QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR ARMED SECURITY GUARD [PRIVATE SECURITY SECTOR]



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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: PRIVATE SECURITY

SUB-SECTOR: 1. COMMERCIAL
2. INDUSTRIAL

OCCUPATION: GUARDING (ARMED)

REFERENCE ID: SKS/Q0002

Armed Security Guards in the Private Security Sector are responsible for monitoring premises and property through physical presence and deter threats by using legally permitted weapons.

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	**SKS/Q0002**		
Job Role	**Armed Security Guard**		
Credits (NVEQF/NVQF/NSQF)	**TBD**	**Version Number**	**1.0**
Sector	**Private Security**	**Drafted on**	**01 Apr 2013**
Sub-sector	**1. Commercial 2. Industrial**	**Last reviewed on**	**11 Apr 2013**
Occupation	**Guarding (Armed)**	**Next review date**	**01 Apr 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.		
NVEQF / NVQF level **Minimum Educational Qualifications** **Maximum Educational Qualifications**	4 Class X Not Applicable		
Training	160 hours of training according to PSARA-2005 requirements		
Applicable National Occupational Standards	Click on the hyperlink to read/download the required NOS 1. SKS/N 0026 (Security tasks in accordance with basic security practices) 2. SKS/N 0027 (Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks) 3. SKS/N 0028 (Observe safety norms while handling firearms) 4. SKS/N0029 (Deal with security situations warranting use of licenced firearms) 5. SKS/N 0030 (Provide private armed guarding service to people, property and premises) 6. SKS/N 0031 (Support guarding duties with licenced firearms) 7. SKS/N 0032 (Carry out routine armed guarding duties) 8. SKS/N 0033 (Support cash and valuables-in-transit operations) 9. SKS/N 0034 (Armed guarding duties in commercial deployments) 10. SKS/N 0035 (Armed guarding duties in industrial deployments) 11. SKS/N 0036 (Positive projection of self and the organization) 12. SKS/N 0008 (Health and safety)		
Performance Criteria	As described in the relevant OS units		

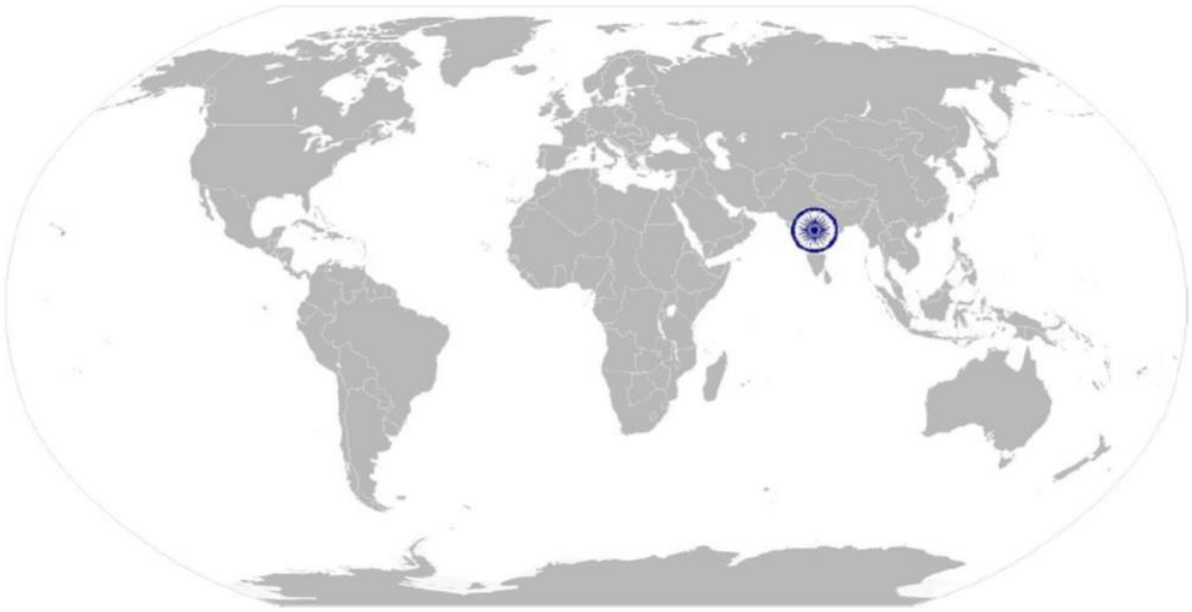
Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
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 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-functions	Sub-functions are sub-activities essential to fulfil 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 organization.
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,he/she needs 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 (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
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 find the required one.
Scope	Scope is the 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 the quality of required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.

Acronyms

Keywords /Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
PSARA	The Private Security Agencies Regulation Act (PSARA) 2005

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards in carrying out duties in line with basic security practices.

SKS/N0026 Security tasks in accordance with basic security practices

National Occupational Standard

Unit Code	SKS/N0026
Unit Title (Task)	**Security tasks in accordance with basic security practices**
Description	This unit provides Knowledge and Understanding for armed security guards in carrying out duties in line with basic security practices.
Scope	1. **Risks and Threats.** (a) Unauthorised entry and trespass (b) Aggressive and drunken behaviour (c) Loitering and littering (d) Eve teasing and molestation (e) Robbery, theft, pilferage and shoplifting (f) Violence and assault (g) Murder and suicide (h) Kidnapping (i) Public demonstration, labour unrest and crowd control (j) Accidents while handling weapons 2. **Security Organisations.** (a) Armed Forces – Army, Navy, Air Force (b) Central Armed Police Forces – CISF, CRPF, BSF, RPF (c) Civil Police 3. **Private Security Sub-sector.**Commercial and Industrial 4. **Hazards/Disasters and Emergencies.** (a) Hazards/ Disasters – Floods, storms, earthquake, fire incidents, accidents, industrial accidents, building collapse (b) Emergencies – Medical emergencies, emergencies arising due to crime, accidents and disasters 5. **Role – Private Security Sector.** (a) To provide guarding services to society, commerce and industry (b) Assist law enforcement agencies 6. **Organisations Dealing with Hazards/ Disasters and Emergencies.** (a) Police (b) Fire Department (c) Ambulance Services 7. **Weapons and Firearms.** (a) Gun, rifle, pistol, revolver (b) Bomb, grenade, improvised explosive device, explosive (c) Knife, sword, spear, baton, lathi
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Carry out assigned security tasks	To be competent, the user/individual on the job must be able to: PC1. Carry out assigned security duties in line with procedures and instructions PC2. Respond and report about risks and threats PC3. Respond and report about hazards and emergencies PC4. Assist police and other organisations, if required PC5. Recognise rank/ badge of rank in police and military PC6. Identify various firearms in use in public and police

SKS/N0026 Security tasks in accordance with basic security practices

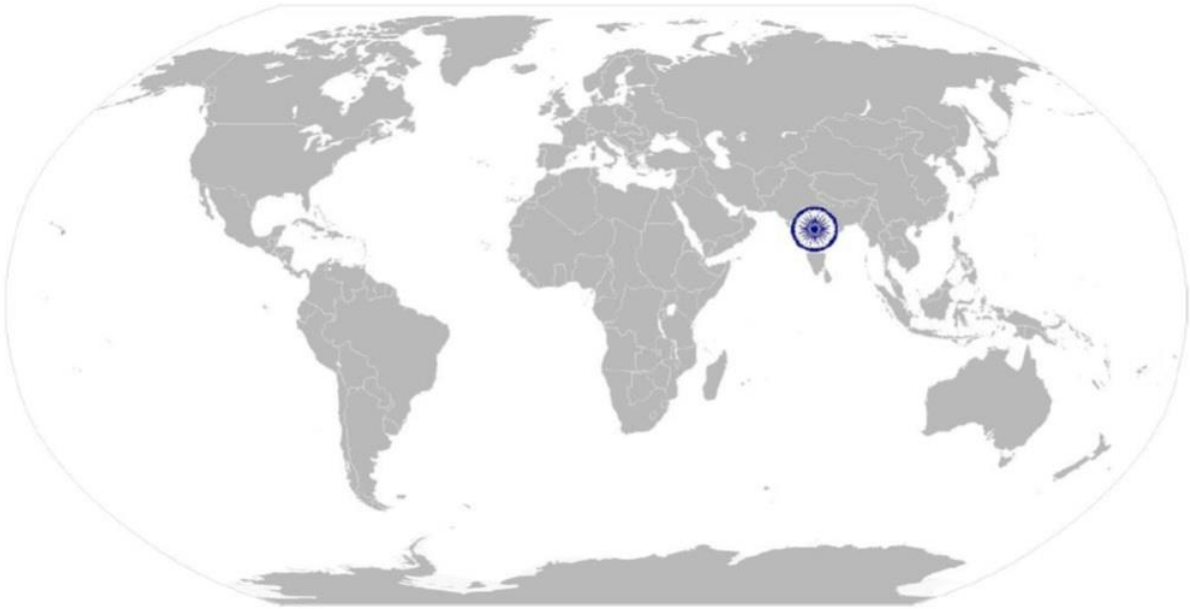
	PC7. Identify improvised explosive devices
Knowledge and Understanding (K)	
Element	**Knowledge and Understanding**
A. Organisational Context	The user/individual on the job needs to know and understand: KA1. Private Security Agencies (Regulation) Act – 2005 and organisational procedures KA2. Reporting system within your organisation and workplace
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Importance of security for society, institutions and corporate KB2. Risks and threats to society and corporate KB3. Organisations dealing with security KB4. Organisation of private security sector KB5. Different sub-sectors of private security KB6. Role of private security sector KB7. Types of hazards/ disaster and emergencies KB8. Different types of weapons and firearms in use in public and police KB9. Improvised explosive devices KB10. Badges of ranks in police and armed forces
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Maintenanace and safe handling of weapon and ammunition
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Effective use of weapon and ammunition

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NOS Code	**SKS/N0026**		
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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities related to legal requirements to be conformed to while undertaking security tasks.

