



# Armed Security Guard

QP Code: MEP/Q7102

Version: 1.0

NSQF Level: 4

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## **MEP/Q7102: Armed Security Guard**

### **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 Guards presence needs to generate confidence in perilous situations.

### **Applicable National Occupational Standards (NOS)**

#### **Compulsory NOS:**

1. [MEP/N7102: Conform to regulatory and legal requirements governing security tasks](#)
2. [MEP/N7108: Maintain health and safety](#)
3. [MEP/N7112: Perform armed security tasks in accordance with basic security practices](#)
4. [MEP/N7113: Observe safety norms while handling firearms](#)
5. [MEP/N7114: Dealwithsecuritysituationswarrantinguseoflicensedfirearms](#)
6. [MEP/N7115: Provideprivatearmedguardingservicetopeople,propertyandpremises](#)
7. [MEP/N7116: Supportguardingdutieswithlicensedfirearms](#)
8. [MEP/N7117: Dealwithsecuritysituationswarrantinguseoflicensedfirearms](#)
9. [MEP/N7118: Supportcashandvaluablesintransitoperations](#)
10. [MEP/N7119: Perform armed guarding duties in commercial deployments](#)
11. [MEP/N7120: Perform armed guarding duties in industrial deployments](#)
12. [MEP/N7121: Projectpositiveimageofselfandtheorganization](#)

### **Qualification Pack (QP) Parameters**

<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security (Armed)
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	NA
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/5414.0151
<b>Minimum Educational Qualification &amp; Experience</b>	10th Class
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	1. 160 hours of training according to PSARA2005 requirements 2. Holder of valid arms licence and fire arm
<b>Minimum Job Entry Age</b>	21 Years
<b>Last Reviewed On</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>Deactivation Date</b>	08/08/2023
<b>NSQC Approval Date</b>	09/04/2018
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2015/SEC/MEPSC/00164
<b>NQR Version</b>	1.0

## **MEP/N7102: Conform to regulatory and legal requirements governing security tasks**

### **Description**

This unit deals in detail with relation to legal requirements to be conformed while undertaking security tasks as per standards.

### **Scope**

This unit/task covers the following:

- Carry out security duties with in basic legal provisions

### **Elements and Performance Criteria**

#### *Carry out security duties with in basic legal provisions*

To be competent, the user/individual on the job must be able to:

- PC1.** comply with basic legal provisions applicable role and tasks
- 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

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** responsibilities and limitations of assigned role and tasks
- KU2.** concerned personnel to be contacted for necessary clarifications relevant to the type of information required
- KU3.** organisational and legal procedures to be followed in situations having legal implications
- KU4.** correct procedures and considerations for reporting and recording of events
- KU5.** procedure for co-operating with investigations and relevant authorities
- KU6.** difference between legal and illegal activities
- KU7.** legal implication of assigned role and tasks
- KU8.** process to lodge complaints and first information report and assistance to others for doing the same
- KU9.** method of giving evidence in court

### **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** document instructions and prepare task lists clearly and accurately
- GS2.** write a complaint/statement clearly and accurately
- GS3.** prepare security passes accurately and clearly
- GS4.** record visitor and vehicle arrival and departure clearly and accurately
- GS5.** write clearly and accurately at least in one vernacular language
- GS6.** read and assimilate correctly organizational procedures and instructions, as applicable
- GS7.** read identity papers and passes accurately
- GS8.** read signage and notices accurately
- GS9.** read documents to interpret them correctly, before signing
- GS10.** speak clearly to communicate effectively
- GS11.** ask relevant queries to comprehend instructions correctly
- GS12.** give clear instructions to co-workers
- GS13.** reply to queries from visitors and guide them accurately and clearly
- GS14.** raise alarm and warn others clearly, emphatically and accurately
- GS15.** make announcements directly to audiences, speak over phone/radio clearly and accurately
- GS16.** take decisions pertaining to security and emergency situations that endanger life, property, health and/or safety in order to avoid or reduce risks, loss and damage
- GS17.** plan activities in order to report on time for briefings and duty
- GS18.** plan and organize assigned task in order to perform it effectively and efficiently as per instructions
- GS19.** ensure guard post is not left until relieved from duty
- GS20.** work and communicate in a manner such that positive relationships are established with visitors and other stakeholders
- GS21.** state the problem and relevant considerations, list and evaluate the possible solution(s) and select a best possible solution(s) to achieve desired outcome
- GS22.** identify potential risk and threats and take suitable actions in order to reduce or mitigate these
- GS23.** observe people, activities and movements keenly to identify risks and threats
- GS24.** analyze and evaluate information gathered from observation and experience, to arrive at most plausible, and accurate interpretations and take appropriate action to reduce risks, loss or damage

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out security duties with in basic legal provisions</i>	<b>25</b>	<b>15</b>	-	-
<b>PC1.</b> comply with basic legal provisions applicable role and tasks	10	5	-	-
<b>PC2.</b> obtain clarity in case of lack of understanding	3	2	-	-
<b>PC3.</b> take cognisance of offences and report to superiors/ police	6	4	-	-
<b>PC4.</b> cooperate in investigations	4	1	-	-
<b>PC5.</b> give evidence in court, if required by law	2	3	-	-
<b>NOS Total</b>	<b>25</b>	<b>15</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7102
<b>NOS Name</b>	Conform to regulatory and legal requirements governing security tasks
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/03/2018
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018



## **MEP/N7108: Maintain health and safety**

### **Description**

This unit deals with maintaining personal health & hygiene and following basic workplace safety requirements while performing security tasks.

### **Scope**

This unit/task covers the following:

- Maintaining a safe work area
- Maintain good personal health, hygiene and habits
- Respond to fire accidents
- Deal with medical emergencies

### **Elements and Performance Criteria**

#### *Maintain a safe work area*

To be competent, the user/individual on the job must be able to:

- PC1.** carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority
- PC2.** keep emergency and escape routes free from obstructions, where violation is not addressable within limits of own authority, report violation to appropriate authority in a timely manner
- 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 good personal health, hygiene and habits*

To be competent, the user/individual on the job must be able to:

- PC6.** perform physical exercises and activities (commensurate with age) regularly
- PC7.** maintain good personal hygiene and habits as per organisational and professional standards
- PC8.** maintain own professional standards at work by avoiding alcohol, tobacco, drugs and other intoxicants
- PC9.** follow good and safe practices of personal behaviour to guard against sexually transmitted diseases and HIV

#### *Respond to fire accidents*

To be competent, the user/individual on the job must be able to:

- PC10.** identify and report fire hazards in a timely and accurate manner
- PC11.** carry out fire-fighting in line with organisational training and procedures
- PC12.** report fire incidents to superiors and emergency service organisations in a timely and effective manner as per organisation procedures

**PC13.** carry out evacuation of casualty and premises tasks as per organisational procedures, within limits of authority

