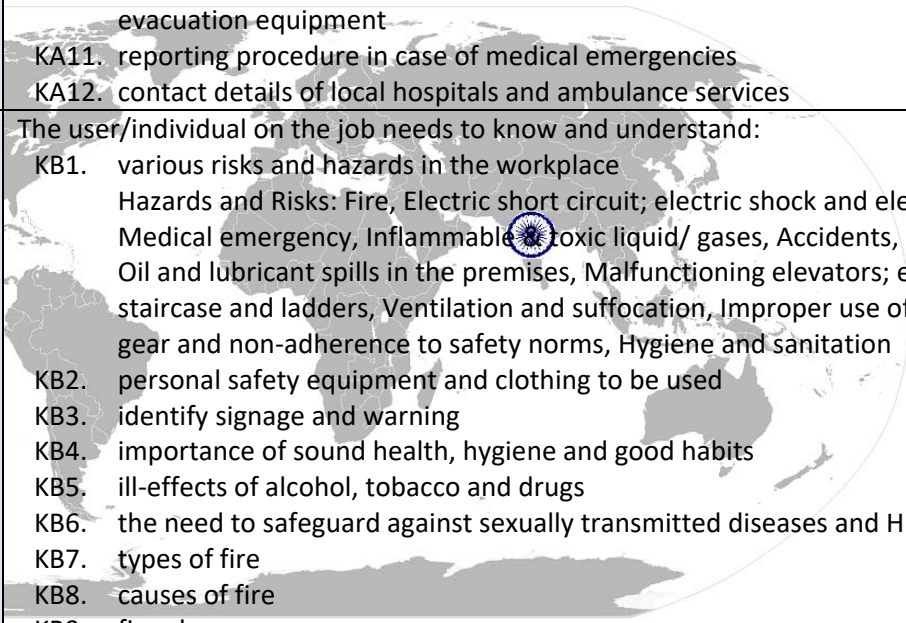
Overview

Maintain health and safety.

MEP/N7108

Maintain health and safety

National Occupational Standard	Unit Code	MEP/N7108
	Unit Title (Task)	Maintain health and safety
	Description	Maintain health and safety.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Contribute to maintaining a safe workplace Maintain personal health, hygiene and habits Respond to fire accidents Deal with medical emergency
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Contribute to maintaining a safe workplace	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. carry out safety of workplace in line with organisational procedures PC2. keep emergency and escape routes free from obstructions and report violation PC3. wear personal safety gear and clothing as per organisational procedure PC4. check violators of defined safety and security instructions and report violations PC5. report to superiors and emergency service organisations for assistance in the event of emergencies Services and Organization: Security team and sub-unit; police and emergency services
	Maintain personal health, hygiene and habits	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC6. undertake physical exercises and activities (commensurate with age) PC7. maintain personal hygiene and good habits PC8. refrain from alcohol, tobacco, drugs and other intoxicants PC9. guard against sexually transmitted diseases and HIV PC10. take precautions against common ailments
	Respond to fire accidents	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC11. identify and report fire hazards PC12. carry out fire-fighting in line with organisational training and procedures PC13. report fire incidents to superiors and emergency service organisations PC14. participate in evacuation of casualty and premises
	Deal with medical emergency	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC15. render first-aid PC16. use available basic first-aid equipment
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company /	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. organization's procedure relating to safety in the workplace KA2. details of emergency exit, alarm, signage and other safety equipment 	

MEP/N7108		Maintain health and safety	
organization and its processes)	<p>Devices and Safety Gears: Sensors & alarms, communication equipment, firefighting equipment, personal safety gears, ladders, chutes, ropes and emergency lighting</p> <p>KA3. reporting procedure for incidents and emergencies</p> <p>KA4. details of local emergency service</p> <p>KA5. the requirements of maintaining physical fitness, personal hygiene and good habits</p> <p>KA6. organization's procedure/ guidelines relating to fire safety</p> <p>KA7. details of floor plans, emergency exits, alarm, signage and other fire- fighting equipment</p> <p>KA8. reporting procedure for fire incidents</p> <p>KA9. training and mock drills</p> <p>KA10. details of emergency exit, alarm, signage and location of first-aid and evacuation equipment</p> <p>KA11. reporting procedure in case of medical emergencies</p> <p>KA12. contact details of local hospitals and ambulance services</p>		
Skills (S)			
A. Core Skills/ Generic Skills	Writing Skills		
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document instructions and task lists</p> <p>SA2. document activities in a chronological order</p> <p>SA3. prepare security passes</p> <p>SA4. record visitor and vehicle arrival and departure</p> <p>SA5. write at least in one vernacular language</p>		