SKS/N0027 Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks

National Occupational Standard

Unit Code	**SKS/N0027**
Unit Title (Task)	**Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks**
Description	This unit provides Knowledge & Understanding and Skills & Abilities related to legal requirements to be conformed to while undertaking security tasks.
Scope	**Legal Provisions.** Applicable sections only. 1. **The Indian Penal Code, 1860.** (a) Right to private defence (b) Important property & bodily offences and their punishments (c) Important cognisable and non-cognisable offences 2. **The Code of Criminal Procedure, 1973.** (a) Aid to magistrate and police (b) Public to inform on certain offences (c) Arrest by private person and procedure on such arrest (d) No unnecessary restraint/ detention (e) Lodging of complaint and first information report with police (f) Summons and warrants 3. **The Arms Act, 1959** 4. **Human Rights Act - 1993** 5. **Explosive Act, 1884 and The Explosive substances Act, 1908** 6. **Private Security Agencies Regulation Act – 2005** 7. **The Private Security Agencies Central Model Rules - 2006.** (a) Para 4 - Verification (b) Para 5 – Security training (c) Para 6 – Physical standards (d) Para 15– Photo identity card (e) Para 16– Miscellaneous 8. **Employees' Provident Funds** 9. **Working hours, leave, minimum wage** 10. **Employee's State Insurance**
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Carry out security duties with in basic legal provisons	To be competent, the user/individual on the job must be able to: PC1. Comply with basic legal provisions applicable role and tasks PC2. Take cognisance of offences and report to superiors/ police PC3. Cooperate in investigations PC4. Give evidence in court, if required by law
Knowledge and Understanding (K)	
Element	**Knowledge and Understanding**

SKS/N0027 Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks

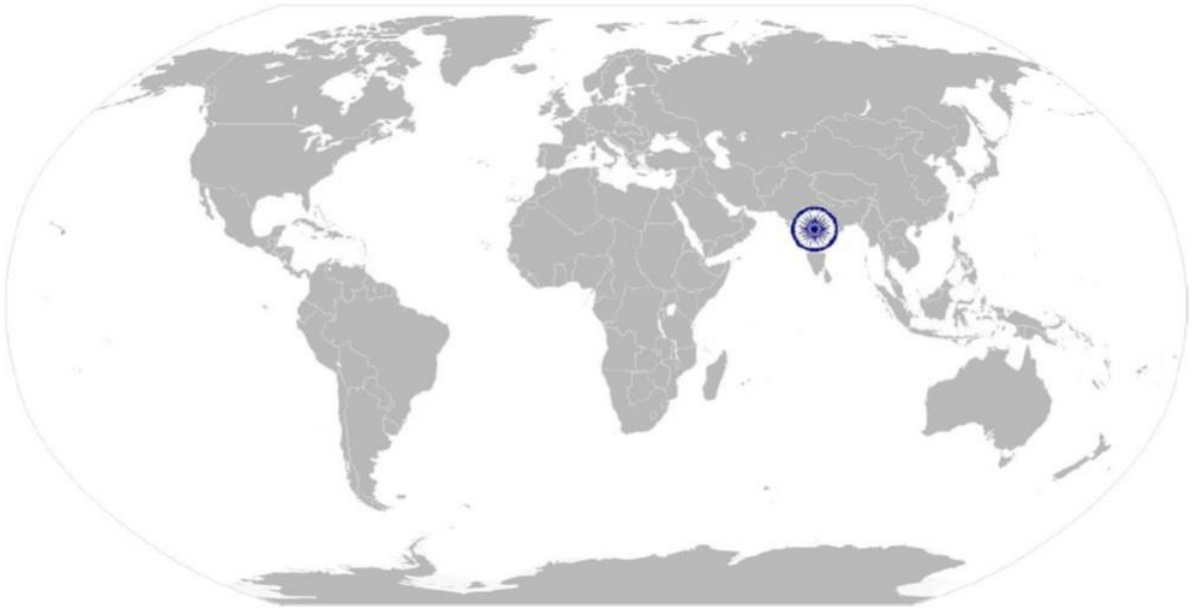
A. Organisational Context	The user/individual on the job needs to know and understand: KA1. Responsibilities and limitations of assigned role and tasks KA2. Concerned personnel to be contacted for necessary clarifications KA3. Procedures to be followed in situations having legal implications
B. Technical / Domain 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	The user/ individual on the job needs to know and understand how to: SA1. Understand basic legal provisions SA2. Report and record incidents SA3. Clarify doubts from superior
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Understand legal and illegal actions

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards in safe handling of firearms.

National Occupational Standard

SKS/N0028 Observe safety norms while handling firearms

Unit Code	**SKS/N0028**
Unit Title (Task)	**Observe safety norms while handling firearms**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards in safe handling of firearms.
Scope	1. **Safety procedures with regard to firearms:** (a) Acquaint yourself with the mechanical and operating charecteristics of the firearm (b) Learn to operate a firearm under the supervision of a trainer (c) Do not modify a firearm or repair it yourself (d) Do not only rely on the firearm's safety mechanism (e) Always assume that a firearm is loaded (f) Before handing over a firearm or receiving it from someone always inspect its chamber to confirm that it is unloaded (g) Do not give a firearm to children, untrained persons or someone who is not authorized to handle it (h) Always unload a firearm while not in use (i) Always keep the barrel of the firearm pointed in a safe direction (j) Do not cover the muzzle of the firearm with your hands or rest it on the foot or against your body. (k) Keep the safety catch on at all times to make a firearm 'safe' (l) Do not play with the trigger of the firearm (m) Do not hang a loaded firearm by its sling or keep it at a place where it is liable to slip and fall (n) Always use correct and authorized ammunition (o) Do not use misfired or damaged ammunition (p) Before using a firearm ensure that its barrel is free from obstruction (q) Do not use firearm while under the influence of alcohol/ intoxicants (r) Do not use firearm for celebratory firing (s) Use firearm with due precaution in crowded places and avoid collateral damage (t) Handle misfires with due precaution 2. **Precaution to deal with misfire** (a) Keep the barrel pointed in a safe direction (b) Wait for five seconds (c) Open the breech and remove the misfired ammunition (d) Reload firearm and resume firing
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:

SKS/N0028 Observe safety norms while handling firearms

	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: PC1. Identify illegal/ defective/ modified firearm or ammunition PC2. Receive requisite training before using a firearm PC3. Follow safety procedures with regard to firearms PC4. Avoid collateral damage while using a firearm PC5. Use firearm effectively PC6. Handle misfires correctly PC7. Report inadequacies/ incidents to superior
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Organisational procedure regarding safe handling, use and storage of firearm and ammunition KA2. Basic documents regarding firearms and ammunition KA3. Reporting of inadequacies/ incidents to superior
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. The mechanical and operating charecteristics of the firearm KB2. Type and charecteristics of ammunition
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Be responsible and safety conscious SA2. Ensure safety and security of firearm SA3. Adhere to safety precautions
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Use firearms effectively SB2. Handle misfires SB3. Avoid collateral damage SB4. Avoid accidents with firearms SB5. Communicate effectively

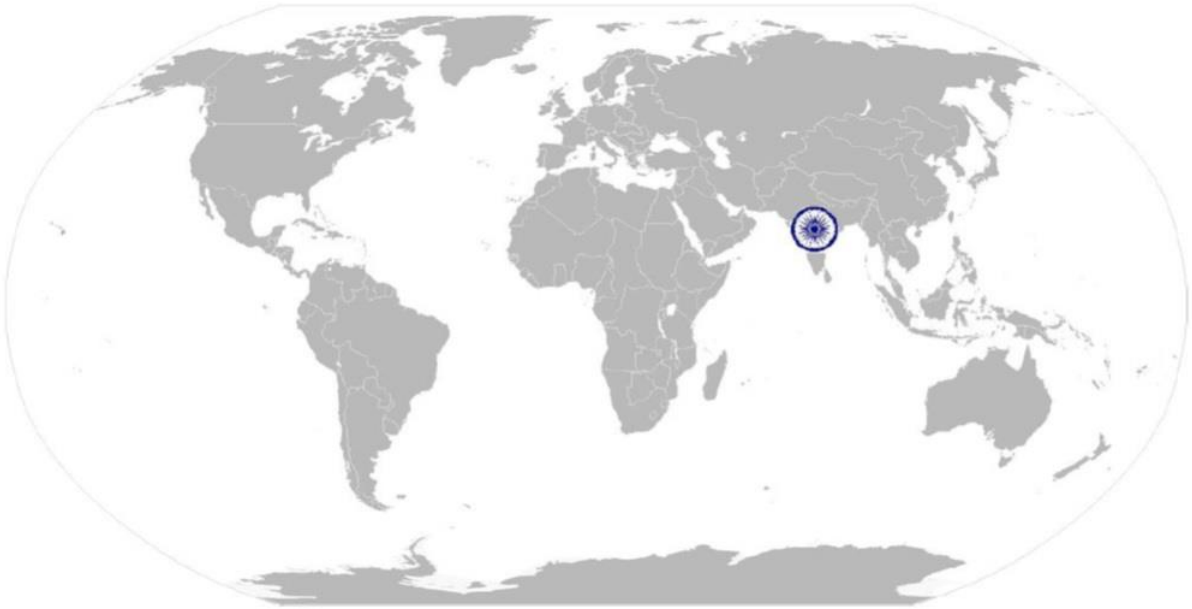
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National Occupational Standards