*Deal with medical emergencies*

To be competent, the user/individual on the job must be able to:

**PC14.** provide first-aid as relevant to the affliction, condition of the victim and as per laid down standards and procedures, using available basic first-aid equipment correctly

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** organizations procedure relating to safety in the workplace
- KU2.** details of emergency exit, floor plans, alarm, signage and other safety equipment Devices and Safety Gears: Sensors & alarms, communication equipment, firefighting equipment, personal safety gears, ladders, chutes, ropes and emergency lighting
- KU3.** reporting procedure for incidents and emergencies
- KU4.** details of local emergency services where deployed Details: Location and contact details of local hospitals, ambulance services, police station, head office, control room, etc
- KU5.** organizations procedure/ guidelines relating to fire safety
- KU6.** reporting procedure for fire incidents in the organisation
- KU7.** details of evacuation equipment in the organisation
- KU8.** reporting procedure in case of medical emergencies in the organisation
- KU9.** various risks and hazards in the workplace Hazards and Risks: Fire, Electric short circuit; electric shock and electrocution, Medical emergency, Inflammable & toxic liquid/ gases, Accidents, Flooding, Oil and lubricant spills in the premises, Malfunctioning elevators; escalators; staircase and ladders, Ventilation and suffocation, Improper use of safety gear and non-adherence to safety norms, Hygiene and sanitation
- KU10.** personal safety equipment and clothing to be used at the workplace
- KU11.** identify various safety signage and warnings
- KU12.** importance of training and mock drills
- KU13.** importance of sound health, hygiene and good habits
- KU14.** the importance and requirements of maintaining physical fitness, personal hygiene and good habits
- KU15.** ill-effects of alcohol, tobacco and drugs
- KU16.** the need to safeguard against sexually transmitted diseases and HIV
- KU17.** types of fire
- KU18.** causes of fire
- KU19.** fire alarms
- KU20.** types of fire-fighting equipment and relevant details
- KU21.** fire-fighting procedure
- KU22.** personal safety equipment and clothing to be used
- KU23.** first-aid
- KU24.** elements of effective communication and its importance

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. document instructions and task lists  
Task List: Team composition, Detail of vehicle(s) and consignment, Route; alternate routes; halts; traffic conditions, Contact details of concerned agencies, Timings, Threat/risks involved, Reporting procedure
- GS2. document activities in a chronological order
- GS3. prepare security passes
- GS4. record visitor and vehicle arrival and departure
- GS5. write at least in one vernacular language
- GS6. read and assimilate organizational procedures and instructions, as applicable
- GS7. read identity papers and passes
- GS8. read signages and notices
- GS9. recognize badges of rank
- GS10. speak clearly and emphatically
- GS11. comprehend instructions and ask relevant queries
- GS12. give clear instructions to co-workers, if required
- GS13. reply to queries from visitors and guide them
- GS14. ask questions from visitors
- GS15. raise alarm/make announcement/speak over phone/radio
- GS16. take decisions pertaining to security and emergency situations endangering life & property and health & safety
- GS17. report on time and take briefing
- GS18. plan and organize assigned task
- GS19. leave guard post on a reliever
- GS20. manage relationships with visitors and stakeholders
- GS21. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS22. identify potential risk and threats and take suitable actions
- GS23. observe people, activities and movements keenly
- GS24. analyze and evaluate information gathered from observation and experience, and take appropriate action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain a safe work area</i>	<b>6</b>	<b>10</b>	-	-
<b>PC1.</b> carry out tasks to ensure safety of workplace in line with organisational procedures and within limits of authority	1	2	-	-
<b>PC2.</b> keep emergency and escape routes free from obstructions, where violation is not addressable within limits of own authority, report violation to appropriate authority in a timely manner	1	2	-	-
<b>PC3.</b> wear personal safety gear and clothing as per organisational procedure	1	3	-	-
<b>PC4.</b> check violators of defined safety and security instructions and report violations	1	1	-	-
<b>PC5.</b> 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	2	2	-	-
<i>Maintain good personal health, hygiene and habits</i>	<b>7</b>	<b>11</b>	-	-
<b>PC6.</b> perform physical exercises and activities (commensurate with age) regularly	1	2	-	-
<b>PC7.</b> maintain good personal hygiene and habits as per organisational and professional standards	2	3	-	-
<b>PC8.</b> maintain own professional standards at work by avoiding alcohol, tobacco, drugs and other intoxicants	2	3	-	-
<b>PC9.</b> follow good and safe practices of personal behaviour to guard against sexually transmitted diseases and HIV	2	3	-	-
<i>Respond to fire accidents</i>	<b>6</b>	<b>20</b>	-	-
<b>PC10.</b> identify and report fire hazards in a timely and accurate manner	2	9	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> carry out fire-fighting in line with organisational training and procedures	1	2	-	-
<b>PC12.</b> report fire incidents to superiors and emergency service organisations in a timely and effective manner as per organisation procedures	1	3	-	-
<b>PC13.</b> carry out evacuation of casualty and premises tasks as per organisational procedures, within limits of authority	2	6	-	-
<i>Deal with medical emergencies</i>	<b>1</b>	<b>4</b>	-	-
<b>PC14.</b> provide first-aid as relevant to the affliction, condition of the victim and as per laid down standards and procedures, using available basic first-aid equipment correctly	1	4	-	-
<b>NOS Total</b>	<b>20</b>	<b>45</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7108
<b>NOS Name</b>	Maintain health and safety
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/03/2018
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018

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

### **Description**

This unit deals with performance standards to perform escort security duties as per defined standards.

### **Scope**

This unit/task covers the following:

- Carry out assigned armed security tasks

### **Elements and Performance Criteria**

#### *Carry out assigned armed security tasks*

To be competent, the user/individual on the job must be able to:

- 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 (KU)**

The individual on the job needs to know and understand:

- KU1.** private Security Agencies (Regulation) Act- 2005 and organisational procedures the Arms Act- 1959
- KU2.** reporting system within your organisation and workplace
- KU3.** importance of security for society, institutions and corporate
- KU4.** risks and threats to society and corporate
- KU5.** organisations dealing with security Security Organisations: Armed Forces Army; Navy; Air Force, Central Armed Police Forces- CISF; CRPF; BSF; RPF, Civil Police
- KU6.** organisation of private security sector
- KU7.** different sub-sectors of private security

- KU8.** role of private security sector Roles: to provide guarding services to society; commerce and industry, assist law enforcement agencies
- KU9.** 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
- KU10.** safe handling of licensed fire arm
- KU11.** 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
- KU12.** improvised explosive devices
- KU13.** badges of ranks in police and armed forces