MEP/N7108

Maintain health and safety

	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA6. read and assimilate organizational procedures and instructions, as applicable SA7. read identity papers and passes SA8. read signages and notices SA9. recognize badges of rank
	Oral Communication (Listening and Speaking skills)
	The user/ individual on the job needs to know and understand how to: SA10. speak clearly and emphatically SA11. comprehend instructions and ask relevant queries SA12. give clear instructions to co-workers, if required SA13. reply to queries from visitors and guide them SA14. ask questions from visitors SA15. raise alarm/ make announcement/ speak over phone/ radio
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. take decisions pertaining to security and emergency situations endangering life & property and health & safety
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. report on time and take briefing SB3. plan and organize assigned task SB4. leave guard post once relieved
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. manage relationships with visitors and stakeholders
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify potential risk and threats and take suitable actions SB8. observe people, activities and movements keenly
Critical Thinking	
The user/ individual on the job needs to know and understand how to: SB9. analyze and evaluate information gathered from observation and experience, and take appropriate action	

MEP/N7108

Maintain health and safety

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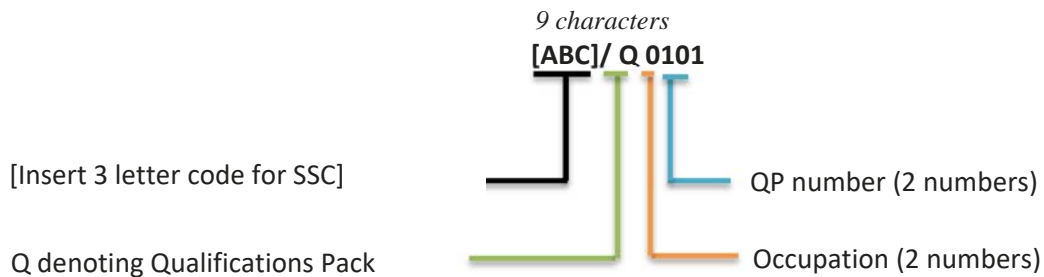
NOS Code	MEP/N7108		
Credits	TBD	Version number	1.0
Industry	Private Security	Drafted on	01/04/2013
Industry Sub-sector	1. Commercial 2. Industrial	Last reviewed on	14/09/2016
Occupation	Guarding (Armed)	Next review date	15/09/2021



Annexure

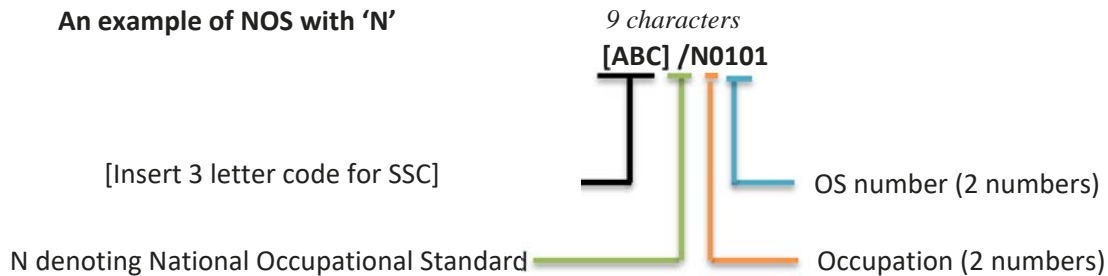
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Office Management & Professional Skills	08-25
Training & Assessment	26-40
Education Sector-Non-Teaching Segment	41-50
Entrepreneurship & Enterprise Development	51-70
Commercial/ Industrial-Security	71-90

Sequence	Description	Example
Three letters	Private Security	MEP
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	71
Next two numbers	OS number	02