SKS/N0028 Observe safety norms while handling firearms

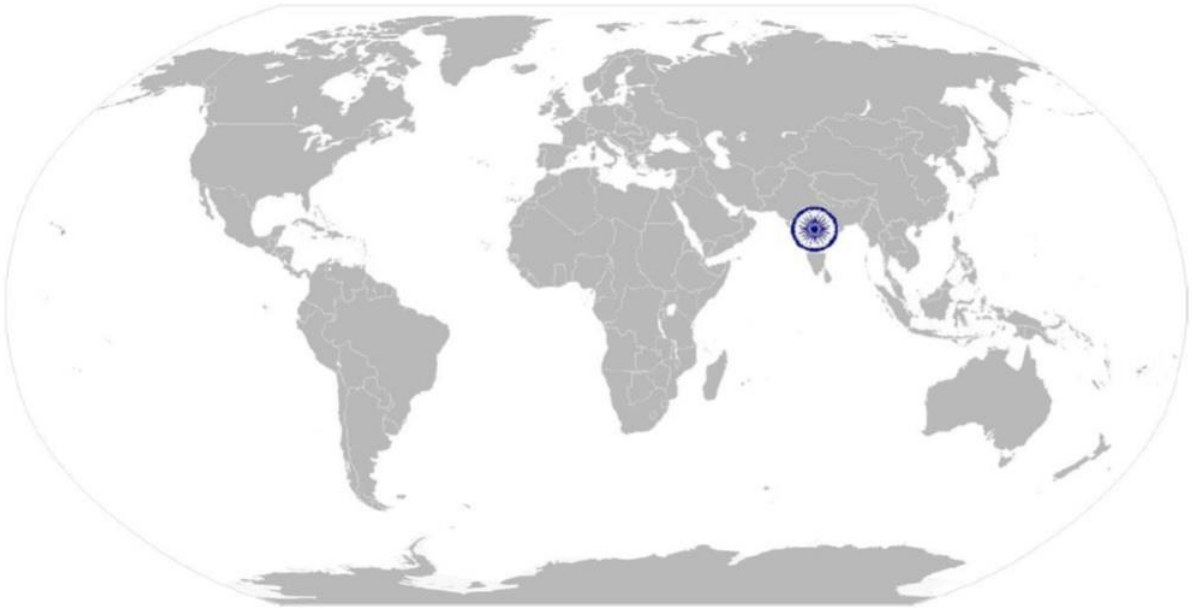
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NOS Code	SKS/N0028		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1.0
Sector	Private Security	Drafted on	01 Apr 2013
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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards in dealing with security situations warranting use of licensed firearms while on duty.

National Occupational Standard

SKS/N0029 Deal with security situations warranting use of licensed firearms

Unit Code	SKS/N0029
Unit Title (Task)	**Deal with security situations warranting use of licensed firearms**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards in dealing with security situations warranting use of licensed firearms while on duty.
Scope	1. **Licensed firearms:** Firearms and ammunition for which government has issued license for procurement, use and carriage 2. **Firearms:** (a) Muzzle-loading shotguns (b) Single/ double barrel breech loading shotguns (c) Rifles (d) Revolvers (e) Pistols 3. **Security situations warranting use of firearm** (a) Self defence (b) Threat to life and property (c) Providing close protection duties (d) Criminal trespass to vulnerable areas and critical installations (e) Threat posed by wild/ violent animals 4. **Relevant Legislation/ Regulations:** (a) **The Indian Penal Code, 1860.** Right to self defence and property (b) **The Code of Criminal Procedure, 1973.** i. Power to seize offensive weapons ii. Lodging of complaint and first information report (c) **The Arms Act, 1959** i. Power to demand production of license ii. Arrest of persons conveying arms under suspicious circumstances iii. Deposit of arms on ceasing to be lawful iv. Seizure and detention under orders of the Central Government v. Offences and penalties
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: PC1. Anticipate threat/ risks to life and property PC2. Assess security situations warranting use of firearms 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:

SKS/N0029 Deal with security situations warranting use of licensed firearms

	PC1. Identify individual(s) endangering life and property PC2. Load firearm PC3. Take suitable cover PC4. Warn individuals/ miscreants endangering life and property PC5. Take aim and fire as per laid down procedures PC6. Avoid collateral damage PC7. Maintain safety of self and others PC8. Report to superiors PC9. Record incident PC10. Preserve evidence
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Relevant legislation/ regulations and organizational procedures related to use of firearms while performing guarding duties 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
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Charecteristics of firearm and its ammunition KB2. Safety procedure with regard to firearm KB3. Modus operandi of criminals/ miscreants against life and property KB4. Effective use of firearms
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Anticipate threats/ risks SA2. Assess situation SA3. Characteristics of firearm and ammunition SA4. Observe safety procedures
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Use firearm effectively SB2. Handle misfires SB3. Avoid collateral damage SB4. Inform superiors SB5. Record incidents

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National Occupational Standards

SKS/N0029 Deal with security situations warranting use of licensed firearms

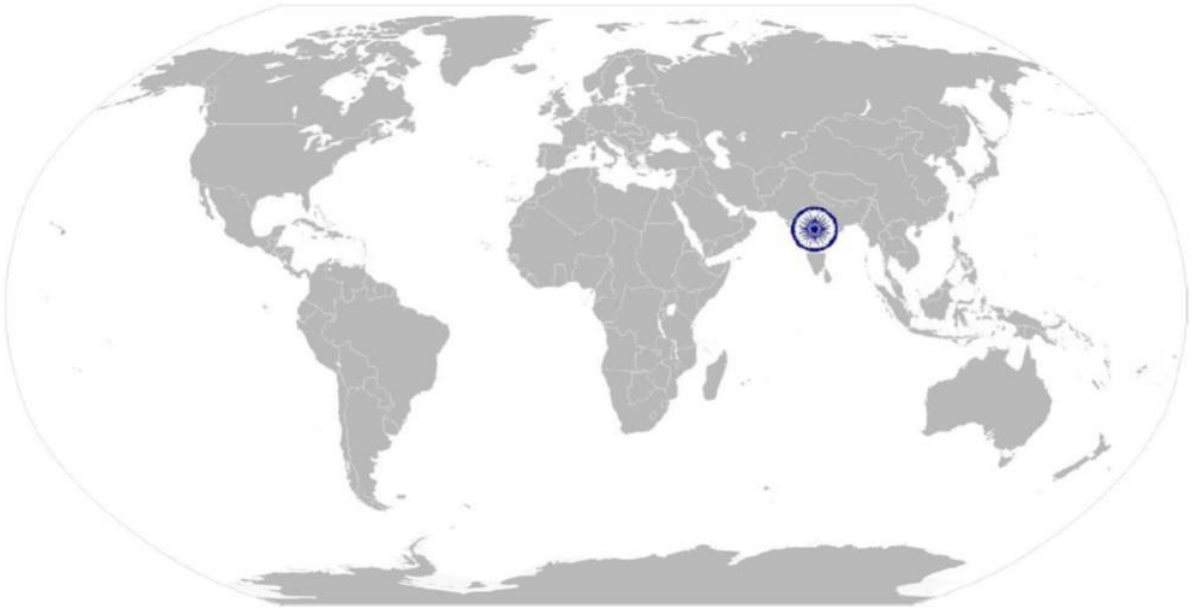
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NOS Code	**SKS/N0029**		
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Sector	**Private Security**	**Drafted on**	**01 Apr 2013**
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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities to armed security guards while providing private armed guarding service to people, property and premises.

SKS/N0030 Provide private armed guarding service to people, property and premises

National Occupational Standard

Unit Code	SKS/N0030
Unit Title (Task)	**Provide private armed guarding service to people, property and premises**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities to armed security guards while providing private armed guarding service to people, property and premises.
Scope	1. **People, Property and Premises.** (a) People who may enter or exit from the premises -staff, residents, workers, visitors, officials, vendors, service providers, public (b) Property- movable and immovable; secured and unsecured (c) Premises – fenced, gated, covered, open, guarded, unguarded 2. **Armed Guarding and Observation.** (a) Assume charge of a designated post (b) Observe activities in the area of responsibility by day or night (c) Use firearm to deter and as a last resort 3. **Patrolling.** Briefing, preparation, day or night patrol, composition of patrol, means of movement and communication for patrol, equipment for the patrol 4. **Security Equipment.** For surveillance, screening & search, communication and safety 5. **Weapons.** Authorized and licenced weapons. 6. **Risks, Threats and Hazards.** Situations arising from various crimes, incidents, accidents, emergencies, crowd, aggressive behaviour, natural or manmade causes 7. **Security Breaches.** Intrusion, trespass, violence and crime against people, property and premises 8. **Effective Communication.** (a) Written and spoken language skills (b) Use of telephone, mobile and walkie-talkie (c) Ability to communicate with visitors, employees, team members and superiors 9. **Objects/ Items.** Weapons, objects/ items relating to victims/ criminals 10. **Emergencies.** Accidents, medical and fire incident 11. **Documents for.** People, material,reporting, other forms and formats 12. **Reporting.** (a) Routine and emergency reporting to colleagues, seniors, police, emergency services (b) Reporting verbally/ in writing or over telephone/ mobile/ walkie-talkie
Performance Criteria (PC) w.r.t the Scope	
Element	**Performance Criteria**

SKS/N0030 Provide private armed guarding service to people, property and premises

Guard 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
Carry out search of designated premises	To be competent, the user/individual on the job must be able to: PC1. Carry out or support searches as per instructions PC2. Caution and report risks & threats during the search PC3. Liaise with other search parties in the premises PC4. Detain suspect(s) during the search and report to superior PC5. Use firearm, if situation so warrants PC6. Prevent tampering of evidence and report PC7. Maintain personal safety PC8. Maintain communication during search PC9. Report incident details to superiors
Knowledge and Understanding (K)	
A. Organisational Context	The user/individual on the job needs to know and understand: KA1. General awareness of deployment in premises and neighbourhood KA2. Organisational procedures with respect to security of people, property and premises KA3. Means of available communication KA4. Basic security registers KA5. Reporting/ debriefing procedure
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Methods of assigned guarding, monitoring and patrolling KB2. Response to likely risks and threats at the place of duty KB3. Use of licenced firearm KB4. Use of communication equipment
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Take quick and correct decisions in a developing security situation SA2. Adjust to workplace environment SA3. Communicate effectively SA4. Safety consciousness
B. Professional Skills	The user/ individual on the job needs to know and understand: SB1. Effective use of weapon and ammunition SB2. Assignment instructions as per assigned role SB3. Report and record incidents accurately