## **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** document instructions and prepare task lists accurately and clearly Documents: for people, vehicle, material, incident reporting and other forms and formats
- GS2.** document activities in a chronological order
- GS3.** prepare security passes accurately and clearly
- GS4.** record visitor and vehicle arrival and departure accurately and clearly
- GS5.** write at least in one vernacular language
- GS6.** read and assimilate correctly organizational procedures and instructions, as applicable
- GS7.** read identity papers and passes accurately
- GS8.** read signage and notices accurately
- GS9.** read documents to interpret them correctly, before signing
- GS10.** recognize badges of rank of military and police personnel accurately
- GS11.** speak clearly to communicate effectively
- GS12.** ask relevant queries to comprehend instructions
- GS13.** give clear instructions to co-workers
- GS14.** reply to queries from visitors and guide them accurately and clearly
- GS15.** ask relevant questions from visitors in the correct tone of voice
- GS16.** raise alarm and warn others clearly, emphatically and accurately
- GS17.** make announcements directly to audiences, speak over phone/radio clearly and accurately
- GS18.** plan and organize assigned task in order to perform it effectively and efficiently as per instructions
- GS19.** ensure guard post is not left until relieved from duty
- GS20.** work and communicate in a manner such that positive relationships are established with visitors and other stakeholders
- GS21.** state the problem and relevant considerations, list and evaluate the possible solution(s) and select a best possible solution(s) to achieve desired outcome



- GS22.** identify potential risk and threats and take suitable actions in order to reduce or mitigate these
- GS23.** observe people, activities and movements keenly to identify risks and threats
- GS24.** analyze and evaluate information gathered from observation and experience, to arrive at most plausible, and accurate interpretations and take appropriate action to reduce risks, loss or damage

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out assigned armed security tasks</i>	<b>15</b>	<b>20</b>	-	-
<b>PC1.</b> carry out assigned armed security tasks in line with procedures and instructions	3	2	-	-
<b>PC2.</b> 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	2	2	-	-
<b>PC3.</b> respond and report about hazards, disasters and emergencies to related organizations Organisations dealing with Hazards/Disasters and Emergencies: Police, Fire Department, Ambulance Services	2	2	-	-
<b>PC4.</b> assist police and other organisations, if required	1	2	-	-
<b>PC5.</b> recognise rank/badge of rank in police and military	1	2	-	-
<b>PC6.</b> handle licensed firearm responsibly	3	5	-	-
<b>PC7.</b> identify various firearms in use in public and police	1	2	-	-
<b>PC8.</b> identify improvised explosive devices	2	3	-	-
<b>NOS Total</b>	<b>15</b>	<b>20</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7112
<b>NOS Name</b>	Perform armed security tasks in accordance with basic security practices
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018



- GS10.** speak clearly and emphatically
- GS11.** comprehend instructions and ask relevant queries
- GS12.** give clear instructions to co-workers, if required
- GS13.** reply to queries from investigators
- GS14.** raise alarm/make announcement/speak over phone/radio
- GS15.** take decisions regarding security and emergency situations in line with legal provisions
- GS16.** report on time and take briefing
- GS17.** plan and organize assigned task
- GS18.** leave post once relieved
- GS19.** manage relationships with visitors and stakeholders
- GS20.** think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS21.** identify potential risk and threats and take suitable actions as per legal provisions
- GS22.** observe people, activities and movements keenly
- GS23.** analyze and evaluate information gathered from observation and experience and take appropriate action
- GS24.** analyze and evaluate information gathered from observation and experience, to arrive at most plausible, and accurate interpretations and take appropriate action to reduce risks, loss or damage

## Assessment Criteria

[illegible]

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7113
<b>NOS Name</b>	Observe safety norms while handling firearms
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQF Clearance Date</b>	09/04/2018

## MEP/N7114: Dealwithsecuritysituationswarrantinguseoflicensedfirearms

### Description

Dealingwithsecuritysituationswarrantinguseoflicensedfirearmswhileondutyasper specifiedstandards.

### Scope

This unit/task covers the following:

- Assess a security situation correctly
- Use firearm effectively

### Elements and Performance Criteria

#### *Dealwith security situations warrantinguse oflicensed firearms*

To be competent, the user/individual on the job must be able to:

- PC1.** anticipatethreat/riskstolifeandproperty
- PC2.** assessecuritysituationswarrantinguseoffirearms
- PC3.** informsuperiorsaboutdevelopingsecuritysituation
- PC4.** maintainasafedistancefromthemiscreants/crowd/mob
- PC5.** identifyindividual(s)endangeringlifeandproperty
- PC6.** loadfirearm
- PC7.** takesuitablecover
- PC8.** warnindividuals/miscreantsendangeringlifeandproperty
- PC9.** takeaimandfireasperlaidownprocedures
- PC10.** avoidcollateraldamage
- PC11.** maintainsafetyofselfandothers
- PC12.** reporttosuperiors
- PC13.** recordincident
- PC14.** preserveevidence

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevantlegislation/regulationsandorganizationalproceduresrelatedtouse offirearmswhileperformingguardingduties RelevantLegislation/Regulations:TheIndianPenalCode,1860.Rightto self defenceandproperty,TheCodeofCriminalProcedure,1973,Power toseize offensiveweapons,Lodgingofcomplaintandfirstinformationreport
- KU2.** limitsofyourroleandresponsibility
- KU3.** possiblethreat/riskstolifeandpropertyintheassignedpremises
- KU4.** layoutandroutineofthepremises
- KU5.** characteristicsoftheArmsAct1959TheArmsAct,1959:Powertodemandproductionoflicense,Arrestofpersonsconveyingarmsundersuspiciouscircumstances,Depositofarmsonceasingtobelawful,SeizureanddetentionunderordersoftheCentral Government, Offencesandpenalties
- KU6.** characteristicsoffirearmanditsammunition
- KU7.** safetyprocedurewithregardtofirearm
- KU8.** modusoperandiofcriminals/miscreantsagainstlifeandproperty
- KU9.** effectiveuseoffirearmsFirearms:Muzzle-loadingshotguns,Single/doublebarrelbrechloading,shotguns,Rifles,Revolvers,Pistols
- KU10.** LicensingrequirementsforfirearmsLicensingrequirements:Firearmsandammunitionforwhichgovernmenthasissuedlicenseforprocurement,useandcarriage

### Generic Skills (GS)



User/individual on the job needs to know how to:

- GS1.** document instructions and task lists
- GS2.** document activities in a chronological order
- GS3.** prepare security passes
- GS4.** record visitor and vehicle arrival and departure
- GS5.** write at least in one vernacular language
- GS6.** read and assimilate organizational procedures and instructions, as applicable
- GS7.** read identity papers and passes
- GS8.** read signages and notices
- GS9.** recognize badges of rank
- GS10.** speak clearly and emphatically
- GS11.** comprehend instructions and ask relevant queries
- GS12.** give clear instructions to co-workers, if required
- GS13.** reply to queries from visitors and guide them
- GS14.** ask questions from visitors
- GS15.** raise alarm/make announcement/speak over phone/radio
- GS16.** take decisions pertaining to security and emergency situations endangering life & property and health & safety
- GS17.** report on time and take briefing
- GS18.** plan and organize assigned task
- GS19.** leave guard post once relieved
- GS20.** manage relationships with visitors and stakeholders
- GS21.** think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS22.** identify potential risk and threats and take suitable actions
- GS23.** observe people, activities and movements keenly
- GS24.** analyze and evaluate information gathered from observation and experience, and take appropriate action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Deal with security situations warranting use of licensed firearms</i>	<b>25</b>	<b>30</b>	-	-
<b>PC1.</b> anticipate threat/risk to life and property	2	2	-	-
<b>PC2.</b> assess security situations warranting use of firearms	2	2	-	-
<b>PC3.</b> inform superiors about developing security situation	2	2	-	-
<b>PC4.</b> maintain a safe distance from the miscreants/crowd/mob	1	3	-	-
<b>PC5.</b> identify individual(s) endangering life and property	2	2	-	-
<b>PC6.</b> load firearm	2	2	-	-
<b>PC7.</b> take suitable cover	2	2	-	-
<b>PC8.</b> warn individuals/miscreants endangering life and property	2	2	-	-
<b>PC9.</b> take aim and fire as per laid down procedures	2	2	-	-
<b>PC10.</b> avoid collateral damage	1	3	-	-
<b>PC11.</b> maintain safety of self and others	1	3	-	-
<b>PC12.</b> report to superiors	2	2	-	-
<b>PC13.</b> record incident	2	2	-	-
<b>PC14.</b> preserve evidence	2	1	-	-
<b>NOS Total</b>	<b>25</b>	<b>30</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7114
<b>NOS Name</b>	Dealwithsecuritysituationswarrantinguseoflicensedfirearms
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018

## **MEP/N7115:**

### **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:

- Guard people, property and premises
- Carry out search of designated premises Use firearm effectively

#### **Elements and Performance Criteria**

##### *Provide private armed guarding service to people, property and premises*

To be competent, the user/individual on the job must be able to:

- 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
- PC8.** carry out 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
- PC16.** report incident details to superiors

#### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1. general awareness of deployment in premises and neighbourhood
- KU2. organisational procedures with respect to security of people, property and premises People, Property and Premises: People whom a member of staff is responsible for; premises staff; residents; workers; visitors; officials; vendors; service providers; public; Property movable and immovable; secured and unsecured; Premises fenced; gated; covered; open; guarded; unguarded
- KU3. means of available communication
- KU4. basic security registers
- KU5. reporting and briefing procedure Reporting: Routine and emergency reporting to colleagues; seniors; police; emergency services; Reporting verbally in writing or over telephone/mobile/walkie talkie
- KU6. methods of assigned guarding, monitoring and patrolling
- KU7. Armed Guarding and Observation: Assume charge of 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 man-made causes Security Breaches, intrusion, trespass; violence and crime against people, property and premises
- KU8. response to likely risks and threats at the place of duty
- KU9. use of licensed firearm
- KU10. use of communication equipment

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document instructions and task lists
- GS2.** document activities in a chronological order
- GS3.** prepare security passes
- GS4.** record visitor and vehicle arrival and departure
- GS5.** write at least in one vernacular language
- GS6.** read and assimilate organizational procedures and instructions, as applicable
- GS7.** read identity papers and passes
- GS8.** read signages and notices
- GS9.** recognize badges of rank
- GS10.** speak clearly and emphatically
- GS11.** comprehend instructions and ask relevant queries
- GS12.** give clear instructions to co-workers, if required
- GS13.** reply to queries from visitors and guide them
- GS14.** ask questions from visitors
- GS15.** raise alarm/make announcement/speak over phone/radio
- GS16.** take decisions pertaining to security and emergency situations endangering life & property and health & safety
- GS17.** report on time and take briefing
- GS18.** plan and organize assigned task
- GS19.** leave guard post on call relieved
- GS20.** manage relationships with visitors and stakeholders
- GS21.** think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS22.** identify potential risk and threats and take suitable actions
- GS23.** observe people, activities and movements keenly
- GS24.** analyze and evaluate information gathered from observation and experience, and take appropriate action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Provide private armed guarding service to people, property and premises</i>	<b>10</b>	<b>30</b>	-	-
<b>PC1.</b> familiarise with the area of your responsibility	-	2	-	-
<b>PC2.</b> guard people, property and premises as per site instructions	1	2	-	-
<b>PC3.</b> receive briefing for guard duty and patrolling	1	2	-	-
<b>PC4.</b> patrol designated premises as per instructions	-	3	-	-
<b>PC5.</b> use security equipment to carry out your task	-	2	-	-
<b>PC6.</b> report and respond to security breaches	1	2	-	-
<b>PC7.</b> maintain basic security registers	1	2	-	-
<b>PC8.</b> carry out or support searches as per instructions	1	1	-	-
<b>PC9.</b> caution and report risks & threats during the search	1	1	-	-
<b>PC10.</b> liaise with other search parties in the premises	1	1	-	-
<b>PC11.</b> detain suspect(s) during the search and report to superior	1	3	-	-
<b>PC12.</b> use firearm, if situation so warrants	-	2	-	-
<b>PC13.</b> prevent tampering of evidence and report	-	2	-	-
<b>PC14.</b> maintain personal safety	-	2	-	-
<b>PC15.</b> maintain effective communication during search	1	2	-	-
<b>PC16.</b> report incident details to superiors	1	1	-	-
<b>NOS Total</b>	<b>10</b>	<b>30</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7115
<b>NOS Name</b>	Provide private armed guarding service to people, property and premises
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018

## **MEP/N7116: Support guarding duties with licensed firearms**

### **Description**

Supporting guarding duties with licensed firearms as per specified standards.