Criteria For Assessment Of Trainees

Job Role: Armed Security Guard

Qualification Pack: MEP/Q7102

Sector Skill Council: Management & Entrepreneurship and Professional Skills Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Management & Entrepreneurship and Professional Skills Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 500					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
MEP/N7112 Armed security tasks in accordance with basic security practices	PC1.carry out assigned armed security tasks in line with procedures and instructions	35	5	3	2
	PC2.respond and report about risks and threats		4	2	2
	PC3.respond and report about hazards, disasters and emergencies to related organizations		4	2	2
	PC4.assist police and other organisations, if required		3	1	2
	PC5.recognise rank/ badge of rank in police and military		3	1	2
	PC6.handle licensed firearm responsibly		8	3	5
	PC7.identify various firearms in use in public and police		3	1	2
	PC8.identify improvised explosive devices		5	2	3
		Total	35	15	20
MEP/N7113 Observe safety norms while	PC1.follow safety procedures with regard to firearms	55	3	1	2

handling firearms	PC2.insist on colleagues and subordinates adhering to safety procedures.		4	1	3
	PC3.ensure security and safety of firearm in storage and during carriage		3	1	2
	PC4.handle misfires correctly		4	2	2
	PC5.maintain firearm before and after its use		4	2	2
	PC6.ensure documents related to firearm are complete and updated		4	2	2
	PC7.report inadequacies/ incidents to superior		4	3	1
	PC8.identify illegal/ defective/ modified firearm or ammunition		4	2	2
	PC9.receive requisite training before using a firearm		4	2	2
	PC10.follow safety procedures with regard to firearms		4	2	2
	PC11.avoid collateral damage while using a firearm		4	2	2
	PC12.use firearm effectively		4	1	3
	PC13.handle misfires correctly		4	2	2
	PC14.report inadequacies/ incidents to superior		5	2	3
			Total	55	25
MEP/N7114 Deal with security situations warranting use of licensed firearms	PC1.anticipate threat/ risks to life and property	55	4	2	2
	PC2.assess security situations warranting use of firearms		4	2	2
	PC3.inform superiors about developing security situation		4	2	2
	PC4.maintain a safe distance from the miscreants/ crowd/ mob		4	1	3
	PC5.identify individual(s) endangering life and property		4	2	2
	PC6.load firearm		4	2	2
	PC7.take suitable cover		4	2	2
	PC8.warn individuals/ miscreants endangering life and property		4	2	2
	PC9.take aim and fire as per laid down procedures		4	2	2
	PC10.avoid collateral damage		4	1	3
	PC11.maintain safety of self and others		4	1	3
	PC12.report to superiors		4	2	2
	PC13.record incident		4	2	2
	PC14.preserve evidence		3	2	1
		Total	55	25	30
MEP/N7115 Provide private	PC1.familiarise with the area of your responsibility	40	2	0	2

armed guarding service to people, property and premises	PC2.guard people, property and premises as per site instructions		3	1	2
	PC3.receive briefing for guard duty and patrolling		3	1	2
	PC4.patrol designated premises as per instructions		3	0	3
	PC5.use security equipment to carry out your task		2	0	2
	PC6.report and respond to security breaches		3	1	2
	PC7.maintain basic security registers		3	1	2
	PC8.carry out or support searches as per instructions		2	1	1
	PC9.caution and report risks & threats during the search		2	1	1
	PC10.liaise with other search parties in the premises		2	1	1
	PC11.detain suspect(s) during the search and report to superior		4	1	3
	PC12.use firearm, if situation so warrants		2	0	2
	PC13.prevent tampering of evidence and report		2	0	2
	PC14.maintain personal safety		2	0	2
	PC15.maintain effective communication during search		3	1	2
	PC16.report incident details to superiors		2	1	1
			Total	40	10
MEP/N7116 Support guarding duties with licensed firearms	PC1.ensure safety precautions and safe handling of weapon in line with safety instructions and organization's procedures	45	2	1	1
	PC2.ensure safe storage of weapon, ammunition, accessories and spares in line with relevant regulations and organization's procedures		2	1	1
	PC3.test weapon to assess its proper functioning in line with safety instructions/ requirements		2	1	1
	PC4.report faults and get weapon repaired from an authorized artificer		2	1	1
	PC5.operate weapon in accordance with legislation / established procedures		2	1	1
	PC6.maintain weapon after use		2	1	1
	PC7.maintain license and records pertaining to weapon, ammunition, spares and repairs in line with relevant regulations		2	1	1
	PC8.receive instructions with regards to deployment and responsibility		2	1	1
	PC9.co-ordinate with security sub-unit deployed in the area of responsibility		2	1	1