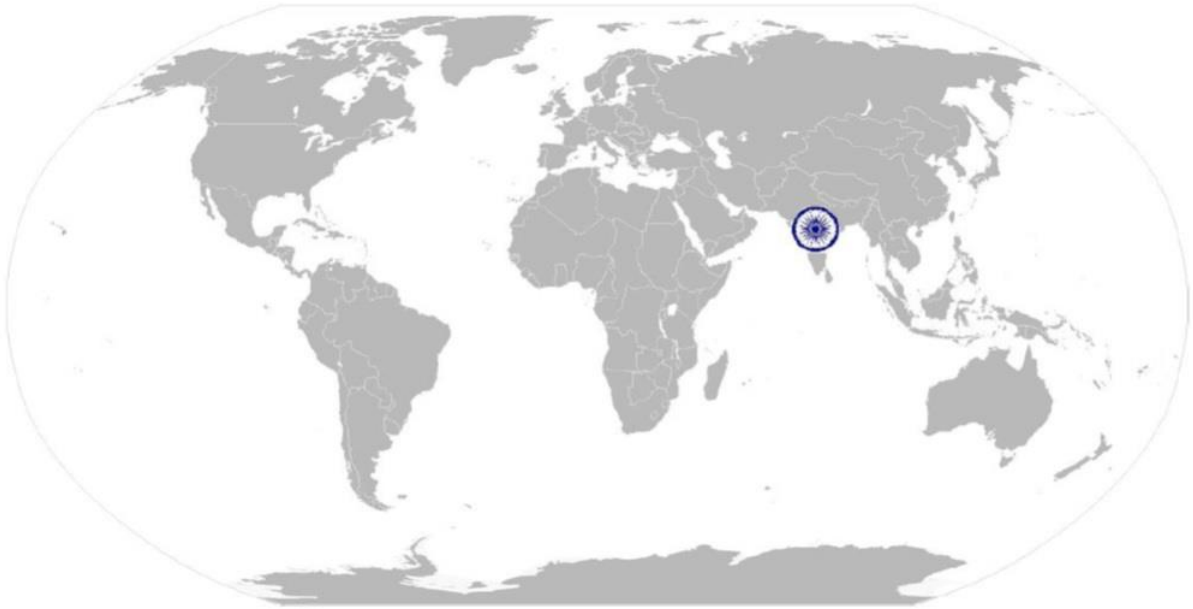
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National Occupational Standards

SKS/N0030 Provide private armed guarding service to people, property and premises

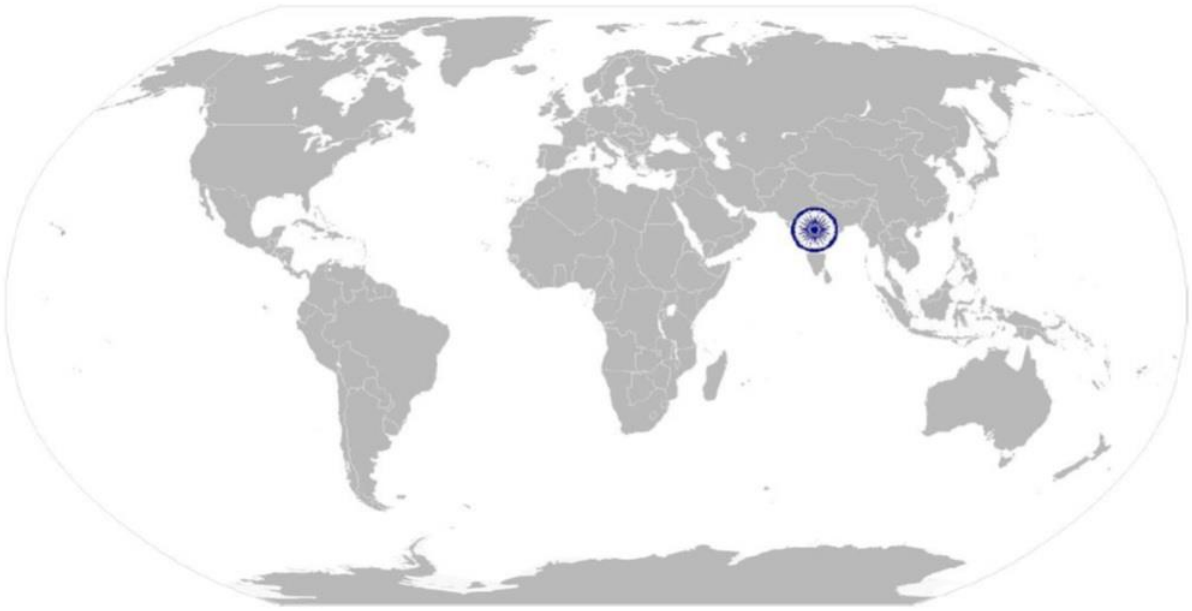
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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for armed security guards to support guarding duties with licenced firearms.

National Occupational Standard

SKS/N0031 Support guarding duties with licenced firearms

Unit Code	**SKS/N0031**
Unit Title (Task)	**Support guarding duties with licenced firearms**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for armed security guards to support guarding duties with licenced firearms.
Scope	1. **Licensed firearms:** Firearms and ammunition for which government has issued a license for procurement, use and carriage 2. **Firearms:** (a) Muzzle-loading shotguns (b) Single/ double barrel breech loading shotguns (c) Rifles (d) Revolvers (e) Pistols 3. **Relevant Legislation/ Regulations:** (a) **The Indian Penal Code, 1860**. Right to self defence and property (b) **The Code of Criminal Procedure, 1973.** i. Power to seize offensive weapons ii. Lodging of complaint and first information report (c) **The Arms Act, 1959** i. Power to demand production of license ii. Arrest of persons conveying arms under suspicious circumstances iii. Deposit of arms on ceasing to be lawful iv. Seizure and detention under orders of the Central Government Offences and penalties (d) **Explosive Act, 1884 and The Explosive Substances Act, 1908** (e) **Private Security Agencies Regulation Act - 2005** 4. **Organizational Procedures:** Maintain safety of self, principal and public; avoid collateral damage 5. **Security Incidents:** Un-authorised entry, trespass; aggressive behaviour, robbery, theft, dacoity, violence, assault, kidnapping, mob violence, use of weapons and firearms by anti-social elements 6. **Identification, Friend or Foe (IFF):** Established protocol to identify own team members from possible miscreants; 'challenging' procedure; use of passwords 7. **Deployment Contexts:** Commercial and industrial 8. **Collateral Damage:** Injury suffered by third party or damage incurred to property/ assets following a security incident 9. **Records:** Incident reports, registers, statement of evidence, notebook entry
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: PC1. Ensure safety precautions and safe handling of weapon in line with safety instructions and organization's procedures

SKS/N0031 Support guarding duties with licenced firearms

	PC2. Ensure safe storage of weapon, ammunition, accessories and spares in line with relevant regulations and organization's 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
Support guarding duties using firearms	To be competent, the user/individual on the job must be able to: PC1. Receive instructions with regards to deployment and responsibility PC2. Co-ordinate with security sub-unit deployed in the area of responsibility PC3. Understand IFF (identification, friend or foe) protocol practiced in the premises/ property PC4. Support guarding duties in various deployments PC5. Observe development of an untoward situation PC6. Respond early to a security incident PC7. Challenge miscreants to deter and defend PC8. Report to designated superior, if possible, before using firearms PC9. Use firearm as a 'last resort' in case security situation so warrants PC10. Ensure personal safety and security of weapon PC11. Avoid collateral damage PC12. Render first aid to the injured and arrange their evacuation PC13. Secure scene of incident PC14. Cooperate in investigation PC15. Report Sequence of Incident to designated superior
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. Details of site/location and area of responsibility KA2. Other security deployment in and around area of responsibility KA3. IFF protocol and procedures for team members KA4. Likely security situations that may warrant use of firearms KA5. Organizational procedure and guidelines for dealing with security incidents KA6. Communication protocol for reporting KA7. Issue of verbal warning to miscreants KA8. Procedure for reporting and recording security incidents