### **Scope**

This unit/task covers the following:

- Operate and maintain firearms
- Support guarding duties using firearms

### **Elements and Performance Criteria**

#### *Support guarding duties with licensed firearms*

To be competent, the user/individual on the job must be able to:

- PC1.** ensure safety precautions and safe handling of weapon in line with safety instructions and organizations procedures
- PC2.** ensure safe storage of weapon, ammunition, accessories and spares in line with relevant regulations and organizations procedures
- 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
- PC8.** receive instructions with regard to deployment and responsibility
- PC9.** coordinate with security subunit deployed in the area of responsibility
- PC10.** identify IFF (identification, friend or foe) protocol practiced in the premises/property
- PC11.** support guarding duties in various deployments
- PC12.** observe development of an untoward situation
- PC13.** respond early to a security incident
- PC14.** challenge miscreants to deter and defend
- PC15.** report to designated superior, if possible, before using firearms
- PC16.** use firearm as a last resort in cases of security situations so warrants
- PC17.** ensure personal safety and security of weapon
- PC18.** avoid collateral damage
- PC19.** render first aid to the injured and arrange their evacuation
- PC20.** secure scene of incident
- PC21.** cooperate in investigation
- PC22.** report sequence of incident to designated superior

### **Knowledge and Understanding (KU)**





## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Support guarding duties with licensed firearms</i>	<b>20</b>	<b>25</b>	-	-
<b>PC1.</b> ensure safety precautions and safe handling of weapon in line with safety instructions and organizations procedures	1	1	-	-
<b>PC2.</b> ensure safe storage of weapon, ammunition, accessories and spares in line with relevant regulations and organizations procedures	1	1	-	-
<b>PC3.</b> test weapon to assess its proper functioning in line with safety instructions/requirements	1	1	-	-
<b>PC4.</b> report faults and get weapon repaired from an authorized artificer	1	1	-	-
<b>PC5.</b> operate weapon in accordance with legislation/established procedures	1	1	-	-
<b>PC6.</b> maintain weapon after use	1	1	-	-
<b>PC7.</b> maintain license and records pertaining to weapon, ammunition, spares and repairs in line with relevant regulations	1	1	-	-
<b>PC8.</b> receive instructions with regard to deployment and responsibility	1	1	-	-
<b>PC9.</b> coordinate with security subunit deployed in the area of responsibility	1	1	-	-
<b>PC10.</b> identify IFF (identification, friend or foe) protocol practiced in the premises/property	1	1	-	-
<b>PC11.</b> support guarding duties in various deployments	-	2	-	-
<b>PC12.</b> observe development of a situation	1	1	-	-
<b>PC13.</b> respond early to a security incident	1	2	-	-
<b>PC14.</b> challenge miscreants to deter and defend	1	1	-	-
<b>PC15.</b> report to designated superior, if possible, before using firearms	1	1	-	-
<b>PC16.</b> use firearms as a last resort in case of security situations or warrants	1	1	-	-
<b>PC17.</b> ensure personal safety and security of weapon	1	1	-	-
<b>PC18.</b> avoid collateral damage	-	2	-	-
<b>PC19.</b> render first aid to the injured and arrange their evacuation	1	1	-	-
<b>PC20.</b> secure scene of incident	1	1	-	-
<b>PC21.</b> cooperate in investigation	1	1	-	-
<b>PC22.</b> report sequence of incident to designated superior	1	1	-	-
<b>NOS Total</b>	<b>20</b>	<b>25</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7116
<b>NOS Name</b>	Supportguardingdutieswithlicensedfirearms
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018

## MEP/N7117: Dealwithsecuritysituationswarrantinguseoflicensedfirearms

### Description

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

### Scope

This unit/ task covers the following:

- Prepare for guarding duties
- Carry out person/ asset protection
- Carry out vehicle escort duty

### Elements and Performance Criteria

#### *Carryout routinearmed guardingduties*

To be competent, the user/individual on the job must be able to:

- PC1.** useappropriateweapon&ammunition,personalsafety gearandotherequipment/aids,asperorganizationalprocedure
- PC2.** receivebriefingfromdesignatedsuperior
- PC3.** coordinatewithotherteammembersandarmedguards, ifassigned
- PC4.** checkvehicleforanysuspiciousindications
- PC5.** instructdriver,principal(s)andteammembersonsecurity andsafetyaspects
- PC6.** maintaincommunicationwithdesignatedsuperior
- PC7.** maintainvigilanceagainstopossiblethreat/risks
- PC8.** reportincidenttoconcernedagenciesandseekassistance
- PC9.** respondbytakingappropriateandapprovedaction
- PC10.** maintainsecurityandsafetyofselfandothers
- PC11.** avoidcollateraldamagetobystanders/assets
- PC12.** disengagefromsituationbeforeitescalatesbeyond control
- PC13.** reportincidentsandrecordrelevantinformation
- PC14.** maintainsafetyoftheprincipalwhilerespondingto threat/risks
- PC15.** .coordinatewiththedriverofthevehiclefornecessarydetails
- PC16.** followorganisationalinstructionsonescortingofemployeesandguests

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevantlegislation/regulationsandorganizationalproceduresrelatedto armedguardingduties
- KU2.** limitsofassignedroleandresponsibilities
- KU3.** requiredweapon&ammunition, safetygear,equipment/aidsandtheir methodofuse  
SafetyandSecurityEquipment:Inbuiltsafetyfeaturesofthevehicle,personalprotectiveequipment,weaponandammunition,communicationequipment,fireextinguishers,distressalarm,firstaidkit
- KU4.** threat/risksassociatedwithperson/assetprotectionandvehicleescort duties Threat/Risks:Roadaccident,vehiclebreakdown,medicalemergencies, potentialcriminal/miscreantaction,fireaccident
- KU5.** taskrelateddetailsassociatedwithperson/assetprotectionandvehicle escortduties TaskrelatedDetails:Detailsofprincipal(s),compositionoftheteam,vehicle, threat/risksinvolved,itineraryoftheprincipal(s),contactdetails,routes, alternateroutes,halts,pickuppoint,timings

- KU6.** communication protocol and contact details with designated superior/ concerned agencies Concerned Agencies: Controlling headquarter/superiors, police, ambulance service, road patrol, hospital services
- KU7.** organizational procedures for dealing with security situations
- KU8.** Functionality of firearms and potential weapons Firearms and Potential Weapons: Firearm shotguns, rifles, revolvers; pistols, Potential weapons are those objects which can be used as a weapon
- KU9.** reporting and recording procedure and formats
- KU10.** importance of recording details of security incidents, especially for use as evidence
- KU11.** security and safety requirements for person/asset protection and vehicle escort duties
- KU12.** route chart including alternate and emergency routes, halts, bottleneck etc