	PC10.identify IFF (identification, friend or foe) protocol practiced in the premises/ property		2	1	1
	PC11.support guarding duties in various deployments		2	0	2
	PC12.observe development of an untoward situation		2	1	1
	PC13.respond early to a security incident		3	1	2
	PC14.challenge miscreants to deter and defend		2	1	1
	PC15.report to designated superior, if possible, before using firearms		2	1	1
	PC16.use firearm as a 'last resort' in case security situation so warrants		2	1	1
	PC17.ensure personal safety and security of weapon		2	1	1
	PC18.avoid collateral damage		2	0	2
	PC19.render first aid to the injured and arrange their evacuation		2	1	1
	PC20.secure scene of incident		2	1	1
	PC21.cooperate in investigation		2	1	1
	PC22.report sequence of incident to designated superior		2	1	1
		Total	45	20	25
MEP/N7117 Carry out routine armed guarding duties	PC1.use appropriate weapon & ammunition, personal safety gear and other equipment/ aids, as per organizational procedure	35	2	0	2
	PC2.receive briefing from designated superior		2	1	1
	PC3.co-ordinate with other team members and armed guards, if assigned		2	1	1
	PC4.check vehicle for any suspicious indications		2	1	1
	PC5.instruct driver, principal(s) and team members on security and safety aspects		2	0	2
	PC6.maintain communication with designated superior		2	1	1
	PC7.maintain vigilance against possible threat/ risks		2	0	2
	PC8.report incident to concerned agencies and seek assistance		3	1	2
	PC9.respond by taking appropriate and approved action		2	1	1
	PC10.maintain security and safety of self and others		2	0	2
	PC11.avoid collateral damage to bystanders/ assets		2	1	1
	PC12.disengage from situation before it escalates beyond control		3	1	2

	PC13.report incidents and record relevant information		3	1	2
	PC14.maintain safety of the principal while responding to threat/ risks		2	0	2
	PC15.co-ordinate with the driver of the vehicle for necessary details		2	1	1
	PC16.follow organisational instructions on escorting of employees and guests		2	0	2
		Total	35	10	25
MEP/N7118 Support cash and valuables- in-transit operations	PC1.assume responsibility of safety and security of crew, cash/ valuables and vehicle during CIT operations	55	2	1	1
	PC2.receive instructions from superior		2	1	1
	PC3.liaise with other armed guard, if any		2	1	1
	PC4.draw the gun		2	0	2
	PC5.load the gun and make the weapon safe		2	0	2
	PC6.check vehicle for any suspicious indications		2	1	1
	PC7.get the van parked nearest to the point of loading		1	0	1
	PC8.get cash/ valuable chest loaded and secured in the van		1	0	1
	PC9.ensure vehicle is properly secured		2	0	2
	PC10.instruct team members on security aspects		2	1	1
	PC11.occupy co-driver's seat and instruct guard to sit next to the chest		2	0	2
	PC12.observe route carefully while vehicle is on the move		2	1	1
	PC13.check if the vehicle is being tailed		1	0	1
	PC14.be alert on traffic halts		1	0	1
	PC15.scan the area for any unusual signs of risk before stopping at the halts/ ATM/ bank		2	2	0
	PC16.provide cover to van and team during transfer of cash/ valuables		2	1	1
	PC17.protect van and ATM replenishment party		2	1	1
	PC18.maintain security at the site and operation		2	1	1
	PC19.resume onward journey		1	0	1
	PC20.maintain security of vehicle and valuables/ consignment during transit		2	1	1
	PC21.not to permit stopping of vehicle at unscheduled halts		2	1	1
	PC22.maintain communication with the concerned agencies		2	1	1
	PC23.report incident to concerned agencies and seek assistance		2	1	1