SKS/N0031 Support guarding duties with licenced firearms

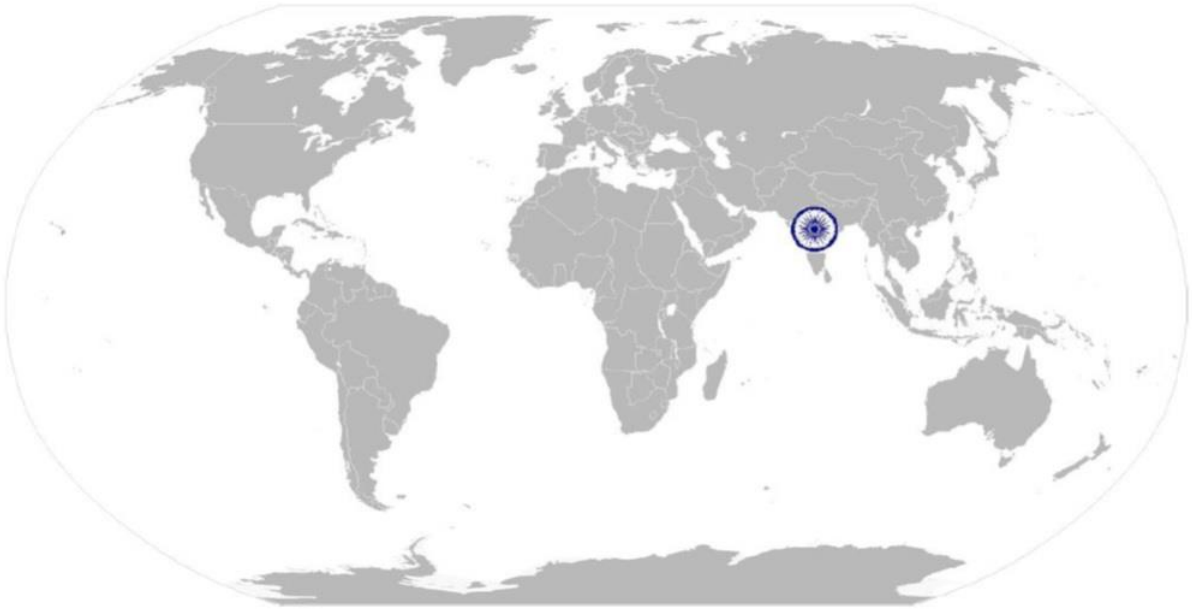
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Relevant legislation / regulations regarding private defence, safety of property and use of minimum force. KB2. Relevant legislation/ regulations, organisation's procedures regarding possession, safe custody and carriage of weapon and ammunition KB3. Organisational procedures with regard to maintenance of weapon KB4. Types of weapons permitted for armed security duties KB5. Types of arms licenses and legal procedure for inter-state carriage of weapon and ammunition KB6. Types of ammunition for weapons in use and their characteristics KB7. Characteristics and method of operation of the weapon KB8. Weapon and ammunition's storage requirements KB9. Procedure to deal with misfires and malfunctions of the weapon KB10. Various domain specific deployments which need armed security guard cover KB11. First aid procedure
Skills (S)	
A. Core Skills/ Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Communicate with team mates and stakeholders SA2. Assess situation requiring the use of firearms SA3. Identify various weapons in use in public and police
B. Professional Skills	The user/individual on the job needs to know and understand how to: SB1. Use firearms effectively SB2. Able to clear misfires and stoppages in weapon SB3. Avoid collateral damage

NOS Version Control

NOS Code	**SKS/N0031**		
Credits (NVEQF/NVQF/NSQF)	**TBD**	**Version number**	**1.0**
Sector	**Private Security**	**Drafted on**	**01 Apr 2013**
Sub-sector	**1. Commercial 2. Industrial**	**Last reviewed on**	**11 Apr 2013**
		Next review date	**01 Apr 2015**

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for armed security guards to carry out routine armed guarding duties using licenced firearms.

National Occupational Standard

SKS/N0032 Carry out routine armed guarding duties

Unit Code	**SKS/N0032**
Unit Title (Task)	**Carry out routine armed guarding duties**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for armed security guards to carry out routine armed guarding duties using licenced firearms.
Scope	1. **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 2. **Threat/ Risks**: Road accident, vehicle breakdown, medical emergencies, potential criminal/miscreant action, fire accident 3. **Concerned Agencies:** Controlling headquarter/ superiors, police, ambulance service, road patrol, hospital services 4. **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 5. **Equipment/ Aids:** Route map, contact details of designated superior and concerned agencies 6. **Firearms and Potential Weapons:** Firearms – shotguns, rifles, revolvers, pistols. Potential weapons are those objects which can be used as a weapon. 7. **Response:** Raise distress alarm; seek help; use firearm to deter and resist; ensure safety of self/ principal/ team members; disengage from situation quickly 8. **Responsive Action:** Deter, disengage, evacuate, take principal to cover, retaliate with fire, shut down in the vehicle, report, seek assistance
Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Performance Criteria for the unit	To be competent, the user/individual on the job must be able to: PC1. Use appropriate weapon & ammunition, personal safety gear and other equipment/ aids, as per organizational procedure PC2. Receive briefing from designated superior PC3. Co-ordinate with other team members and armed guards, if assigned PC4. Check vehicle for any suspicious indications PC5. Instruct driver, principal(s), and team members on security and safety aspects PC6. Maintain communication with designated superior PC7. Maintain vigilance against possible threat/ risks PC8. Report incident to concerned agencies and seek assistance PC9. Respond by taking appropriate and approved action PC10. Maintain security and safety of self and others PC11. Avoid collateral damage to bystanders/ assets PC12. Disengage from situation before it escalates beyond control PC13. Report incidents and record relevant information

SKS/N0032 Carry out routine armed guarding duties

Carry out person/ asset protection	To be competent, the user/individual on the job must be able to: PC1. Maintain safety of the principal while responding to threat/ risks
Carry out vehicle escort duty	To be competent, the user/individual on the job must be able to: PC1. Co-ordinate with the driver of the vehicle for necessary details PC2. Follow organisational instructions on escorting of employees and guests
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. Relevant legislation/ regulations and organizational procedures related to armed guarding duties KA2. Limits of assigned role and responsibilities
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Required weapon & ammunition, safety gear, equipment/ aids and their method of use KB2. Threat/ risks associated with person/ asset protection and vehicle escort duties KB3. Task-related details associated with person/ asset protection and vehicle escort duties KB4. Communication protocol and contact details with designated superior/ concerned agencies KB5. Organizational procedures for dealing with security situations KB6. Firearms and potential weapons KB7. Reporting and recording procedure and formats KB8. Importance of recording details of security incidents, especially for use as evidence KB9. Security and safety requirements for person/ asset protection and vehicle escort duties KB10. Route chart including alternate and emergency routes, halts, bottle-necks etc
Skills (S)	
A. Core Skills/ Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Use communication equipment SA2. Respond during security situations SA3. Take initiative and correct decisions during security situations
B. Professional Skills	The user/individual on the job needs to know and understand how to: SB1. Anticipate/ identify potential threat/ risks SB2. Assess situation requiring the use of firearms SB3. Use firearm effectively SB4. Remove stoppages in firearm SB5. Avoid collateral damage

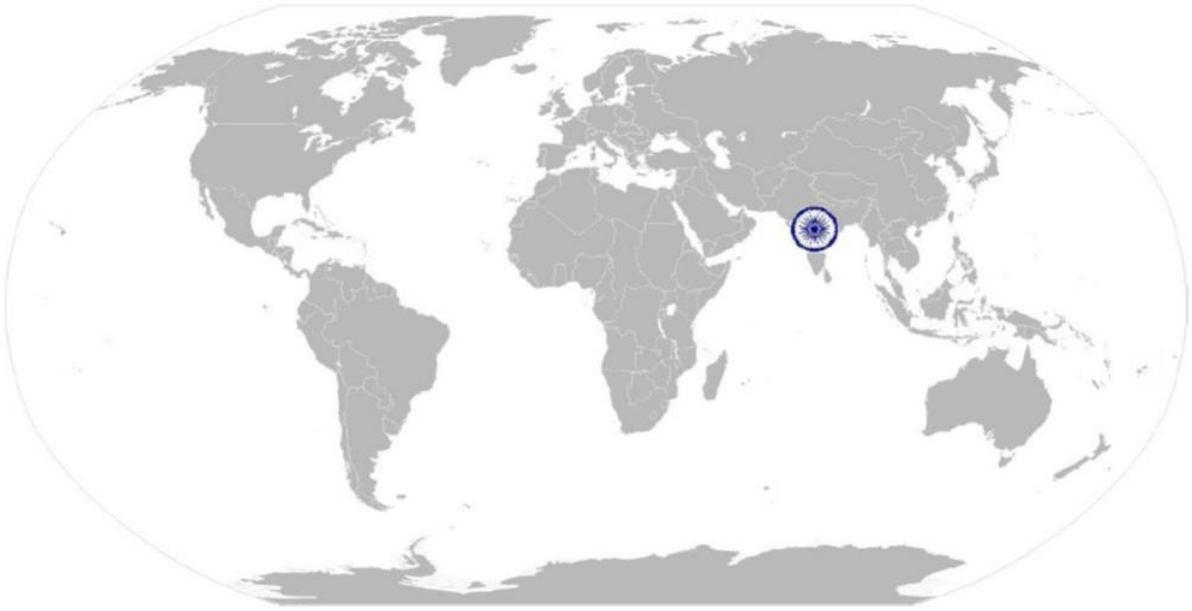
NOS
National Occupational Standards

SKS/N0032 Carry out routine armed guarding duties

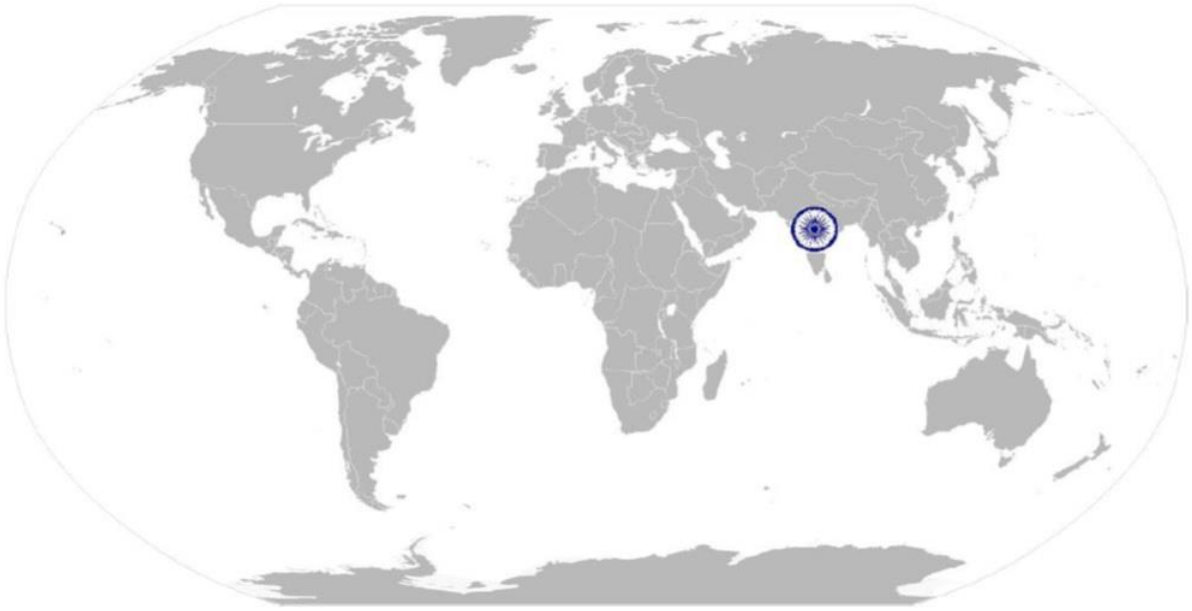
NOS Version Control

NOS Code	**SKS/N0032**		
Credits (NVEQF/NVQF/NSQF)	**TBD**	**Version Number**	**1.0**
Sector	**Private Security**	**Drafted on**	**01 Apr 2013**
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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards while providing support to cash and valuables-in-transit operatons.