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document instructions and task lists
- GS2.** document activities in a chronological order
- GS3.** prepare security passes
- GS4.** record visitor and vehicle arrival and departure
- GS5.** write at least in one vernacular language
- GS6.** read and assimilate organizational procedures and instructions, as applicable
- GS7.** read identity papers and passes
- GS8.** read signages and notices
- GS9.** recognize badges of rank
- GS10.** speak clearly and emphatically
- GS11.** comprehend instructions and ask relevant queries
- GS12.** give clear instruction to co-workers, if required
- GS13.** reply to queries from visitors and guide them
- GS14.** ask questions from visitors
- GS15.** raise alarm/make announcement/speak over phone/radio
- GS16.** take decisions pertaining to security and emergency situations endangering life & property and health & safety
- GS17.** report on time and take briefing
- GS18.** plan and organize assigned task
- GS19.** leave guard post on call relieved
- GS20.** manage relationships with visitors and stakeholders
- GS21.** think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS22.** identify potential risk and threats and take suitable actions
- GS23.** observe people, activities and movements keenly
- GS24.** analyze and evaluate information gathered from observation and experience, and take appropriate action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carryout routine armed guarding duties</i>	<b>10</b>	<b>25</b>	-	-
<b>PC1.</b> use appropriate weapon & ammunition, personal safety gear and other equipment/aids, as per organizational procedure	-	2	-	-
<b>PC2.</b> receive briefing from designated superior	1	1	-	-
<b>PC3.</b> coordinate with other team members and armed guards, if assigned	1	1	-	-
<b>PC4.</b> check vehicle for any suspicious indications	1	1	-	-
<b>PC5.</b> instruct driver, principal(s) and team members on security and safety aspects	-	2	-	-
<b>PC6.</b> maintain communication with designated superior	1	1	-	-
<b>PC7.</b> maintain vigilance against possible threat/risks	-	2	-	-
<b>PC8.</b> report incident to concerned agencies and seek assistance	1	2	-	-
<b>PC9.</b> respond by taking appropriate and approved action	1	1	-	-
<b>PC10.</b> maintain security and safety of self and others	-	2	-	-
<b>PC11.</b> avoid collateral damage to bystanders/assets	1	1	-	-
<b>PC12.</b> disengage from situation before it escalates beyond control	1	2	-	-
<b>PC13.</b> report incidents and record relevant information	1	2	-	-
<b>PC14.</b> maintain safety of the principal while responding to threat/risks	-	2	-	-
<b>PC15.</b> coordinate with the driver of the vehicle for necessary details	1	1	-	-
<b>PC16.</b> follow organisational instructions on escorting of employees and guests	-	2	-	-
<b>NOS Total</b>	<b>10</b>	<b>25</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7117
<b>NOS Name</b>	Dealwithsecuritysituationswarrantinguseoflicensedfirearms
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018

## **MEP/N7118: 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:

- Prepare for the impending task
- Carry out cash and valuables-in-transit operations

### **Elements and Performance Criteria**

#### *Support cash and valuables in transit operations*

To be competent, the user/individual on the job must be able to:

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



- PC24.** respond against threat/risks appropriately  
Threads/ Risks: Criminal/miscreant action, Tailing by vehicle borne criminals, Specific threats to stationary and moving vehicle, Insiders threat, Fraudulent practices by team members, Loss of life and medical emergency, Road accident and vehicle breakdown, Fire accident
- PC25.** maintain security and safety of self, others and consignment
- PC26.** use weapon as last resort
- PC27.** avoid collateral damage to bystanders/consignment
- PC28.** disengage from situation
- PC29.** record relevant information
- PC30.** abort delivery or collection process, if situation so warrants

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. organisational procedures regarding cash/valuable transit operations  
KU2. own role and responsibility under different situations Responsibilities: Raised stress alarm, seek help from concerned agencies, Shut down 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  
KU3. reporting procedure  
KU4. actions to be taken under different situations  
KU5. method of operating in pairs and joint responsibility  
KU6. legal implications of use of weapon  
Weapons, Ammunition and Documents: Authorised Weaponry: Licensed 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: tear gas, pepper spray and fake guns, Other objects which can be used as weapons  
KU7. use of minimum force  
KU8. method of securing cash van and operations  
KU9. method of raising alarm and seeking help from police  
KU10. method of following a criminal attempt

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document instructions and task lists  
Task List: Team composition, Details of vehicle(s) and consignment, Route; alternate routes; halts; traffic conditions, Contact details of concerned agencies, Timings, Threat/risks involved, Reporting procedure
- GS2.** document activities in chronological order
- GS3.** prepare security passes
- GS4.** record visitor and vehicle arrival and departure
- GS5.** write at least in one vernacular language
- GS6.** read and assimilate organizational procedures and instructions, as applicable
- GS7.** read identity papers and passes
- GS8.** read signages and notices
- GS9.** recognize badges of rank
- GS10.** speak clearly and emphatically
- GS11.** comprehend instructions and ask relevant queries
- GS12.** give clear instructions to co-workers, if required
- GS13.** reply to queries from visitors and guide them
- GS14.** ask questions from visitors
- GS15.** raise alarm/make an announcement/speak over phone/radio
- GS16.** take decisions pertaining to security and emergency situations endangering life & property and health & safety
- GS17.** report on time and take briefing
- GS18.** plan and organize assigned task
- GS19.** leave guard post once relieved
- GS20.** manage relationships with visitors and stakeholders
- GS21.** think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS22.** identify potential risk and threats and take suitable actions
- GS23.** observe people, activities and movements keenly
- GS24.** analyze and evaluate information gathered from observation and experience, and take appropriate action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Support cash and valuables in transit operations</i>	<b>20</b>	<b>35</b>	-	-
<b>PC1.</b> assume responsibility of safety and security of crew, cash/valuables and vehicle during CIT operations	1	1	-	-
<b>PC2.</b> receive instructions from superior	1	1	-	-
<b>PC3.</b> liaise with other armed guard, if any	1	1	-	-
<b>PC4.</b> draw the gun	-	2	-	-
<b>PC5.</b> load the gun and make the weapons safe	-	2	-	-
<b>PC6.</b> check vehicle for any suspicious indications	1	1	-	-
<b>PC7.</b> get the van parked nearest to the point of loading	-	1	-	-
<b>PC8.</b> get cash/valuable chest loaded and secured in the van	-	1	-	-
<b>PC9.</b> ensure vehicle is properly secured	-	2	-	-
<b>PC10.</b> instruct team members on security aspects	-	1	-	-
<b>PC11.</b> occupy codrivers seat and instruct guard to sit next to the chest	1	2	-	-
<b>PC12.</b> observe route carefully while vehicle is on the move	-	1	-	-
<b>PC13.</b> check if the vehicle is being tailed	1	1	-	-
<b>PC14.</b> be alert on traffic halts	-	1	-	-
<b>PC15.</b> scan the area for any unusual signs of risk before stopping at the halts/ATM/bank	2	-	-	-
<b>PC16.</b> provide covertovan and team during transfer of cash/valuables	1	1	-	-
<b>PC17.</b> protect van and ATM replenishment party	1	1	-	-
<b>PC18.</b> maintain security at the site and operation	1	1	-	-
<b>PC19.</b> resume onward journey	-	1	-	-
<b>PC20.</b> maintain security of vehicle and valuables/consignment during transit	1	1	-	-
<b>PC21.</b> not to permit stopping of vehicle at unscheduled halts	1	1	-	-
<b>PC22.</b> maintain communication with the concerned agencies	1	1	-	-
<b>PC23.</b> report incident to concerned agencies and seek assistance	1	1	-	-
<b>PC24.</b> respond against threat/risks appropriately Threads/ Risks: Criminal/miscreant action, Tailing by vehicle borne criminals, Specific threats to stationary and moving vehicle, Insiders threat, Fraudulent practices by team members, Loss of life and medical emergency, Road accident and vehicle breakdown, Fire accident	1	1	-	-
<b>PC25.</b> maintain security and safety of self, others and consignment	1	1	-	-
<b>PC26.</b> use weapon as last resort	-	1	-	-
<b>PC27.</b> avoid collateral damage to bystanders/consignment	1	2	-	-
<b>PC28.</b> disengage from situation	-	1	-	-
<b>PC29.</b> record relevant information	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC30. abortdeliveryorcollectionprocess,ifsituationso warrants	1	1	-	-
<b>NOS Total</b>	<b>20</b>	<b>35</b>	<b>-</b>	<b>-</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7118
<b>NOS Name</b>	Support cash and valuables in transit operations
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018

## MEP/N7119: Perform armed guarding duties in commercial deployments

### Description

Perform armed guarding duties in commercial deployments.