	PC24.respond against threat/ risks appropriately		2	1	1
	PC25.maintain security and safety of self, others and consignment		2	1	1
	PC26.use weapon as last resort		2	0	2
	PC27.avoid collateral damage to bystanders/ consignment		2	1	1
	PC28.disengage from situation		2	0	2
	PC29.record relevant information		2	1	1
	PC30.abort delivery or collection process, if situation so warrants		2	1	1
		Total	55	20	35
MEP/N7119 Armed guarding duties in commercial deployments	PC1.carry out armed guarding duties as per organisation's procedures and instructions	25	4	2	2
	PC2.observe and respond to risks and threats		4	1	3
	PC3.use licenced firearms effectively		4	2	2
	PC4.communicate effectively with concerned stakeholders		4	1	3
	PC5.follow good behavioural standards		4	2	2
	PC6.maintain basic security registers as prescribed		2	1	1
	PC7.report incidents to superiors		3	1	2
		Total	25	10	15
MEP/N7120 Armed guarding duties in industrial deployments	PC1.carry out armed guarding duties as per organisation's procedures and instructions	25	4	2	2
	PC2.observe and respond to risks and threats		3	1	2
	PC3.use licenced firearms effectively		4	1	3
	PC4.communicate effectively with stakeholders		3	1	2
	PC5.follow good behavioural standards		3	1	2
	PC6.maintain basic security registers as prescribed		4	2	2
	PC7.report incidents to superiors		4	2	2
		Total	25	10	15
MEP/N7121 Project positive image of self and the organization	PC1.maintain good health, personal hygiene & sanitation	25	2	1	1
	PC2.comply with organisation's standards of grooming and personal behaviour		3	1	2
	PC3.stay free from intoxicants (alcohol, tobacco and drugs)		3	2	1
	PC4.wear organisation's uniform with name tab correctly and smartly		2	1	1
	PC5.wear, carry and use personal protection gear and equipment		2	1	1
	PC6.co-operate with team members		2	1	1
	PC7.observe organisation's "Behavioural Standards/ meet and greet procedure"		2	1	1

	PC8.observe confidentiality as per organisational procedure		3	1	2
	PC9.observe discipline and punctuality		1	0	1
	PC10.follow safety procedure while handling firearm		1	0	1
	PC11.carry out assigned tasks and duties diligently		2	1	1
	PC12.co-operate with team members		1	0	1
	PC13.support security duties by using licenced firearm		1	0	1
		Total	25	10	15
MEP/N7102 Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act - 2005 when undertaking security tasks	PC1.comply with basic legal provisions applicable role and tasks	30	5	2	3
	PC2.obtain clarity in case of lack of understanding		5	2	3
	PC3.take cognisance of offences and report to superiors/ police		7	4	3
	PC4.cooperate in investigations		7	4	3
	PC5.give evidence in court, if required by law		6	3	3
		Total	30	15	15
MEP/N7108 Health and safety	PC1.carry out safety of workplace in line with organisational procedures	75	4	2	2
	PC2.keep emergency and escape routes free from obstructions and report violation		4	1	3
	PC3.wear personal safety gear and clothing as per organisational procedure		4	1	3
	PC4.check violators of defined safety and security instructions and report violations		4	2	2
	PC5.report to superiors and emergency service organisations for assistance in the event of emergencies		4	2	2
	PC6.undertake physical exercises and activities (commensurate with age)		4	2	2
	PC7.maintain personal hygiene and good habits		5	2	3
	PC8.refrain from alcohol, tobacco, drugs and other intoxicants		4	2	2
	PC9.guard against sexually transmitted diseases and HIV		4	2	2
	PC10.take precautions against common ailments		6	2	4
	PC11.identify and report fire hazards		8	3	5
	PC12.carry out fire-fighting in line with organisational training and procedures		4	2	2
	PC13.report fire incidents to superiors and emergency service organisations		3	1	2

	PC14.participate in evacuation of casualty and premises		8	3	5
	PC15.render first-aid		6	2	4
	PC16.use available basic first-aid equipment		3	1	2
		Total	75	30	45
		Grand Total	500	200	300