National Occupational Standard

SKS/N0033 Support cash and valuables-in-transit operations

Unit Code	SKS/N0033
Unit Title (Task)	**Support cash and valuables-in-transit operations**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards while providing support to cash and valuables-in-transit operatons.
Scope	1. **Safety and Security Equipment.** (a) In-built safety features of the cash and valuables carrying vehicle (b) Secured containers for carrying cash and valuables (c) Personal protective equipment (d) Weapon and ammunition (e) Communication equipment (f) Global Positioning System (g) Fire extinguishers (h) Distress alarm (i) First-aid kit 2. **Threat/ Risks**. (a) Criminal/miscreant action (b) Road accident (c) Vehicle breakdown (d) Fire accident (e) Medical emergencies 3. **Concerned Agencies.** (a) Controlling headquarter/ designated superior (b) Police station, PCR vans, helpline (c) Ambulance and hospital services (d) Road patrol 4. **Task-related Details.** (a) Team composition (b) Details of vehicle and consignment (c) Route, alternate routes, halts (d) Contact details of concerned agencies (e) Timings (f) Threat/risks involved (g) Reporting procedure 5. **Actual and Potential Weapons.** (a) Actual weapons are real weapons (b) Non-lethal weapons – taser guns, pepper spray (c) Potential weapons are those objects which can be used as a weapon 6. **Response.** (a) Raise distress alarm and seek help from concerned agencies (b) Shutdown in the vehicle (c) Do not stop the vehicle (d) Use weapon to deter and resist criminals and miscreants (e) Ensure safety of the team members and consignment (f) Disengage from situation before it escalates beyond control (g) Evacuate injured, if any

SKS/N0033 Support cash and valuables-in-transit operations

Performance Criteria (PC) w.r.t the Scope	
Element	**Performance Criteria**
Carry out cash and valuables-in-transit operations	To be competent, the user/individual on the job must be able to: PC1. Maintain security during the loading/ unloading of cash/ valuables in the vehicle PC2. Check vehicle for any suspicious indications PC3. Ensure vehicle is properly secured after loading/ unloading PC4. Receive briefing from designated superior PC5. Use appropriate weapon & ammunition and safety & security equipment as per organizational procedure PC6. Co-ordinate with other team members PC7. Co-ordinate with other armed guard, if present PC8. Instruct driver and team members on security and safety aspects PC9. Maintain security of vehicle and valuables/ consignment during transit PC10. Not to permit stopping of vehicle at unscheduled halts PC11. Maintain communication with the concerned agencies PC12. Maintain vigilance against possible threat/ risks PC13. Report incident to concerned agencies and seek assistance PC14. Respond against threat/ risks appropriately PC15. Maintain security and safety of self, others and consignment PC16. Avoid collateral damage to bystanders/ consignment PC17. Disengage from situation PC18. Record relevant information PC19. Abort delivery or collection process, if situation so warrants
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the company/ organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Relevant legislation/ regulations and organizational procedures related to armed guarding and cash/ valuable-in-transit duties KA2. Limits of assigned role and responsibilities
B. Technical/ Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Necessary weapon & ammunition and safety & security equipment as per organizational procedure and their use KB2. Threat/ risks associated with cash/ valuables-in-transit operations KB3. Organizational procedures for dealing with threat/ risks KB4. Task-related details associated with cash/ valuables-in-transit, operations KB5. Communication protocol and contact details with concerned agencies KB6. Methods of securing the vehicle and consignment KB7. Actual and potential weapons

SKS/N0033 Support cash and valuables-in-transit operations

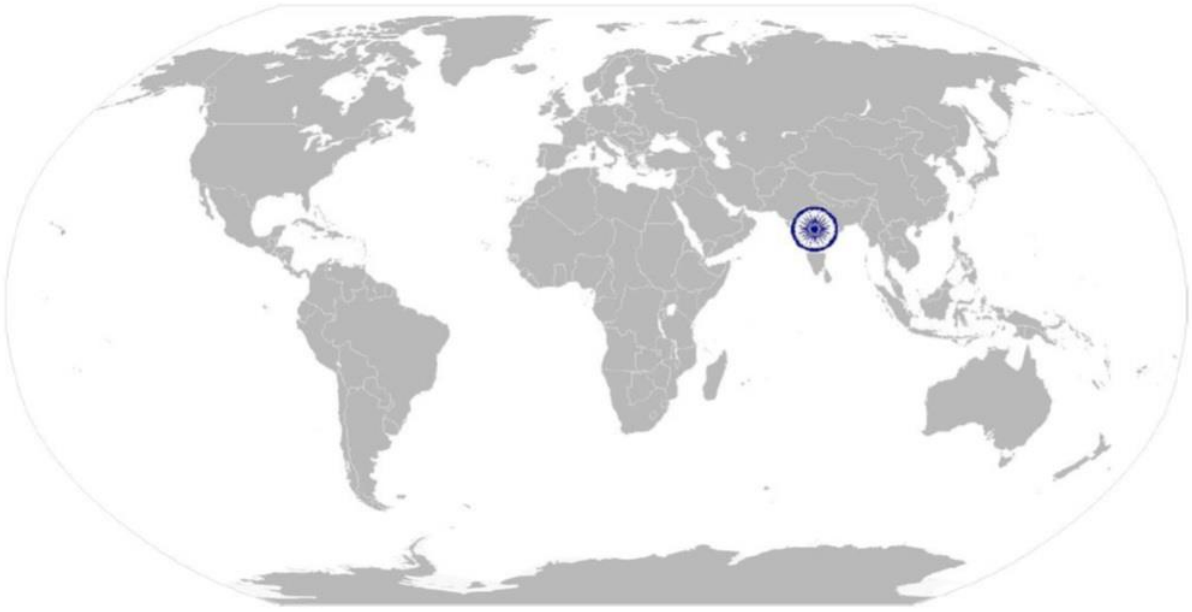
	KB8. Reporting and recording of incidents KB9. Security and safety requirements as per relevant legislation/ regulations and organizational procedures KB10. Route, alternate routes, halts, bottle-necks etc
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Communicate effectively SA2. Respond to a security situations SA3. Take initiative and correct decisions SA4. Report and record security incidents
B. Professional Skills	The user/individual on the job needs to know and understand how to: SB1. Anticipate/ identify potential threat/ risks SB2. Assess situation requiring the use of firearms SB3. Use firearms effectively SB4. Remove stoppages in firearm SB5. Avoid collateral damage

NOS Version Control

NOS Code	**SKS/N0033**		
Credits (NVEQF/NVQF/NSQF)	**TBD**	**Version Number**	**1.0**
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		Next review date	**01 Apr 2015**

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Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards in carrying out armed guarding duties in commercial deployments.

SKS/N0034 Armed guarding duties in commercial deployments

National Occupational Standard

Unit Code	**SKS/N0034**
Unit Title (Task)	**Armed guarding duties in commercial deployments**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guard in carrying out armed guarding duties in commercial deployments.
Scope	1. **Commercial Deployments.** (a) Single & multi-flat houses, row houses, condominiums, colonies and townships (b) Real estate, parks and public utilities (c) Schools, colleges, university and hostels (d) Banks and ATMs (e) Business parks, offices, shops and warehouses (f) ITES, BPO and KPO (g) Hotels, restaurants, guest houses, inns and motels (h) Hospitals, nursing homes and diagnostic laboratories (i) Malls, markets, bazars and shops (j) Cinema, theatre, multiplex, fairs and exhibitions (k) Sports complexes and stadiums (l) Live shows, weddings, congregation and rallies (m) Transport hubs and mass rapid transport system (n) Religious places and shrines (o) Tourist spots and monuments **2. Risks and Threats.** (a) Unauthorised entry and trespass (b) Aggressive and drunken behaviour (c) Loitering and littering (d) Eve teasing and molestation (e) Robbery,theft, pilferage and shoplifting (f) Violence andassault (g) Murder and suicide (h) Kidnapping (i) Accidents (j) Medical emergency (k) Public demonstration,labour unrest and crowd control (l) Fire accidents (m) Accidents while handling weapons (n) Natural & manmade hazards **3. Behavioural Standards.**

SKS/N0034 Armed guarding duties in commercial deployments

	(a) Alert and vigilant (b) Well-groomed and courteous (c) Responsive and helpful (d) Safety conscious (e) Respectful and caring towards elderly, women and children (f) Communicate effectively and assertively (g) Responsible and co-operative **4. Armed Security Duties.** (a) Respond to risks and threats (b) Control entry and exit (c) Check material movement (d) Surveillance and obsevation (e) Report to superiors (f) Basic security registers (g) Operate security equipment (h) Use of licenced firearms
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: PC1. Carry out armed guarding duties as per organisation's procedures and instructions PC2. Observe and respond to risks and threats PC3. Use licenced firearms effectively PC4. Communicate effectively with concerned stakeholders PC5. Follow good behavioural standards PC6. Maintain basic security registers as prescribed PC7. Report incidents to superiors
Knowledge and Understanding (K)	
A. Organisational Context	The user/individual on the job needs to know and understand: 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 / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Charecteristics of the fire arm and ammunition in use KB2. Safety procedure of the fire arm in use KB3. Charecteristics of the security equipment in use in the premises KB4. Communication methods and equipment in use