### Scope

This unit/ task covers the following:

- Carry out armed guarding duties in commercial deployments

### Elements and Performance Criteria

#### *Armed guarding duties in commercial deployments*

To be competent, the user/individual on the job must be able to:

- PC1.** carry out armed guarding duties as per organisations procedures and instructions
- PC2.** observe and respond to risks and threats
- PC3.** use licenced firearm effectively
- PC4.** communicate effectively with concerned stakeholders
- PC5.** follow good behavioural standards
- PC6.** maintain basic security registers as prescribed
- PC7.** report incident to superiors

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. basic knowledge of premises and neighbourhood  
KU2. site specific threats/risks  
KU3. Risks and Threats: Unauthorised entry and trespass, Aggressive and drunk behaviour, Loitering and littering, Evet easing 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 & man made hazards  
KU4. site security procedures and instructions  
KU5. instructions on use of firearms  
KU6. reporting procedure  
KU7. characteristics of the firearm and ammunition use  
KU8. safety procedure of the firearm use  
KU9. characteristics of the security equipment use in the premises  
KU10. communication methods and equipment use  
KU11. meaning of 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, JTEs, BPO and KPO, Hotels, restaurants; guest houses, firms 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, Liveshows; weddings; congregation and rallies, Transport hubs and mass rapid transport system, Religious places and shrines, Tourist spots and monuments

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document instructions and task lists  
Task List: Team composition, Details of vehicle(s) and consignment, Route; alternate routes; halts; traffic conditions, Contact details of concerned agencies, Timings, Threat/risks involved, Reporting procedure
- GS2.** document activities in a chronological order
- GS3.** prepare security passes
- GS4.** record visitor and vehicle arrival and departure
- GS5.** write at least in one vernacular language
- GS6.** read and assimilate organizational procedures and instructions, as applicable
- GS7.** read identity papers and passes
- GS8.** read signages and notices
- GS9.** recognize badges of rank
- GS10.** speak clearly and emphatically

- GS11.** comprehend instructions and ask relevant queries
- GS12.** give clear instructions to co-workers, if required
- GS13.** reply to queries from visitors and guide them
- GS14.** ask questions from visitors
- GS15.** raise alarm/make announcement/speak over phone/radio
- GS16.** take decisions pertaining to security and emergency situations endangering life & property and health & safety
- GS17.** report on time and take briefing
- GS18.** plan and organize assigned task
- GS19.** leave guard post once relieved
- GS20.** manage relationships with visitors and stakeholders
- GS21.** think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS22.** identify potential risk and threats and take suitable actions
- GS23.** observe people, activities and movements keenly
- GS24.** analyze and evaluate information gathered from observation and experience, and take appropriate action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Armedguarding dutiesin commercial deployments</i>	<b>10</b>	<b>15</b>	-	-
<b>PC1.</b> carryoutarmedguardingdutiesasperorganisations proceduresandinstructions	2	2	-	-
<b>PC2.</b> observeandrespondtorisksandthreats	1	3	-	-
<b>PC3.</b> uselicencedfirearmseffectively	2	2	-	-
<b>PC4.</b> communicateeffectivelywithconcernedstakeholders	1	3	-	-
<b>PC5.</b> followgoodbehaviouralstandards	2	2	-	-
<b>PC6.</b> maintainbasicsecurityregistersasprescribed	1	1	-	-
<b>PC7.</b> reportincidentstosuperiors	1	2	-	-
<b>NOS Total</b>	<b>10</b>	<b>15</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7119
<b>NOS Name</b>	Perform armed guarding duties in commercial deployments
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018



## MEP/N7120: Perform armed guarding duties in industrial deployments

### Description

Armedguardingdutiesinindustrialdeployments

### Scope

This unit/ task covers the following:

- Carry out armed guarding duties in industrial deployments

### Elements and Performance Criteria

#### *Armedguarding dutiesin industrial deployments*

To be competent, the user/individual on the job must be able to:

**PC1.** carryoutarmedguardingdutiesasperorganisations proceduresandinstructions

**PC2.** observeandrespondtorisksandthreats

**PC3.** uselicencedfirearmseffectively

**PC4.** communicateeffectivelywithstakeholders

**PC5.** followgoodbehaviouralstandards

**PC6.** maintainbasicsecurityregistersasprescribed

**PC7.** reportincidentstosuperiors

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** characteristicsofthefirearmandammunitioninuse

**KU2.** safetyprocedureofthefirearminuse

**KU3.** characteristicsofthesecurityequipmentinuseinthepremises

**KU4.** communicationmethodsandequipmentinuse

**KU5.** meaningofindustrialdeployment

IndustrialDeployment:Factoriesandworkshops,Plants,Mines,Refineriesandpipelines,Seaportsandairports,SEZs,Containeryardsandwarehouses,Transportandlogistics,Infrastructure

### Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** documentinstructionsandtasklists

TaskList:Teamcomposition,Detailsofvehicle(s)andconsignment,Route;alternateroutes;halts;trafficconditions,Contactdetailsofconcernedagencies,Timings,Threat/risksinvolved,Reportingprocedure