SKS/N0034 Armed guarding duties in commercial deployments

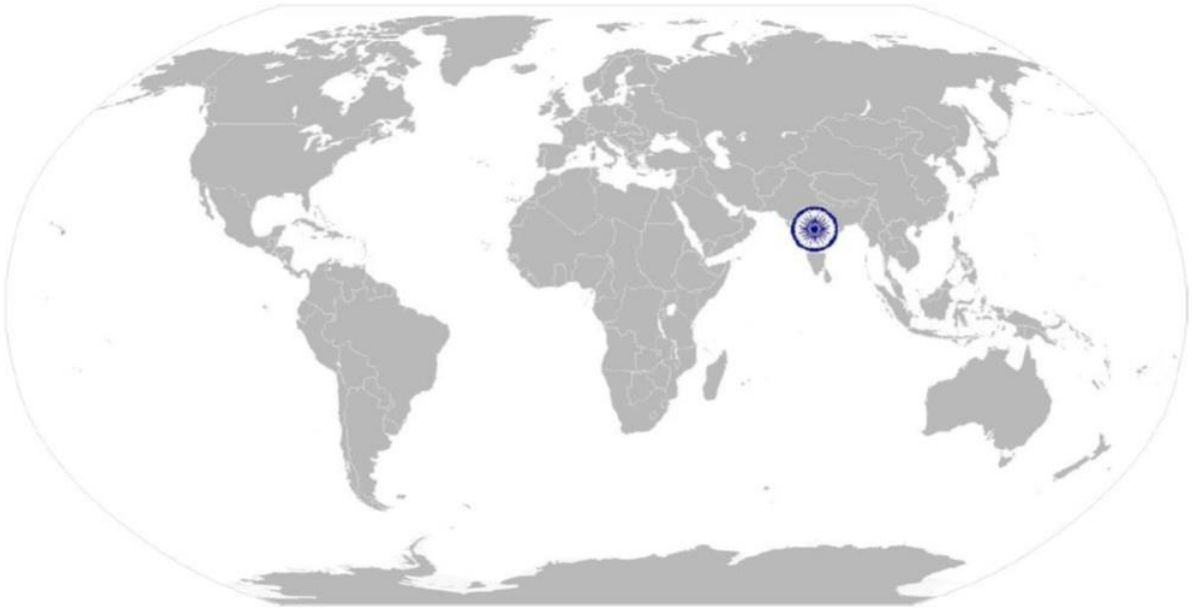
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Be vigilant and observant SA2. Identify risks & threats correctly SA3. Communicate to customers / stakeholders effectively
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Carry out armed guarding duties SB2. Respond to risks & threats SB3. Use firearm safely and effectively SB4. Avoid collateral damage SB5. Communicate and report incidents correctly SB6. Use security and communication equipments

NOS Version Control

NOS Code	**SKS/N0034**		
Credits (NVEQF/NVQF/NSQF)	**TBD**	**Version Number**	**1.0**
Sector	**Private Security**	**Drafted on**	**01 Apr 2013**
Sub-sector	**Commercial**	**Last reviewed on**	**11 Apr 2013**
		Next review date	**01 Apr 2015**

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards in carrying out armed guarding duties in industrial deployments.

National Occupational Standard

SKS/N0035 Armed guarding duties in industrial deployments

Unit Code	**SKS/N0035**
Unit Title (Task)	**Armed guarding duties in industrial deployments**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for armed security guards in carrying out armed guarding duties in industrial deployments.
Scope	1. **Industrial Deployments.** (a) Factories and workshops (b) Plants (c) Mines (d) Refineries and pipe lines (e) Sea ports and air ports (f) SEZs (g) Container yardsand warehouses (h) Transport and logistics (i) Infrastructure 2. **Risks and Threats.** (a) Unauthorised entry and trespass (b) Aggressive and drunken behaviour (c) Eve teasing and molestation (d) Robbery,theft, pilferage and shoplifting (e) Violence and assault (f) Murder and suicide (g) Kidnapping (h) Accidents (i) Medical emergency (j) Public demonstration, labour unrest and crowd control (k) Fire accidents (l) Accidents while handling weapons (m) Natural & manmade hazards 3. **Behavioural Standards.** (a) Alert and vigilant (b) Well-groomed and courteous (c) Responsive and helpful (d) Security conscious (e) Communicate effectively and assertively (f) Responsible and co-operative 4. **General Security Duties.** (a) Respond to risks and threats (b) Control entry and exit (c) Check material movement

SKS/N0035 Armed guarding duties in industrial deployments

	(d) Surveillance and obsevation (e) Report to superiors (f) Basic security registers (g) Operate security equipment (h) Use of licenced firearms
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: PC1. Carry out armed guarding duties as per organisation's procedures and instructions PC2. Observe and respond to risks and threats PC3. Use licenced firearms effectively PC4. Communicate effectively with stakeholders PC5. Follow good behavioural standards PC6. Maintain basic security registers as prescribed PC7. Report incidents to superiors
Knowledge and Understanding (K)	
A. Organisational Context	The user/individual on the job needs to know and understand: 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 / Domain Knowledge	KB1. Charecteristics of the fire arm and ammunition in use KB2. Safety procedure of the fire arm in use KB3. Charecteristics of the security equipment in use in the premises KB4. Communication methods and equipment in use
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Be vigilant and observant SA2. Identify risks & threats correctly SA3. Communicate to customers / stakeholders effectively
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Carry out armed guarding duties SB2. Respond to risks & threats SB3. Use fire arm safely and effectively SB4. Avoid collateral damage SB5. Communicate and report incidents correctly SB6. Use security and communication equipments

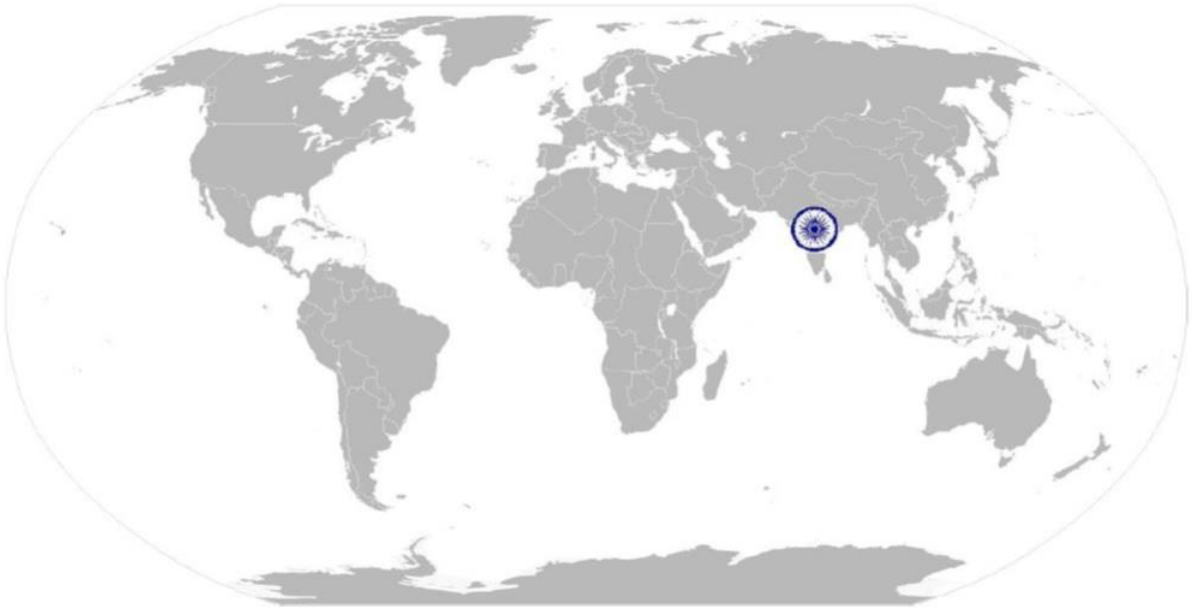
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National Occupational Standards

SKS/N0035 Armed guarding duties in industrial deployments

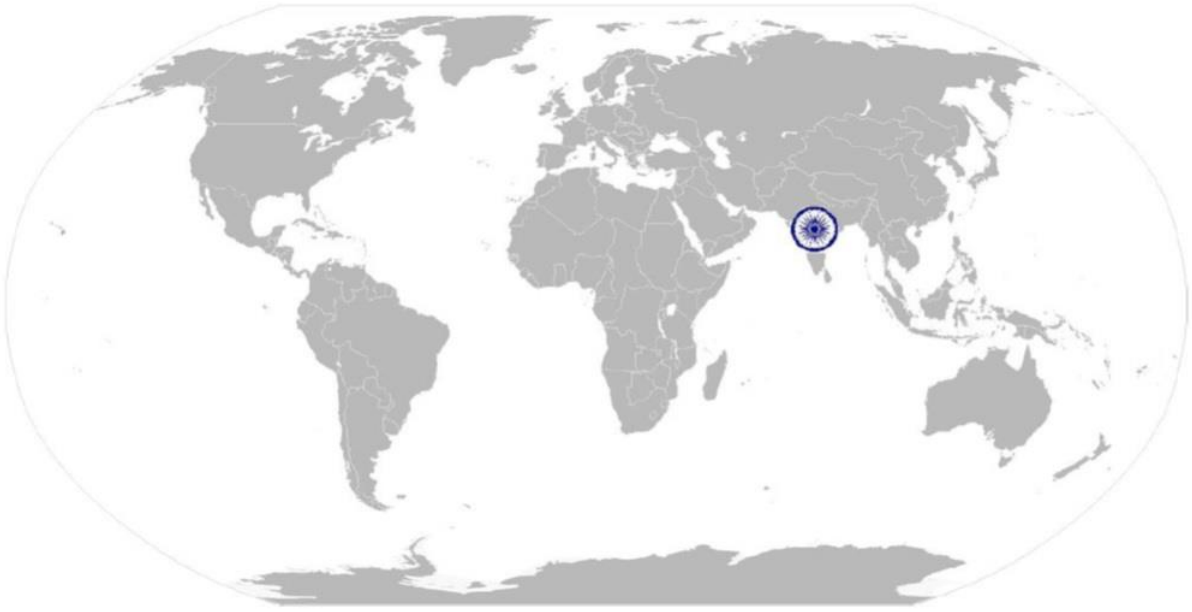
NOS Version Control

NOS Code	SKS/N0035		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	1.0
Sector	Private Security	Drafted on	01 Apr 2013
Sub-sector	Industrial	Last reviewed on	11 Apr 2013
		Next review date	01 Apr 2015

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Communication Skills & Abilities to project a positive image of self (Armed Security Guard) and the organisation.

National Occupational Standard

SKS/N0036 Positive projection of self and the organisation

Unit Code	**SKS/N0036**
Unit Title (Task)	**Positive projection of self and the organisation**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Communication Skills & Abilities to project a positive image of self (Armed Security Guard) and the organisation.
Scope	1. **Behavioural Standards/ Meet and Greet Procedures**. (a) Alert and vigilant (b) Well-groomed and courteous (c) Responsive and helpful (d) Respectful and caring towards elderly, women and children (e) Communicate politely and firmly (f) Safety consciousness (g) Responsible and co-operative 2. **Traits and Habits.** Honest, truthful, balanced temperament, integrity, disciplined and punctual 3. **Necessary Equipment.** Authorised/ licenced firearm, pen, guard's notebook, whistle, torch, clothing as per the weather, communication equipment, if provided 4. **Site-specific Information.** 5. **Pre-induction Training.**
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: 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 tab correctly and smartly PC5. Wear, carry and use personal protection gear and equipment PC6. Co-operate with team members PC7. Observe organisation's "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 organisation's standards	To be competent, the user/individual on the job must be able to: PC1. Carry out assigned tasks and duties diligently PC2. Co-operate with team members PC3. Support security duties by using licenced firearm
Knowledge and Understanding (K)	
A. Organisational Context	The user/individual on the job needs to know and understand:

SKS/N0036 Positive projection of self and the organisation

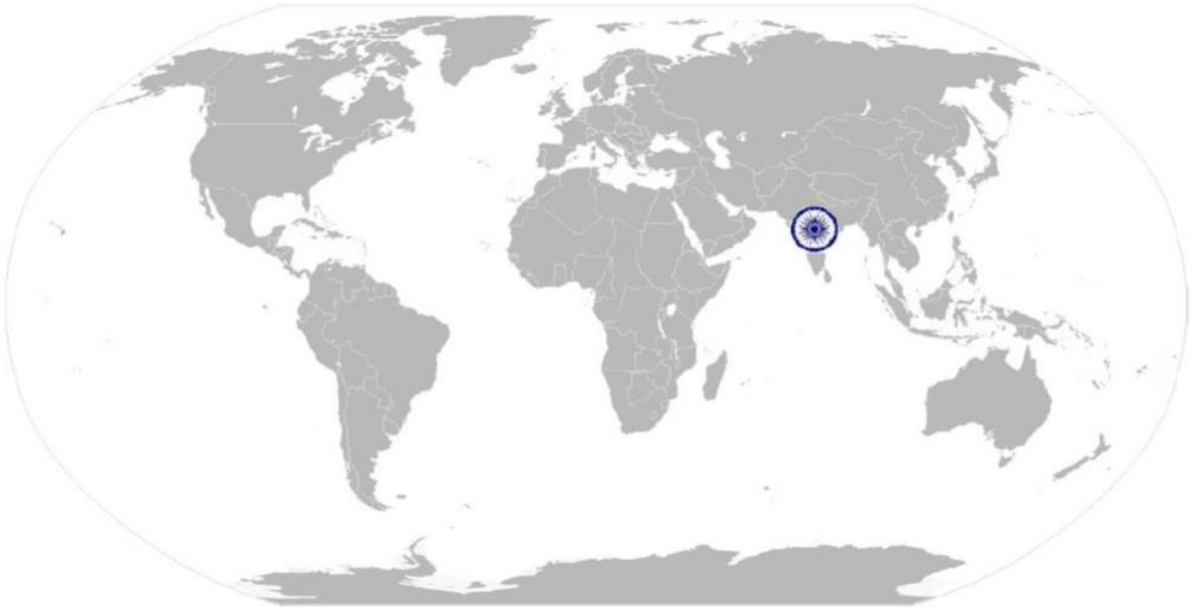
	KA1. Expected standard of personal grooming and behaviour KA2. Importance of physical fitness KA3. Security deployment in the premises and neighbourhood KA4. Routine in the organisation
B. Technical/ Domain knowledge	The user/individual on the job needs to know and understand: KB1. Safe handling of firearm KB2. Use of communication equipment KB3. Use of security equipment
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to understand: SA1. Importance of good grooming and behaviour SA2. Importance of communication with stakeholders
B. Professional Skills	The user/ individual on the job needs to be: SB1. Physically fit and mentally robust SB2. Turned out neatly and impressively SB3. Conversant with the site knowledge SB4. Proficient in effective use of firearm SB5. Alert and vigilant SB6. Safety conscious

NOS Version Control

NOS Code	**SKS/N0036**		
Credits (NVEQF/NVQF/NSQF)	**TBD**	**Version Number**	**1.0**
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Sub-sector	**1. Commercial 2. Industrial**	**Last reviewed on**	**11 Apr 2013**
		Next review date	**01 Apr 2015**

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to maintain personal health & hygiene and observe/respond to basic workplace safety requirements.

National Occupational Standard

SKS/N0008 Health and Safety

Unit Code	**SKS/N0008**
Unit Title (Task)	**Health and Safety**
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability to maintain personal health & hygiene and observe/ respond to basic workplace safety requirements.
Scope	1. **Hazards and Risks.** (a) Fire (b) Electric short circuit, electric shock and electrocution (c) Medical emergency (d) Inflammable & toxic liquid/ gases (e) Accidents (f) Flooding (g) Malfunctioning elevators, escalators, staircase and ladders (h) Ventilation and suffocation (i) Improper use of safety gear and non-adherence to safety norms (j) Hygiene and sanitation 2. **Organisational Procedures.** 3. **Training and Drills.** 4. **Personal Health, Hygiene and Habits.** 5. **Services and Organisations.** Security team and sub-unit; police and emergency services 6. **Devices and Safety Gears.** Sensors & alarms, communication equipment, fire fighting equipment, personal safety gears, ladders, chutes, ropes and emergency lighting 7. **Reporting.** Description of incident, time, date, place, casualties and action taken 8. **Causes of Fire.** 9. **Types of Fire.** 10. **Fire-fighting Equipment.** 11. **Medical Emergencies.** 12. **First-aid.** 13. **Evacuation of Premises.** 14. **Evacuation of Casualty.**
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: 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 tosuperiors and emergency service organisations for assistance in the event of emergencies
Maintain personal health, hygiene and habits	To be competent, the user/individual on the job must be able to: PC1. Undertake physical exercises and activities (commensurate with age) PC2. Maintain personal hygiene and good habits PC3. Refrain from alcohol, tobacco, drugs and other intoxicants PC4. Guard against sexually transmitted diseases and HIV PC5. Take precautions against common ailments
Respond to fire accidents	To be competent, the user/individual on the job must be able to: PC1. Identify and report fire hazards PC2. Carry out fire-fighting in line with organisational training and procedures PC3. Report fire incidents to superiors and emergency service organisations PC4. Participate in evacuation of casualtyand premises
Deal with medical emergency	To be competent, the user/individual on the job must be able to: PC1. Render first-aid PC2. Use available basic first-aid equipment
Knowledge and Understanding (K)	
A. Organisational Context	The user/individual on the job needs to know and understand: KA1. Organization's procedure relating to safety in the workplace KA2. Details of emergency exits, alarm, signage and other safety equipment KA3. Reporting procedure for incidents and emergencies KA4. Details of local emergency service KA5. The requirements of maintaining physical fitness, personal hygiene and good habits KA6. Organization's procedure/ guidelines relating to fire safety KA7. Details of floor plans, emergency exits, alarm, signage and other fire-fighting equipment KA8. Reporting procedure for fire incidents KA9. Training and mock drills KA10. Details of emergency exits, alarm, signage and location of first-aid and evacuation equipment KA11. Reporting procedure in case of medical emergencies KA12. Contact details of local hospitals and ambulance services
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Risks and hazards

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	KB2. Personal safety equipment and clothing to be used KB3. Identify signage and warning KB4. Importance of sound health, hygiene and good habits KB5. Ill-effects of alcohol, tobacco and drugs KB6. The need to safeguard against sexually transmitted diseases and HIV KB7. Types of fire KB8. Causes of fire KB9. Fire alarms KB10. Types of fire-fighting equipment KB11. Fire-fighting procedure KB12. Personal safety equipment and clothing to be used KB13. First-aid KB14. Communicate effectively
Skills (S)	
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Respond to emergencies SA2. Remain calm during emergencies SA3. Be an effective member of the team SA4. The value of physical fitness, personal hygiene and good habits SA5. Respond to fire incidents SA6. Remain calm SA7. Communicate effectively SA8. Identify medical emergency SA9. Rescue and evacuation of casualty
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Raise alarm SB2. Respond with available equipment SB3. Report to senior/ emergency service organisations for assistance SB4. Carry out periodic walk-throughs to keep work area free from hazards and obstructions, if assigned SB5. Withstand work environmental stress SB6. Carry out duties during day/ night and inclement weather SB7. Maintain a positive outlook SB8. Identify potential fire hazards SB9. Respond with available/ appropriate equipment SB10. Keep work area free from fire hazards SB11. Respond with available manpower and equipment SB12. Render first-aid SB13. Report to senior/ medical emergency service organisations for assistance

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NOS Version Control

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