**GS2.** documentactivitiesinachronologicalorder

**GS3.** preparesecuritypasses

**GS4.** recordvisitorandvehiclearrivalanddeparture

**GS5.** writeatleastinonevernacularlanguage

**GS6.** readandassimilateorganizationalproceduresandinstructions,asapplicable

**GS7.** readidentitypapersandpasses

**GS8.** readsignagesandnotices

**GS9.** recognizebadgesofrank

**GS10.** speakclearlyandemphatically

**GS11.** comprehendinstructionsandaskrelevantqueries

**GS12.** giveclearinstructionstoco-workers,ifrequired

**GS13.** replytoqueriesfromvisitorsandguidethem

**GS14.** askquestionsfromvisitors

**GS15.** raisealarm/makeannouncement/speakoverphone/radio

- GS16. take decisions pertaining to security and emergency situations endangering life & property and health & safety
- GS17. report on time and take briefing
- GS18. plan and organize assigned task
- GS19. leave guard post once relieved
- GS20. manage relationships with visitors and stakeholders
- GS21. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS22. identify potential risk and threats and take suitable actions
- GS23. observe people, activities and movements keenly
- GS24. analyze and evaluate information gathered from observation and experience, and take appropriate action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Armedguarding dutiesin industrial deployments</i>	<b>10</b>	<b>15</b>	-	-
<b>PC1.</b> carryoutarmedguardingdutiesasperorganisations proceduresandinstructions	2	2	-	-
<b>PC2.</b> observeandrespondtorisksandthreats	1	2	-	-
<b>PC3.</b> uselicencedfirearmseffectively	1	3	-	-
<b>PC4.</b> communicateeffectivelywithstakeholders	1	2	-	-
<b>PC5.</b> followgoodbehaviouralstandards	1	2	-	-
<b>PC6.</b> maintainbasicsecurityregistersasprescribed	2	2	-	-
<b>PC7.</b> reportincidentstosuperiors	2	2	-	-
<b>NOS Total</b>	<b>10</b>	<b>15</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7120
<b>NOS Name</b>	Perform armed guarding duties in industrial deployments
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018

## MEP/N7121: 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:

- Conform to the organisation's standards of grooming and behaviour
- Execute tasks as per organisation's standards

### Elements and Performance Criteria

#### *Project positive image of self and the organization*

To be competent, the user/individual on the job must be able to:

- 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.** cooperate with team members
- PC7.** observe organisation's Behavioural Standards/ meet and greet procedure
- PC8.** observe confidentiality as per organisational procedure
- PC9.** observe discipline and punctuality
- PC10.** follow safety procedure while handling firearm

#### *Execute tasks as per organisations standards*

To be competent, the user/individual on the job must be able to:

- PC11.** carry out assigned tasks and duties diligently
- PC12.** cooperate with team members
- PC13.** support security duties by using licenced firearm

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** expected standard of personal grooming and behaviour
- KU2.** importance of physical fitness
- KU3.** security deployment in the premises and neighbourhood
- KU4.** routine in the organisation
- KU5.** safe handling of firearm and the ammunition
- KU6.** use of communication equipment  
Necessary Equipment: pen, guard's notebook, whistle, torch, clothing as per the weather, communication equipment, if provided
- KU7.** use of security equipment

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. document instructions and task lists  
Task List: Team composition, Detail of vehicle(s) and consignment, Route; alternate routes; halts; traffic conditions, Contact details of concerned agencies, Timings, Threat/risks involved, Reporting procedure
- GS2. document activities in a chronological order
- GS3. prepare security passes
- GS4. record visitor and vehicle arrival and departure
- GS5. write at least in one vernacular language
- GS6. read and assimilate organizational procedures and instructions, as applicable
- GS7. read identity papers and passes
- GS8. read signages and notices
- GS9. recognize badges of rank
- GS10. speak clearly and emphatically
- GS11. comprehend instructions and ask relevant queries
- GS12. give clear instructions to co-workers, if required
- GS13. reply to queries from visitors and guide them
- GS14. ask questions from visitors
- GS15. raise alarm/make announcement/speak over phone/radio
- GS16. take decisions pertaining to security and emergency situations endangering life & property and health & safety
- GS17. report on time and take briefing
- GS18. plan and organize assigned task
- GS19. leave guard post on a relief
- GS20. manage relationships with visitors and stakeholders
- GS21. think through the problem, evaluate the possible solution(s) and adopt a best possible solution(s)
- GS22. identify potential risk and threats and take suitable actions
- GS23. observe people, activities and movements keenly
- GS24. analyze and evaluate information gathered from observation and experience, and take appropriate action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Project positive image of self and the organization</i>	<b>9</b>	<b>12</b>	-	-
<b>PC1.</b> maintain good health, personal hygiene & sanitation	1	1	-	-
<b>PC2.</b> comply with organisation's standards of grooming and personal behaviour	1	2	-	-
<b>PC3.</b> stay free from intoxicants (alcohol, tobacco and drugs)	2	1	-	-
<b>PC4.</b> wear organisation's uniform with name tag correctly and smartly	1	1	-	-
<b>PC5.</b> wear, carry and use personal protection gear and equipment	1	1	-	-
<b>PC6.</b> cooperate with team members	1	1	-	-
<b>PC7.</b> observe organisation's Behavioural Standards/meet and greet procedure	1	1	-	-
<b>PC8.</b> observe confidentiality as per organisational procedure	1	2	-	-
<b>PC9.</b> observed discipline and punctuality	-	1	-	-
<b>PC10.</b> follow safety procedure while handling firearm	-	1	-	-
<i>Execute tasks as per organisations standards</i>	<b>1</b>	<b>3</b>	-	-
<b>PC11.</b> carry out assigned tasks and duties diligently	1	1	-	-
<b>PC12.</b> cooperate with team members	-	1	-	-
<b>PC13.</b> support security duties by using licensed firearm	-	1	-	-
<b>NOS Total</b>	<b>10</b>	<b>15</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N7121
<b>NOS Name</b>	Projectpositiveimageofselfandtheorganization
<b>Sector</b>	Management
<b>Sub-Sector</b>	Security
<b>Occupation</b>	Private Security
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	14/09/2016
<b>Next Review Date</b>	31/03/2022
<b>NSQC Clearance Date</b>	09/04/2018

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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 these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.



### Minimum Aggregate Passing % at QP Level : 70

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MEP/N7102.Conform to regulatory and legal requirements governing security tasks	25	15	-	-	40	6
MEP/N7108.Maintain health and safety	20	45	-	-	65	10
MEP/N7112.Perform armed security tasks in accordance with basic security practices	15	20	-	-	35	7
MEP/N7113.Observe safety norms while handling firearms	25	30	-	-	55	13
MEP/N7114.Dealwithsecuritysituationswarrantinguseoflicensedfirearms	25	30	-	-	55	14
MEP/N7115.Provideprivatearmedguardingservicetopeople,propertyandpremises	10	30	-	-	40	8
MEP/N7116.Supportguardingdutieswithlicensedfirearms	20	25	-	-	45	9
MEP/N7117.Dealwithsecuritysituationswarrantinguseoflicensedfirearms	10	25	-	-	35	7
MEP/N7118.Supportcashandvaluablesintransitoperations	20	35	-	-	55	11
MEP/N7119.Perform armed guarding duties in commercial deployments	10	15	-	-	25	5
MEP/N7120.Perform armed guarding duties in industrial deployments	10	15	-	-	25	5
MEP/N7121.Projectpositiveimageofselfandtheorganization	10	15	-	-	25	5
<b>Total</b>	<b>200</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) 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.

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) 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.
<b>Electives</b>	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.
<b>Options</b>	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.